

<b>Guidelines</b> <b>PEFC Council Minimum</b> <b>Requirements Checklist</b>	Revised on 26 <sup>th</sup> May 2011	<b>GL 2/2011</b>
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**PEFC Council Minimum Requirements Checklist**

**PEFC Denmark – re-endorsement**

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## LIST OF DOCUMENTS AND THEIR ABBREVIATIONS

Number	Title	Abbreviation used in Check list
1	Application letter	Application letter
2	Development report	Development report
3	<b>PEFC Council Minimum Requirements Checklist</b>	Checklist
4	The Danish PEFC Certification Scheme for sustainable forest management	The Danish PEFC Certification Scheme for sustainable forest management
5	PEFC DK 001-3: PEFC Denmark's Forestry standard	PEFC DK 001-3
6	PEFC DK 003-4: PEFC Denmark's Requirements for group certification of sustainable forest management	PEFC DK 003-4
7	PEFC DK 005-3: PEFC Denmark's Requirement for certification and accreditation procedures	PEFC DK 005-3
8	PEFC DK 006-2: PEFC Denmark's requirements for notification of certification bodies	PEFC DK 006-2
9	PEFC DK 007-2: Terms and definitions	PEFC DK 007-2
10	PEFC DK 008-1: Procedure for development and revision of the Danish PEFC certification scheme – rev 2	PEFC DK 008-1
11	PEFC Denmark's statutes	PEFC DK Statutes
12	The Danish Forest Act	DFA

**PART I: MINIMUM REQUIREMENTS CHECKLIST FOR STANDARD SETTING (PEFC ST 1001:2010)**

**1 SCOPE**

Part I covers the requirements for standard setting defined in PEFC ST 1001:2010, *Standard Setting – Requirements*.

**2 CHECKLIST**

Question	Assess. basis*	YES /NO*	Reference to application documents
<b>Standardising Body</b>			
4.1 The standardising body shall have written procedures for standard-setting activities describing:			
a) its status and structure, including a body responsible for consensus building (see 4.4) and for formal adoption of the standard (see 5.11),	Procedures	Yes	PEFC DK 008-1, chapter 4. PEFC DK Statutes § 5.6
b) the record-keeping procedures,	Procedures	Yes	PEFC DK 008-1, chapter 9
c) the procedures for balanced representation of stakeholders,	Procedures	Yes	PEFC DK 008-1, chapter 5
d) the standard-setting process,	Procedures	Yes	PEFC DK 008-1 describes the process
e) the mechanism for reaching consensus, and	Procedures	Yes	PEFC DK 008-1, chapter 6
f) revision of standards/normative documents.	Procedures	Yes	PEFC DK 008-1, chapter 2 and 5
4.2 The standardising body shall make its standard-setting procedures publicly available and shall regularly review its standard-setting procedures including consideration of comments from stakeholders.	Procedures	Yes	PEFC DK 008-1 and PEFC DK Statutes § 5.6
	Process	Yes	All documents relating to the revision has been public available on <a href="http://www.pefc.dk">www.pefc.dk</a> during the revision. PEFC DK 008-1 is a part of the Danish scheme and the valid document is available on the web-page at any time.  The Standard setting

Question	Assess. basis*	YES /NO*	Reference to application documents
			procedures was sent to the invited stakeholders together with the invitation
4.3 The standardising body shall keep records relating to the standard-setting process providing evidence of compliance with the requirements of this document and the standardising body's own procedures. The records shall be kept for a minimum of five years and shall be available to interested parties upon request.	Procedures	Yes	PEFC DK 008-1, chapter 9.
	Process	Yes	Development report has been updated during the revision process.
4.4 The standardising body shall establish a permanent or temporary working group/committee responsible for standard-setting activities.	Procedures	Yes	PEFC DK Statutes § 5.6 and PEFC DK 008-1, chapter 4.
	Process	Yes	Development report describes the process (start of the process, invitation letter and appointment of members to the working groups)
4.4 The working group/committee shall:			
a) be accessible to materially and directly affected stakeholders,	Procedures	Yes	PEFC DK 008-1, chapter 5
	Process	Yes	Development report (Start of the process, invitation letter, list of invited stakeholders)
b) have balanced representation and decision-making by stakeholder categories relevant to the subject matter and geographical scope of the standard where single concerned interests shall not dominate nor be dominated in the process, and	Procedures	Yes	PEFC DK 008-1, chapter 5
	Process	Yes	Development report (appointment of working groups)
c) include stakeholders with expertise relevant to the subject matter of the standard, those that are materially affected by the standard, and those that can influence the implementation of the standard. The materially affected stakeholders shall represent a meaningful segment of the participants.	Procedures	Yes	PEFC DK 008-1, chapter 5
	Process	Yes	Development report (appointment of working groups)
4.5 The standardising body shall establish procedures for dealing with any substantive and procedural complaints	Procedures	Yes	PEFC DK 008-1, chapter 10

