
**Procedure for PEFC Notification of Certification Bodies
operating Forest Management System and/or Chain of
Custody Certification in Poland**



PEFC Polska

Ul. Braci Leśnej 3
05-090 Sękocin Stary
Phone: +48 22 71 50 344
Fax: +48 22 7200 397
E-mail: pefc@ibles.waw.pl
Website: www.pefc-polska.pl

Table of Contents

1	Objectives	3
2	Scope	3
3	Conditions for IBL Notification	3
4	PEFC notification issuance procedures	4
5	Obligations of the PEFC Polska Notified Certification Body	4
6	Validity of the PEFC Polska notification	5

Table of Appendixes

Appendix I: Application for PEFC Polska Notification

Appendix II: PEFC Polska Notification Contract

Appendix III: Tariffs of PEFC Polska Notification Fee

1 Objectives

This procedure describes the requirements for PEFC notification of certification bodies operating chain of custody certification under the Polish PEFC Forest Certification System in Poland.

2 Scope

As Forest Research Institute (IBL) is the PEFC National Governing Body (NGB) in Poland in which the certification body is providing PEFC recognized certification, the certification body shall apply to IBL to obtain the PEFC notification using the application form as shown in Appendix I.

3 Conditions for IBL Notification

The certification body applying for PEFC notification from IBL shall:

- be a legal entity, within Poland;
- if outside Poland, be a legal entity in the country concerned and be registered by an accreditation body, which is a member of the International Accreditation Forum (IAF);
- agree to be listed on the publicly available PEFC Council internet-based databases with information that will include the certification body's identification data and/or other data as specified in the *Internal Rules for the PEFC Registration System*¹;
- have a valid accreditation certificate issued by the Polish Centre for Accreditation ("PCA"), Polish national accreditation body which is a member of the IAF or by a national accreditation body from another country which is also a member of the IAF;

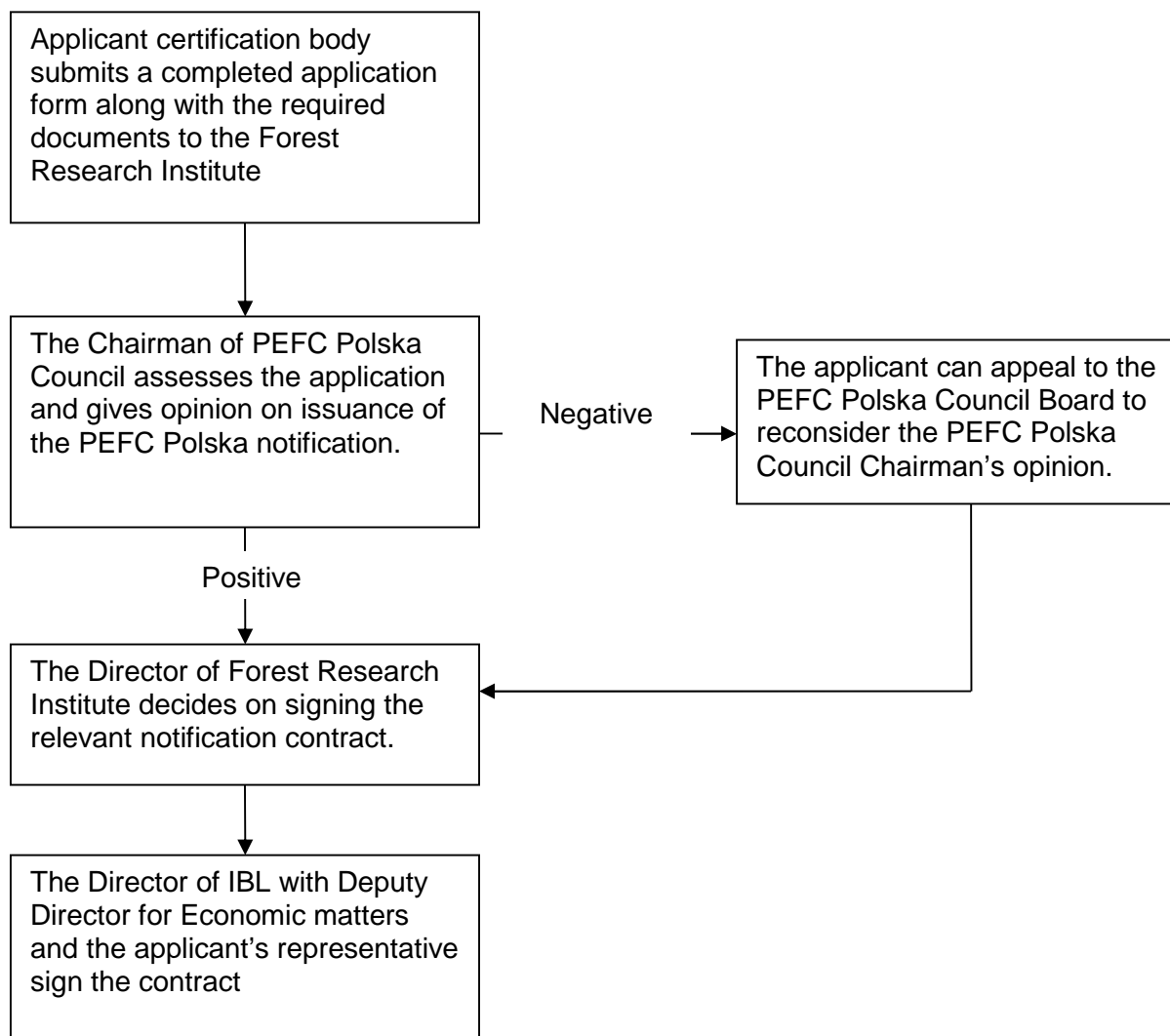
For forest management system certification, the accreditation shall be issued against ISO/IEC 17021 (*Conformity assessment – Requirements for bodies providing audit and certification of management systems*) and the scope of the accreditation shall explicitly include the PEFC PL 1003 *Sustainable forest management - requirements*;

