

 CERTFOR	SISTEMA DE CERTIFICACIÓN CERTFOR		 PEFC PEFC/24-01-01
	Notification of Certification Bodies for Forest Management and Chain of Custody Certification in Chile against the requirements of the CERTFOR System		
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Notification of Certification Bodies for Forest Management and Chain of Custody Certification in Chile against the requirements of the CERTFOR System

PS-02-21, September 2015

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Introduction

Certification under the CERTFOR System shall be carried out by third party certification bodies, which are accredited by a national accreditation body (in Chile, el Instituto Nacional de Normalización - INN), which is a member or a part of the International Accreditation Forum (IAF) in order to demonstrate its competence and independence.

Notification by the CertforChile Corporation establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by the CertforChile Corporation.

1. Scope

This CERTFOR System document describes procedures for the issuance of notification by the CertforChile Corporation to certification bodies operating:

a) Forest Management certification against the requirements of the CERTFOR System

and/or

b) Chain of Custody certification in Chile.

This CERTFOR System procedure was approved by the National Secretariat of CertforChile Corporation, and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the CERTFOR System.

2. Normative References

The following referenced documents are indispensable for the application of this document. For both dated and undated references, the latest edition of the referenced document (including any amendment) or the document which replaced the referred document applies.

- DN-02-05, Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones
- DN-02-07, Estándar CERTFOR de Cadena de Custodia de Productos Forestales
- DN-02-08, Estándar CERTFOR de Certificación en Grupo
- DN-02-11, Procedimientos de Certificación y Acreditación
- DN-02-14, Requisitos para los Organismos Certificadores que Operan la Certificación del Estándar CERTFOR de Cadena de Custodia
- NCh-ISO 17021:2011, Evaluación de la conformidad - Requisitos para los organismos que realizan la auditoria y la certificación de sistemas de gestión.
- NCh-ISO 17065:2013, Evaluación de la conformidad - Requisitos para organismos que certifican productos, procesos y servicios
- PEFC ST 2002:2013, Chain of Custody of Forest Based Products - Requirements

- PEFC ST 2003:2012, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard
- ISO/IEC 17021:2011, Conformity assessment - Requirements for bodies providing audit and certification of management systems
- ISO/IEC 17065:2012, Conformity assessment – Requirements for bodies certifying products, processes and services
- PEFC GD 1004:2009, Administration of PEFC scheme

3. Terms and Definitions

3.1. Accredited certificate

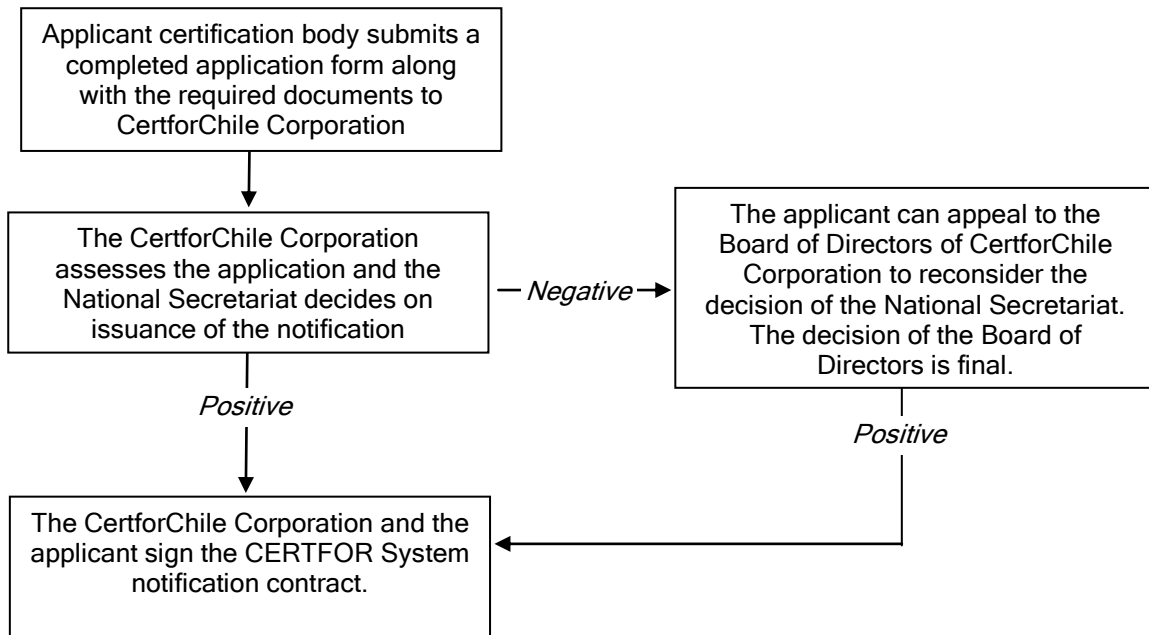
A certificate issued by a certification body within the scope of its accreditation which bears the accreditation body's symbol.