Question	Assess. basis*	YES /NO*	Reference to application documents
relating to the standardising activities which are accessible to stakeholders.	Process	No	There has not been complaints about the standardisation activities during the process
4.5 Upon receipt of the complaint, the standard-setting body shall:			
a) acknowledge receipt of the complaint to the complainant,	Procedures	Yes	PEFC DK 008-1, chapter 10
	Process	No	There has not been any complaints about the standardisation activities during the process
b) gather and verify all necessary information to validate the complaint, impartially and objectively evaluate the subject matter of the complaint, and make a decision upon the complaint, and	Procedures	Yes	PEFC DK 008-1, chapter 10
	Process	No	There has not been any complaints about the standardisation activities during the process
c) formally communicate the decision on the complaint and of the complaint handling process to the complainant.	Procedures	Yes	PEFC DK 008-1, chapter 10
	Process	No	There has not been any complaints about the standardisation activities during the process
4.6 The standardising body shall establish at least one contact point for enquiries and complaints relating to its standard-setting activities. The contact point shall be made easily available.	Procedures	Yes	PEFC DK 008-1, chapter 10
<b>Standard-setting process</b>			
5.1 The standardising body shall identify stakeholders relevant to the objectives and scope of the standard-setting work.	Procedures	Yes	PEFC DK 008-1, chapter 5
	Process	Yes	PEFC Board meeting 7. Sept. 2010 Development report (Start of the process)

Question	Assess. basis*	YES /NO*	Reference to application documents
5.2 The standardising body shall identify disadvantaged and key stakeholders. The standardising body shall address the constraints of their participation and proactively seek their participation and contribution in the standard-setting activities.	Procedures	Yes	PEFC DK 008-1, chapter 5
	Process	Yes	PEFC Board meeting 7. Sept. 2010 Development report (Start of the process)
5.3 The standardising body shall make a public announcement of the start of the standard-setting process and include an invitation for participation in a timely manner on its website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions.	Procedures	Yes	PEFC DK 008-1, chapter 4
	Process	Yes	Announced at the web-page 8. Sept. 2010 Development report (Start of the process)
5.3 The announcement and invitation shall include:			
a) information about the objectives, scope and the steps of the standard-setting process and its timetable,	Procedures	Partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying “ <i>The procedure shall at least fulfil PEFC Councils requirements described in ” PEFC ST 1001:2010: Standard setting – requirements”</i> ”
	Process	Yes	Development report The objective and scope was described in the invitation, timetable and steps in the revision process was distributed for the first meeting and was available on the web-page <a href="http://www.pefc.dk/site/revision2011/">http://www.pefc.dk/site/revision2011/</a>
b) information about opportunities for stakeholders to participate in the process,	Procedures	Partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST

Question	Assess. basis*	YES /NO*	Reference to application documents
			1001:2010 in the document saying <i>"The procedure shall at least fulfil PEFC Councils requirements described in " PEFC ST 1001:2010: Standard setting – requirements"</i>
	Process	Yes	Development report Was described in the invitation and at the announcement on the web-page: <a href="http://www.pefc.dk/site/115/369/">http://www.pefc.dk/site/115/369/</a>
(c) an invitation to stakeholders to nominate their representative(s) to the working group/committee. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable,	Procedures	partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying <i>"The procedure shall at least fulfil PEFC Councils requirements described in " PEFC ST 1001:2010: Standard setting – requirements"</i>
	Process	Yes	Development report Invitation letter
d) an invitation to comment on the scope and the standard-setting process, and	Procedures	partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying <i>"The procedure shall at least fulfil PEFC Councils requirements described in " PEFC ST 1001:2010: Standard setting – requirements"</i>
	Process	Yes	Development report