For chain of custody certification, the accreditation shall be issued against ISO Guide 65 (General requirements for certification/registration bodies operating product certification) and the scope of the accreditation shall explicitly include PEFC ST ST 2002:2013: *Chain of custody – requirements*;

- be prepared to sign a PEFC Polska Notification Agreement with Forest Research Institute (Appendix II);

¹ Forest Research Institute is to provide data in accordance with the specifications of content and format outlined in the PEFC Council's Internal Rules for the PEFC Registration System [GLI4-2003].

4 PEFC notification issuance procedures



5 Obligations of the PEFC Polska Notified Certification Body

The PEFC Polska notified certification body shall:

- carry out forest management system certification to the PEFC PL 1003 *Sustainable forest management - requirements* and/or carry out chain of custody certification to PEFC ST ST 2002:2013: *Chain of custody – requirements* within the scope of the valid accreditation;
- inform Forest Research Institute about any changes in its accreditation status, the scope of which covers chain of custody certification;
- provide the Forest Research Institute, without delay, with information on every chain of custody certificate it issues to an organization in the Poland and/or information on any changes to already issued certificates. The range of data is specified by IBL in accordance with the specifications of content and format outlined in the PEFC Council's Internal Rules for the PEFC Registration System [GLI4-2003];

- pay the Forest Research Institute annual notification fee for every issued certificate based on an invoice issued by the Forest Research Institute. The invoice is issued in advance for the next year. The level of the notification fee is set out in *Appendix III* of this document. The fees included in *Appendix III* can be changed by a decision of the Forest Research Institute.

6 Validity of the PEFC Polska notification

The PEFC Polska notification is valid for the period of the validity of the certification body's accreditation. The PEFC Polska notification can be terminated or suspended by the Forest Research Institute, after PEFC Polska Council suggestion, if the notification contract is violated.

APPLICATION FOR PEFC POLSKA COUNCIL NOTIFICATION

I. Applicant's Identification Data

Organisation name			
Registration number			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

II. Information and Documents for Application Processing:

Accreditation number / expire date of validity	
Accreditation Body Name	
Documents required for the Application Processing: <p><input type="checkbox"/> Copy of the accreditation attestation issued against ISO Guide 65 and which scope explicitly covers certification against Annex 4 of the PEFC Technical Document (document No. 5 of Polish PEFC Forestry Certification System), and/or</p> <p><input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021 (Conformity assessment – Requirements for bodies providing audit and certification of management systems) and which scope explicitly covers certification against document No. 4 of Polish PEFC Forestry Certification System (Polish Criteria and Indicators for Sustainable Forest Management for the Purpose of Forest Certification).</p>	

III. Self-Declaration:

I hereby confirm that:

- I have read the PEFC Polska regulations concerning PEFC certification and notification and accept them,
- The data included in this application is complete and truthful.

Signature of applicant's representative
(given in Section I)

--

APPLICATION FOR PEFC POLSKA COUNCIL NOTIFICATION

(Completed by Forest Research Institute)

I. Application Processing:

		Date	Signature
Date of application received	<input type="checkbox"/> Yes		
Fulfilment of the PEFC Polska requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract signed by the Forest Research Institute and sent to the applicant	<input type="checkbox"/> Yes		
Both parties signed contract received	<input type="checkbox"/> Yes		

II. PEFC Polska Notification Fee Payment:

Year	Amount	Paid on Date	Signature

III. Application Appeal Process:

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal processed with decision	<input type="checkbox"/> Positive <input type="checkbox"/> Negative		

IV. Suspenssion and Termination of the PEFC Polska notification:

Statutes of Decision	Date	Penalty

PEFC Polska Notification Contract No

Between

(1) The Forest Research Institute, hereafter the “IBL”, having its registered office at Braci Leśnej 3, 05-090 Sękocin Stary, Poland

And

(2) Name and registered address of the certification body (hereafter the notified certification body)

Whereas **name of the certification body** is a PEFC Polska Notified Certification Body operating forest management and/or [to be determined] chain of custody certification in Poland which is recognised by the IBL;