4. Conditions for notification by the CertforChile Corporation

The certification body applying for notification by the CertforChile Corporation shall:

- be a legal entity;
 - agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and / or other data as specified by the PEFC Council;
 - sign a notification contract with the CertforChile Corporation (Appendix 1).
- a) The certification body applying for notification for Forest Management certification under the CERTFOR System shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17021:2011 (NCh-ISO 17021:2011) and the scope of the accreditation shall explicitly include DN-02-05 *Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones* standard.
 - b) The certification body applying for notification for Chain of Custody certification under the CERTFOR System shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17065:2012 (NCh-ISO 17065:2013) and the scope of the accreditation shall explicitly include DN-02-07 *Estándar CERTFOR de Cadena de Custodia de Productos Forestales* standard or PEFC ST 2002:2013, *Chain of Custody of Forest Based Products - Requirements*.

5. Notification issuance procedures



6. Obligations of the notified certification body

The certification body notified by the CertforChile Corporation shall:

1. Inform the certificate holder that the delivery of the certificate for forest management and/or chain of custody certifications is subject to the validity of a contract with the CertforChile Corporation.
2. Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.
3. Inform the certificate holder about the range of information it is reporting to CertforChile Corporation and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
4. Inform the certificate holder how to obtain a PEFC Logo use license and access to use a CERTFOR logo from CertforChile Corporation.

6.1. Forest Management certification

The certification body notified by the CertforChile Corporation for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with the normative document DN-02-11 *Procedimientos de Certificación y Acreditación* and inform Corporación CertforChile immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out Forest Management certification against DN-02-05 *Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones* within the scope of the valid accreditation.

3. Provide CertforChile Corporation immediately and truthfully with a completed reporting form for each CERTFOR Forest Management certificate and every site covered by a group certificate, issued within the scope of CertforChile Corporation notification and on changes concerning reported certificates.
4. Provide CertforChile Corporation, upon request, with a list of Forest Management certificates issued under the scope of notification by the CertforChile Corporation, including information defined in the reporting form in the Appendix 3 to this document.

6.2. Chain of Custody certification

The certification body notified by the CertforChile Corporation for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 or with DN-02-14 and inform CertforChile Corporation immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out PEFC or CERTFOR chain of custody certification against PEFC ST 2002:2013 or DN-02-07 *Estándar CERTFOR de Cadena de Custodia de Productos Forestales* within the scope of the valid accreditation.
3. Provide CertforChile Corporation, immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the CertforChile Corporation and on changes concerning reported certificates.
4. Provide CertforChile Corporation, upon request, with a list of Chain of Custody certificates issued under the scope of notification by the CertforChile Corporation, including information defined in the reporting form in the Appendix 3 to this document.

7. Validity of the Notification

The notification is valid for the period of the validity of the certification body's accreditation. The notification can be terminated or suspended immediately by the CertforChile Corporation, if the notification contract is violated.

CERTFOR/PEFC Notification Contract

Between

(1) **CertforChile Corporation**, having its registered office at *[address]*

And

(2) ***[Certification body]***, hereafter the “Notified Certification Body”, having its registered office at *[address]*

Whereas the Notified Certification Body is operating Chain of Custody certification and Forest Management certification, recognised by the CertforChile Corporation;

Whereas the CertforChile Corporation is the governing body of the Programme for the Endorsement of Forest Certification schemes in Chile, based on an administration contract signed with the PEFC Council.

Whereas the Notified Certification Body is to be granted notification, and the CertforChile Corporation certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in Chile, and international sites participating in multi-site Chain of Custody certifications of these organisations.

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

Article 1

Definitions:

1. Forest Management certification

This is the document DN-02-05 *Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones*, which forms part of the contractual documentation. It can be altered or replaced with another document by the CertforChile Corporation.

2. Certification and Accreditation Procedures - Forest Management certification

This is the document DN-02-11 *Procedimientos de Certificación y Acreditación* which forms part of the contractual documentation. It can be altered or replaced with another document by the CertforChile Corporation.

3. Chain of Custody of Forest Based Products - Requirements -

This is PEFC ST 2002:2013, *Chain of Custody of Forest Based Products - Requirements*, and DN-02-07 *Estándar CERTFOR de Cadena de Custodia de Productos Forestales*, which form part of the contractual documentation. PEFC ST 2002:2013 or DN-02-12 can be altered or replaced with another document by the PEFC Council or by the CertforChile Corporation, respectively.