Question	Assess. basis*	YES /NO*	Reference to application documents
			The scope and standard setting procedures was presented at the first joint working group meeting and participants was invited to raise question and comment.
e) reference to publicly available standard-setting procedures.	Procedures	Partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying “ <i>The procedure shall at least fulfil PEFC Councils requirements described in ” PEFC ST 1001:2010: Standard setting – requirements”</i> ”
	Process	Yes	Development report The Standard setting procedures was sent to the invited stakeholders together with the invitation and was referred to at the announcement on the web-page: <a href="http://www.pefc.dk/site/115/369/">http://www.pefc.dk/site/115/369/</a>
5.4 The standardising body shall review the standard-setting process based on comments received from the public announcement and establish a working group/committee or adjust the composition of an already existing working group/committee based on received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the working group/committee and resources available for the standard-setting.	Procedures	Yes	PEFC DK 008-1, chapter 5
	Process	Yes	Development report (appointment of working groups)
5.5 The work of the working group/committee shall be organised in an open and transparent manner where:			
a) working drafts shall be available to all members of the	Procedures	Yes	PEFC DK 008-1,



Question	Assess. basis*	YES /NO*	Reference to application documents
working group/committee,			chapter 9
	Process	Yes	Development report All documents have been distributed to the working group members by e-mail during the process.
b) all members of the working group shall be provided with meaningful opportunities to contribute to the development or revision of the standard and submit comments to the working drafts, and	Procedures	Partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying <i>“The procedure shall at least fulfil PEFC Councils requirements described in ” PEFC ST 1001:2010: Standard setting – requirements”</i>
	Process	Yes	Development report Meetings were placed at different meeting places in different parts of the country in order to spread the travel cost among members.  All members where encouraged to sent written comments to the documents if they where not able to participate in the meetings.
c) comments and views submitted by any member of the working group/committee shall be considered in an open and transparent way and their resolution and proposed changes shall be recorded.	Procedures	Yes	PEFC DK 008-1, chapter 6
	Process	Yes	Development report Table 2 – minutes from meetings
5.6 The standardising body shall organise a public consultation on the enquiry draft and shall ensure that:			
a) the start and the end of the public consultation is	Procedures	Yes	PEFC DK 008-1,

Question	Assess. basis*	YES /NO*	Reference to application documents
announced in a timely manner in suitable media,			chapter 7
	Process	Yes	Development report Public consultation
b) the invitation of disadvantaged and key stakeholders shall be made by means that ensure that the information reaches its recipient and is understandable,	Procedures	partly	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying “ <i>The procedure shall at least fulfil PEFC Councils requirements described in ” PEFC ST 1001:2010: Standard setting – requirements”</i> ”
	Process	yes	Development report Public consultation
c) the enquiry draft is publicly available and accessible,	Procedures	Yes	PEFC DK 008-1, chapter 9
	Process	Yes	Development report Announcement at the web-page: <a href="http://www.pefc.dk/site/115/382/">http://www.pefc.dk/site/115/382/</a>
d) the public consultation is for at least 60 days,	Procedures	Yes	PEFC DK 008-1, chapter 7
	Process	Yes	Development report The public consultation was from 2. September – 4. November 2011 and lasted for 63 days.
e) all comments received are considered by the working group/committee in an objective manner,	Procedures	Yes	PEFC DK 008-1, chapter 7
	Process	Yes	Development report
(f) a synopsis of received comments compiled from material issues, including the results of their consideration, is	Procedures	Yes	PEFC DK 008-1, chapter 7