Whereas the IBL is a member of the PEFC Council and has been duly appointed by PEFC Council as the National Governing Body in Poland, and the PEFC Polska is a PEFC Council endorsed national scheme;

Whereas Programme for the Endorsement of Forest Certification schemes (hereafter the PEFC) is an independent, non-profit non-governmental organisation which promotes sustainably managed forests worldwide through third party certification and is the owner of the PEFC logo and PEFC claims;

Whereas the PEFC Polska Notified Certification Body is to be granted a PEFC Polska notification and will be allowed to issue the PEFC Council recognised chain of custody certificates within the scope of the valid accreditation from Polish Centre for Accreditation or a valid accreditation from an accreditation body from another country provided the accreditation body is a member of the International Accreditation Forum to organisations which are registered in Poland.

Now, therefore the above said parties agree to the following:

Article 1

Definitions:

1. Chain of Custody of Forest Based Products – Requirements –
This is PEFC ST ST 2002:2013: *Chain of custody – requirements*, which forms part of the contractual documentation and is accessible at <http://www.pefc.org/> and at <http://www.pefc-polska.pl>. These document is valid as stated now and as may be from time to time altered by the PEFC Council.
2. Certification and Accreditation Procedures
This is PEFC PL 1002 *Certification and accreditation procedures*, which forms part of the contractual documentation and is accessible at <http://www.pefc-polska.pl>. These document is valid as stated now and as may be from time to time altered by PEFC Polska.

3. Tariffs of Notification Fee –

This is the Appendix III to the **Procedure for PEFC Notification of Certification Bodies operating Forest Management System and/or Chain of Custody Certification in Poland** and is enclosed to this contract.

Article 2: Responsibilities of the PEFC Polska Notified Certification Body

The PEFC Polska Notified Certification Body is obliged to:

1. Have and keep valid accreditation issued in compliance with PEFC PL 1002 *Certification and accreditation procedures* and to inform the IBL immediately and about any changes in the accreditation. The PEFC Polska Notified Certification Body will provide, at the beginning of each year as well as each time it is so requested, updated evidence that it still meets the requirements of valid accreditation.
2. Carry out the forest management/chain of custody certification against document PEFC ST 2002:2013: *Chain of custody - requirements* within the scope of the valid accreditation.
3. Provide the IBL immediately and truthfully with information on every forest management/chain of custody certificate issued to an organization in the Poland and /or inform of any changes to already issued certificates within the range of data as specified by the PEFC Polska Council.
4. Pay the IBL the annual notification fee for every certificate issued based on an invoice issued by the IBL. The amount of the fees is specified in the Tariffs of Notification Fee and can be changed by the IBL during the validity of the contract. The corresponding change in the contract between IBL and the PEFC Polska Notified Certification Body concerning the fees takes effect the following year after the IBL has informed the PEFC Polska Notified Certification Body, in writing, of the change.
5. Agree to be listed on the publicly available PEFC Council internet database including the certification body's identification data and/or other data as specified in the internal rules for the PEFC registration system.

Article 3: Responsibilities of the IBL

1. The IBL recognizes the certificates issued by the PEFC Polska Notified Certification Body in compliance with this contract.
2. The IBL is obliged to inform the PEFC Polska Notified Certification Body of any changes to the PEFC Polska Council, and PEFC Council regulations and documentation which affect this contract.

Article 4: Contract Termination

1. The IBL as well as the PEFC Polska Notified Certification Body may terminate the contract with three-months prior notice by registered letter.
2. The IBL may suspend the contract with the immediate effect if there are reasons to believe that any provision of the PEFC notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the PEFC Polska Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
4. No PEFC Polska notification fee is refunded to the PEFC Polska Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
5. IBL is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the PEFC Polska Notified Certification Body.

Article 5: Validity of the Contract

The contract expires any earlier PEFC Polska Council notification contracts and enters into force when it has been signed by both parties.

Article 6: Governing Law - Jurisdiction

1. This contract is subject to Polish law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the characteristic courts of the Warsaw, subject to a right of appeal according to Polish law.

Signed in duplicate.

In *Sękocin Stary* on
.....

In on

For and on behalf of
the Forest Research Institute

For and on behalf of
the PEFC Polska Notified
Certification Body

Tariffs of PEFC Polska Notification Fee

Turnover of the PEFC Polska certified organisation		Net Yearly notification fee ^{*)} PLN
Forest related Industries	Up to 1 Million EUR turnover	450
	Over 1 Million EUR to 10 Million EUR turnover	900
	Over 10 Million EUR to 100 Million EUR turnover	1800
	Over 100 Million EUR turnover	4500
Forest Management	Per hectare	0.05

^{*)} In case of multi-site certification the multi-site organization's turnover is calculated as a sum of turnovers of sites covered by the multisite organization.

Signed in duplicate.

In Sękocin Stary on

Inon

For and on behalf of
the Forest Research Institute

For and on behalf of
the PEFC Polska Notified
Certification Body