4. Certification and Accreditation Procedures - Chain of Custody certification

This is DN-02-14, *Requisitos para Organismos Certificadores que Operan la Certificación del Estándar CERTFOR de Cadena de Custodia*, which forms part of the contractual documentation and is found in the annex of this contract. It can be altered or replaced with another document by the CertforChile Corporation.

5. Certificate Reporting Form

This is Appendix 3 to PS-02-21 *Notificación de Organismos Certificadores para la certificación de Manejo Forestal y Cadena de Custodia en Chile bajo los requisitos del Sistema CERTFOR*, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Obligations of the Notified Certification Body

The Notified Certification Body is obliged to:

- a) Inform the certificate holder that the delivery of the certificate for forest management and/or chain of custody certifications is subject to the validity of a contract with the CertforChile Corporation.
- b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.
- c) Inform certificate holders about the range of information it is reporting to the CertforChile Corporation and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
- d) Inform the certificate holder how to obtain a PEFC Logo use license and access to use a CERTFOR logo from CertforChile Corporation

The Notified Certification Body carrying out Forest Management certification is obliged to:

- e) Have and keep valid accreditation issued in compliance with normative reference DN-02-11 *Procedimientos de Certificación y Acreditación* and inform to the Corporación CertforChile immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- f) Carry out Forest Management certification against DN-02-05 *Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones* within the scope of the valid accreditation.
- g) Provide CertforChile Corporation immediately and truthfully with a completed reporting form for each CERTFOR Forest Management certificate and every site covered by a group certificate, issued within the scope of CertforChile Corporation notification and on changes concerning reported certificates.
- h) Provide CertforChile Corporation, upon request, with a list of Forest Management certificates issued under the scope of notification by the CertforChile Corporation, including information defined in the reporting form in the Appendix 3 to this document.

The Notified Certification Body carrying out Chain of Custody certification is obliged to:

- i) Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 or with DN-02-14 and inform CertforChile Corporation immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- j) Carry out PEFC chain of custody certification against PEFC ST 2002:2013 or against DN-02-07 *Estándar CERTFOR de Cadena de Custodia de Productos Forestales* within the scope of the valid accreditation.
- k) Provide CertforChile Corporation immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the CertforChile Corporation and on changes concerning reported certificates.

- l) Provide CertforChile Corporation, upon request, with a list of Chain of Custody certificates issued under the scope of notification by CertforChile Corporation, including information defined in the reporting form in the Appendix 3 to this document.

Article 3: Obligations of CertforChile Corporation

1. CertforChile Corporation recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license and CERTFOR Logo usage under the conditions specified by the CertforChile Corporation.
2. CertforChile Corporation is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. The CertforChile Corporation may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the 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. The CertforChile Corporation is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

Article 5: Validity of the Contract

The contract enters into force when it has been signed by both parties.

Article 6: Governing Law - Jurisdiction

The parties agree that this contract shall be governed by Chilean law, submitting to the jurisdiction of the Ordinary Courts of Justice of Santiago, Chile.

Signed in duplicate.

In _____ on _____

In _____ on _____

For and on behalf of
the CertforChile Corporation

For and on behalf of
the Notified Certification Body

APPLICATION FORM FOR NOTIFICATION BY THE CERTFORCHILE CORPORATION

I. Applicant's Identification Data

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

II. Type of certification

- a) Forest Management certification ☐
- b) Chain of Custody certification ☐

III. Information and Documents for Application Processing

- a) Forest Management certification

Accreditation number / expiry date of validity	
Accreditation Body Name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2011 or NCh-ISO 17021:2011 with the scope of the accreditation explicitly including DN-02-05 <i>Estándar CERTFOR de Manejo Forestal Sustentable para Plantaciones</i>	

- b) Chain of Custody certification

Accreditation number / expiry date of validity	
Accreditation Body Name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012 or (NCh-ISO 17065:2013 with the scope of the accreditation explicitly including certification against PEFC ST 2002:2013 or against DN-02-07 <i>Estándar CERTFOR de Cadena de Custodia de Productos Forestales</i> .	