Question	Assess. basis*	YES /NO*	Reference to application documents
publicly available, for example on a website.	Process	Yes	All comments from the public consultation was announced at the web-page: <a href="http://www.pefc.dk/site/115/386/">http://www.pefc.dk/site/115/386/</a>
5.7 The standardising body shall organise pilot testing of the new standards and the results of the pilot testing shall be considered by the working group/committee.	Procedures	Yes	PEFC DK 008-1, chapter 8
	Process	No	Not relevant since the documents was not changed in a way that would require pilot testing.
5.8 The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of a consensus.	Procedures	Yes	PEFC DK 008-1, chapter 6
	Process	Yes	Development report
5.8 In order to reach a consensus the working group/committee can utilise the following alternative processes to establish whether there is opposition:			
a) a face-to face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote; a statement on consensus from the Chair where there are no dissenting voices or hands (votes); a formal balloting process, etc.,	Procedures	Yes	PEFC DK 008-1, chapter 6
	Process	Yes	Consensus was for most of the discussions reached at face to face meetings
b) a telephone conference meeting where there is a verbal yes/no vote,	Procedures	No	Was not used as an option
	Process	No	
c) an e-mail meeting where a request for agreement or objection is provided to members with the members providing a written response (a proxy for a vote), or	Procedures	Yes	PEFC DK 008-1, chapter 6
	Process	Yes	Consensus was for most of the discussions reached at face to face meetings
d) combinations thereof.	Procedures	Yes	PEFC DK 008-1, chapter 6
	Process	Yes	Consensus was for most of the

Question	Assess. basis*	YES /NO*	Reference to application documents
			discussions reached at face to face meetings
5.9 In the case of a negative vote which represents sustained opposition to any important part of the concerned interests surrounding a substantive issue, the issue shall be resolved using the following mechanism(s):			
a) discussion and negotiation on the disputed issue within the working group/committee in order to find a compromise,	Procedures		PEFC DK 008-1, chapter 6
	Process		
b) direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different views on the disputed issue in order to find a compromise,	Procedures		PEFC DK 008-1, chapter 6
	Process		
c) dispute resolution process.	Procedures		PEFC DK 008-1, chapter 10
	Process		
5.10 Documentation on the implementation of the standard-setting process shall be made publicly available.	Procedures	part	Has not been explicitly described in the procedures (PEFC DK 008-1) – but there is a reference to PEFC ST 1001:2010 in the document saying “ <i>The procedure shall at least fulfil PEFC Councils requirements described in ” PEFC ST 1001:2010: Standard setting – requirements”</i> ”
	Process	Yes	The development report has been made public available in connection with the re-endorsement application
5.11 The standardising body shall formally approve the standards/normative documents based on evidence of consensus reached by the working group/committee.	Procedures	Yes	PEFC DK 008-1, chapter 4 PEFC DK Statutes § 5.6
	Process	Yes	Development report The Board approved

Question	Assess. basis*	YES /NO*	Reference to application documents
			the final documents agreed in the working groups on the 28 <sup>th</sup> march 2012
5.12 The formally approved standards/normative documents shall be published in a timely manner and made publicly available.	Procedures	Yes	PEFC DK 008-1, chapter 9
	Process	Yes	The finally approved documents was made available at the web-page on the 2 <sup>nd</sup> May 2012
<b>Revisions of standards/normative documents</b>			
6.1 The standards/normative documents shall be reviewed and revised at intervals that do not exceed a five-year period. The procedures for the revision of the standards/normative documents shall follow those set out in chapter 5.	Process	Yes	PEFC DK 008-1 – the scope covers both new development and revisions
6.2 The revision shall define the application date and transition date of the revised standards/normative documents.	Process	Yes	The Danish PEFC Certification Scheme for sustainable forest management - chapter 11.
6.3 The application date shall not exceed a period of one year from the publication of the standard. This is needed for the endorsement of the revised standards/normative documents, introducing the changes, information dissemination and training.	Process	Yes	The Danish PEFC Certification Scheme for sustainable forest management - chapter 11. Transition period is one year from the international endorsement of the revised scheme.
6.4 The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the revised standards/normative documents requires a longer period.	Process	Yes	The Danish PEFC Certification Scheme for sustainable forest management - chapter 11. Transition period is one year from the international endorsement of the revised scheme.

### 3 APPLICATION DOCUMENTATION

The application for the endorsement and mutual recognition as defined in Chapter 5 of Annex 7 (*Endorsement and Mutual Recognition of National Schemes and their Revision*) shall include information which enables the assessment of the applicant scheme's compliance with the PEFC Council requirements.

The application documentation should identify and make reference to other detailed documentation such as minutes, internal procedures and rules, reports, etc. which do not need to create a part of the application documentation.

**Asses. basis\*** The standard setting is assessed against the PEFC Council requirements in two stages: (i) compliance of written standard setting procedures ("Procedures") and (ii) compliance of the standard setting process itself ("Process").

For "Procedures" the applicant should refer to the part(s) of its standard setting procedures related to the respective PEFC requirement. For "Process" the applicant should either refer to the report/records of the standard setting process forming a part of the submitted application documents, or describe how the PEFC requirement was fulfilled during the standard setting process.

**YES/NO\*** If the answer to any question is no, the application documentation shall indicate for each element why and what alternative measures have been taken to address the element in question.

**PART II: MINIMUM REQUIREMENTS CHECKLIST FOR GROUP FOREST MANAGEMENT CERTIFICATION (PEFC ST 1002:2010)**

**1 SCOPE**

Part II covers requirements for group forest management certification as defined in PEFC ST 1002:2010, *Group Forest Management Certification – Requirements*.

**2 CHECKLIST**

Question	YES / NO*	Reference to scheme documentation
<b>General</b>		
4.1 Does the forest certification scheme provide clear definitions for the following terms in conformity with the definitions of those terms presented in chapter 3 of PEFC ST 1002:2010:		
a) the group organisation,	No	Not relevant
b) the group entity,	YES	We use the term "Group Leader" - Defined in "PEFC DK 007-2" and mentioned specific in "PEFC DK 003-4", section 4
c) the participant,	YES	We use the term "Group member" - Defined in "PEFC DK 007-2" and mentioned specific in "PEFC DK 003-4", section 4
d) the certified area,	YES	The certifiable area is described in "PEFC DK 001-3", section 2 and in "PEFC DK 003-4" it is required that "The total certified area of the forest property shall in principle be included in the agreement (for group certification)"
e) the group forest certificate, and	YES	Defined in "PEFC DK 007-2" – the term: <i>Group certification of forest management</i>
f) the document confirming participation in group forest certification.	YES	Defined in "PEFC DK 007-2" – the term: <i>Forest management proof</i>
4.1.2 In cases where a forest certification scheme allows an individual forest owner to be covered by additional group or individual forest management certifications, the scheme shall ensure that non-conformity by the forest owner identified under one forest management certification scheme is addressed in any other forest management certification scheme that covers the forest owner.	YES	PEFC DK 003-4, section 6, point 7 and 8
4.1.3 The forest certification scheme shall define requirements for group forest certification which ensure that participants' conformity with the sustainable forest management standard is centrally administered and is subject to central review and that all participants shall be	YES	PEFC DK 003-4, section 5.3, 5.4 and 5.7

Question	YES / NO*	Reference to scheme documentation
subject to the internal monitoring programme.		
4.1.4 The forest certification scheme shall define requirements for an annual internal monitoring programme that provides sufficient confidence in the conformity of the whole group organisation with the sustainable forest management standard.	YES	PEFC DK 003-4, section 5.3 and 5.7
<b>Functions and responsibilities of the group entity</b>		
4.2.1 The forest certification scheme shall define the following requirements for the function and responsibility of the group entity:		
a) To represent the group organisation in the certification process, including in communications and relationships with the certification body, submission of an application for certification, and contractual relationship with the certification body;	YES	PEFC DK 003-4, section 2, 5.1, 5.3 and 5.4
b) To provide a commitment on behalf of the whole group organisation to comply with the sustainable forest management standard and other applicable requirements of the forest certification scheme;	YES	PEFC DK 003-4, section 2 and 5.3
c) To establish written procedures for the management of the group organisation;	YES	PEFC DK 003-4, section 5.6
d) To keep records of: <ul style="list-style-type: none"> <li>- the group entity and participants' conformity with the requirements of the sustainable forest management standard, and other applicable requirements of the forest certification scheme,</li> <li>- all participants, including their contact details, identification of their forest property and its/their size(s),</li> <li>- the certified area,</li> <li>- the implementation of an internal monitoring programme, its review and any preventive and/or corrective actions taken;</li> </ul>	YES	PEFC DK 003-4, section 5.3 and 5.6
e) To establish connections with all participants based on a written agreement which shall include the participants' commitment to comply with the sustainable forest management standard. The group entity shall have a written contract or other written agreement with all participants covering the right of the group entity to implement and enforce any corrective or preventive measures, and to initiate the exclusion of any participant from the scope of certification in the event of non-conformity with the sustainable forest management standard;	YES	PEFC DK 003-4, section 5.4
f) To provide participants with a document confirming participation in the group forest certification;	YES	PEFC DK 003-4, section 5.4