IV. Self-Declaration

I hereby confirm that:

- I have read the CertforChile Corporation 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)

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APPLICATION PROCESSING FORM

(to be completed by the CertforChile Corporation)

I. Application Processing

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract sent to the applicant	<input type="checkbox"/> Yes		
Signed contract received	<input type="checkbox"/> Yes		
Contract signed by both parties returned	<input type="checkbox"/> Yes		

II. 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. Suspension and Termination of the notification:

Statutes of Decision	Date	Penalty

Chain of Custody Certificate Reporting Form

(to be completed for every certificate and every site covered by a multi-site certificate)

Contact details:

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

Certificate information:

Certification Body Name	
Certificate number	
Subcertificate number (if applicable)	
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Accreditation Number	
Certified entity turnover for the last year in [currency]	

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Appendix 3: Certificate Reporting Form

Code	Product categories		
01000	Roundwood		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
02000	Fuelwood and charcoal		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020		Charcoal	
03000	Sawnwood and sleepers		
03010		Railway sleepers	
03020		Sawnwood	
04000	Engineered wood products		
04010		Laminated Lumber Products	
04020		Finger Jointed Lumber	
04030		Glue Laminated Products (Glulam)	
04040		Laminated Veneer Lumber (LVL)	
04050		Parallel Strand Lumber (PSL)	
04060		I-Joists / I-Beams	
04070		Trusses & Engineered Panels	
04080		Other	
05000	Wood based panels		
05010		Veneer sheets	
05020		Plywood	
05030		Particle board	
05031			OSB
05032			Other particle board
05040		Fibreboard	
05041			MDF
05042			HDF
05043			Softboard
05043			Hardboard
05044			Insulating board
06000	Pulp		
06010		Mechanical	
06020		Semichemical	
06030		Dissolving	
06040		Chemical	
06041			Unbleached sulphite pulp
06042			Bleached sulphite pulp
06043			Unbleached sulphate (kraft) pulp
06044			Bleached sulphate (kraft) pulp
06050		Recovered paper	
07000	Paper and paper board		
07010		Graphic papers	
07011			Newsprint
07012			Uncoated mechanical
07013			Uncoated woodfree
07014			Coated papers
07020		Household and sanitary paper	
07030		Packaging materials	
07031			Case materials
07032			Folding boxboards
07033			Wrapping papers

07034			Other papers mainly for packaging
07040		Other paper and paperboard	
07050		Converted paper products	
07060		Printed matter	
08000	Wood manufacturers		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
09000	Exterior products		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
11000	Cork and cork products		
11010		Natural cork and cork waste	
11020		Cork manufactures	
12000	Energy		
13000	Non-wood products		
14000	Other		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		

Forest Management Certificate Reporting Form

(to be completed for every certificate and every site covered by by a group certificate)

[Note: Depending on the national situation, especially when a high number of small scale forest owners are participating in group Forest Management certification, the registration of forest owners participating in group certification can be registered by the CertforChile Corporation itself, or even by a third party. In this case the data requested in this reporting needs to be collected by the CertforChile Corporation or the third party from the forest owners directly, and not from the certification body.]

Contact details:

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

Certificate information:

Certification Body Name	
Certificate number	
Subcertificate number (if applicable)	
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Accreditation Number	
Scope of the certificate (total area in hectares)	

Scope of Group forest certificate information:

[illegible]

*1 primary, 2 natural, 3 semi-natural/planted or 4 forest plantation.

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Appendix 3: Certificate Reporting Form

Code	Product categories		
01000	Roundwood		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
02000	Fuelwood and charcoal		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020		Charcoal	
03000	Sawnwood and sleepers		
03010		Railway sleepers	
03020		Sawnwood	
04000	Engineered wood products		
04010		Laminated Lumber Products	
04020		Finger Jointed Lumber	
04030		Glue Laminated Products (Glulam)	
04040		Laminated Veneer Lumber (LVL)	
04050		Parallel Strand Lumber (PSL)	
04060		I-Joists / I-Beams	
04070		Trusses & Engineered Panels	
04080		Other	
05000	Wood based panels		
05010		Veneer sheets	
05020		Plywood	
05030		Particle board	
05031			OSB
05032			Other particle board
05040		Fibreboard	
05041			MDF
05042			HDF
05043			Softboard
05043			Hardboard
05044			Insulating board
06000	Pulp		
06010		Mechanical	
06020		Semichemical	
06030		Dissolving	
06040		Chemical	
06041			Unbleached sulphite pulp
06042			Bleached sulphite pulp
06043			Unbleached sulphate (kraft) pulp
06044			Bleached sulphate (kraft) pulp
06050		Recovered paper	
07000	Paper and paper board		
07010		Graphic papers	
07011			Newsprint
07012			Uncoated mechanical
07013			Uncoated woodfree
07014			Coated papers
07020		Household and sanitary paper	
07030		Packaging materials	
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07040		Other paper and paperboard	
07050		Converted paper products	
07060		Printed matter	
08000	Wood manufacturers		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
09000	Exterior products		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
11000	Cork and cork products		
11010		Natural cork and cork waste	
11020		Cork manufactures	
12000	Energy		
13000	Non-wood products		
14000	Other		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		