Question	YES / NO*	Reference to scheme documentation
g) To provide all participants with information and guidance required for the effective implementation of the sustainable forest management standard and other applicable requirements of the forest certification scheme;	YES	PEFC DK 003-4, section 5.3
h) To operate an annual internal monitoring programme that provides for the evaluation of the participants' conformity with the certification requirements, and;	YES	PEFC DK 003-4, section 5.7
i) To operate a review of conformity with the sustainable forest management standard, that includes reviewing the results of the internal monitoring programme and the certification body's evaluations and surveillance; corrective and preventive measures if required; and the evaluation of the effectiveness of corrective actions taken.	YES	PEFC DK 003-4, section 5.3 and 5.8
<b>Function and responsibilities of participants</b>		
4.3.1 The forest certification scheme shall define the following requirements for the participants:		
a) To provide the group entity with a written agreement, including a commitment on conformity with the sustainable forest management standard and other applicable requirements of the forest certification scheme;	YES	PEFC DK 003-4, section 6
b) To comply with the sustainable forest management standard and other applicable requirements of the forest certification scheme;	YES	PEFC DK 003-4, section 6
c) To provide full co-operation and assistance in responding effectively to all requests from the group entity or certification body for relevant data, documentation or other information; allowing access to the forest and other facilities, whether in connection with formal audits or reviews or otherwise;	YES	PEFC DK 003-4, section 6
d) To implement relevant corrective and preventive actions established by the group entity.	YES	PEFC DK 003-4, section 6

**PART III: MINIMUM REQUIREMENTS CHECKLIST FOR SUSTAINABLE FOREST MANAGEMENT (PEFC ST 1003:2010)**

**1 SCOPE**

Part III covers requirements for sustainable forest management as defined in PEFC ST 1003:2010, *Sustainable Forest Management – Requirements*.

Some of the requirements are more or less covered by different Danish laws. The laws referred to in this part of the check list are:

Forest Act (DFA) (English version enclosed to the application)

Nature Protection Act (NPA) - <https://www.retsinformation.dk/Forms/R0710.aspx?id=127104>

Registration Act - <https://www.retsinformation.dk/forms/r0710.aspx?id=2031>

Water Supply act - <https://www.retsinformation.dk/forms/r0710.aspx?id=132254>

Health and safety at work act - <https://www.retsinformation.dk/forms/r0710.aspx?id=133159>

**2 CHECKLIST**

Question	YES / NO*	Reference to scheme documentation
<b>General requirements for SFM standards</b>		
4.1 The requirements for sustainable forest management defined by regional, national or sub-national forest management standards shall		
a) include management and performance requirements that are applicable at the forest management unit level, or at another level as appropriate, to ensure that the intent of all requirements is achieved at the forest management unit level.	YES	PEFC DK 001-3 chapter 2 and 7
b) be clear, objective-based and auditable.	YES	PEFC DK 001-3 chapter 6 and 7
c) apply to activities of all operators in the defined forest area who have a measurable impact on achieving compliance with the requirements.	YES	PEFC DK 001-3 chapter 7: 3.6, 3.8, 3.9, 3.3
d) require record-keeping that provides evidence of compliance with the requirements of the forest management standards.	YES	PEFC DK 001-3 chapter 7: section 4 and PEFC Denmark's Requirements for group certification of sustainable forest management
<b>Specific requirements for SFM standards</b>		
<b>Criterion 1: Maintenance and appropriate enhancement of forest resources and their contribution to the global carbon cycle</b>		
5.1.1 Forest management planning shall aim to maintain or increase forests and other wooded areas and enhance the quality of the economic, ecological, cultural and social values of forest resources, including soil and water. This shall be done by making full use of related services and tools that	YES	PEFC DK 001-3 chapter 6 and 7: 1.1, 1.2, 4.1

Question	YES / NO*	Reference to scheme documentation
support land-use planning and nature conservation.		
5.1.2 Forest management shall comprise the cycle of inventory and planning, implementation, monitoring and evaluation, and shall include an appropriate assessment of the social, environmental and economic impacts of forest management operations. This shall form a basis for a cycle of continuous improvement to minimise or avoid negative impacts.	YES	PEFC DK 001-3 chapter 5 and 7: section 4  PEFC Denmark's Requirements for group certification of sustainable forest management (chapter 5.7).  PEFC Denmark's Requirement for certification and accreditation procedures (chapter 6.5).
5.1.3 Inventory and mapping of forest resources shall be established and maintained, adequate to local and national conditions and in correspondence with the topics described in this document.	YES	PEFC DK 001-3 chapter 7: 4.2.c), d) and e), 4.3.a) and d)
5.1.4 Management plans or their equivalents, appropriate to the size and use of the forest area, shall be elaborated and periodically updated. They shall be based on legislation as well as existing land-use plans, and adequately cover the forest resources.	YES	PEFC DK 001-3 chapter 5 and chapter 7: section 4 (especially 4.1, 4.2. b) and c)), 1.1.  Grant Schemes – DFA §29
5.1.5 Management plans or their equivalents shall include at least a description of the current condition of the forest management unit, long-term objectives; and the average annual allowable cut, including its justification and, where relevant, the annually allowable exploitation of non-timber forest products.	YES	PEFC DK 001-3 chapter 7: 1.1, 1.2, 1.3, 4.1, 4.2. (especially g)
5.1.6 A summary of the forest management plan or its equivalent appropriate to the scope and scale of forest management, which contains information about the forest management measures to be applied, is publicly available. The summary may exclude confidential business and personal information and other information made confidential by national legislation or for the protection of cultural sites or sensitive natural resource features.	YES	PEFC DK 005-3 - PEFC Denmark's Requirement for certification and accreditation procedures. Section 6.4.4
5.1.7 Monitoring of forest resources and evaluation of their management shall be periodically performed, and results fed back into the planning process.	YES	PEFC DK 001-3 chapter 7: 4.2 (especially c), 4.3  Law enforcement: DFA §35
5.1.8 Responsibilities for sustainable forest management shall be clearly defined and assigned.	YES	PEFC DK 001-3 chapter 5 and 7: 3.8 and 3.9
5.1.9 Forest management practices shall safeguard the quantity and quality of the forest resources in the medium and long term by balancing harvesting and growth rates, and by preferring techniques that minimise direct or indirect damage to forest, soil or water resources.	YES	PEFC DK 001-3 chapter 6 and 7: 1.1, 1.2, 1.8, 1.9 and 2.10  Law enforcement: DFA §§8-13
5.1.10 Appropriate silvicultural measures shall be taken to maintain or reach a level of the growing stock that is economically, ecologically and socially desirable.	YES	PEFC DK 001-3 chapter 6 and 7: 1.1, 1.2 and 1.3
5.1.11 Conversion of forests to other types of land use,	YES	PEFC DK 001-3 chapter 7: 1.2

Question	YES / NO*	Reference to scheme documentation
including conversion of primary forests to forest plantations, shall not occur unless in justified circumstances where the conversion:  a) is in compliance with national and regional policy and legislation relevant for land use and forest management and is a result of national or regional land-use planning governed by a governmental or other official authority including consultation with materially and directly interested persons and organisations; and  b) entails a small proportion of forest type; and  c) does not have negative impacts on threatened (including vulnerable, rare or endangered) forest ecosystems, culturally and socially significant areas, important habitats of threatened species or other protected areas; and  d) makes a contribution to long-term conservation, economic, and social benefits.		(partly 1.9, 1.10, 1.11), 2.13  Law enforcement: DFA §§ 1, (6), 8 -12
5.1.12 Conversion of abandoned agricultural and treeless land into forest land shall be taken into consideration, whenever it can add economic, ecological, social and/or cultural value.	YES	PEFC DK 001-3 chapter 5  Law enforcement: DFA §1  Grant schemes DFA § 29 subsection 2
5.2.1 Forest management planning shall aim to maintain and increase the health and vitality of forest ecosystems and to rehabilitate degraded forest ecosystems, whenever this is possible by silvicultural means.	YES	PEFC DK 001-3 chapter 7: 1.5-1.9, 2.1, 2.3, 2.8, 2.10, 2.12  Law enforcement: DFA §§ 1, 8-10
<b>Criterion 2: Maintenance of forest ecosystem health and vitality</b>		
5.2.2 Health and vitality of forests shall be periodically monitored, especially key biotic and abiotic factors that potentially affect health and vitality of forest ecosystems, such as pests, diseases, overgrazing and overstocking, fire, and damage caused by climatic factors, air pollutants or by forest management operations.	YES	PEFC DK 001-3 chapter 7: 4.2 (especially c) and e)), 4.3, 1.1, 1.8, 2.1, 2.8, 2.10, 2.12, 2.13, (2.15)  Law enforcement: DFA § 15 and § 35
5.2.3 The monitoring and maintaining of health and vitality of forest ecosystems shall take into consideration the effects of naturally occurring fire, pests and other disturbances.	YES	PEFC DK 001-3 chapter 7: 1.7 (especially 3 <sup>rd</sup> dot), 2.12, 2.13, 2.15, 4.2 (especially c) and e)) and 4.3
5.2.4 Forest management plans or their equivalents shall specify ways and means to minimise the risk of degradation of and damages to forest ecosystems. Forest management planning shall make use of those policy instruments set up to support these activities.	YES	PEFC DK 001-3 chapter 7: 4.2 and 4.3
5.2.5 Forest management practices shall make best use of natural structures and processes and use preventive biological measures wherever and as far as economically feasible to maintain and enhance the health and vitality of forests. Adequate genetic, species and structural diversity shall be encouraged and/or maintained to enhance the stability, vitality and resistance capacity of the forests to adverse environmental factors and strengthen natural	YES	PEFC DK 001-3 chapter 6 and 7: 1.2, 1.5 – 1.7, 1.9 – 1.11, 2.1, 2.5  Law enforcement: DFA §§ 8 – 10, § 13

Question	YES / NO*	Reference to scheme documentation
regulation mechanisms.		
5.2.6 Lighting of fires shall be avoided and is only permitted if it is necessary for the achievement of the management goals of the forest management unit.	YES	PEFC DK 001-3 chapter 7: 2.13
5.2.7 Appropriate forest management practices such as reforestation and afforestation with tree species and provenances that are suited to the site conditions or the use of tending, harvesting and transport techniques that minimise tree and/or soil damages shall be applied. The spillage of oil during forest management operations or the indiscriminate disposal of waste on forest land shall be strictly avoided. Non-organic waste and litter shall be avoided, collected, stored in designated areas and removed in an environmentally-responsible manner.	YES	PEFC DK 001-3 chapter 7: 1.2, 1.8, 1.9, 1.10, 2.8, 2.10 2.11 Law enforcement: DFA §§ 1 – 2, 11
5.2.8 The use of pesticides shall be minimised and appropriate silvicultural alternatives and other biological measures preferred.	YES	PEFC DK 001-3 chapter 7: 1.5, 1.7 Law enforcement: DFA §§1 – 2
5.2.9 The WHO Type 1A and 1B pesticides and other highly toxic pesticides shall be prohibited, except where no other viable alternative is available.	YES	PEFC DK 001-3 chapter 7: 1.5 and 1.7
5.2.10 Pesticides, such as chlorinated hydrocarbons whose derivatives remain biologically active and accumulate in the food chain beyond their intended use, and any pesticides banned by international agreement, shall be prohibited.	YES	PEFC DK 001-3 chapter 7: 1.5 and 1.7
5.2.11 The use of pesticides shall follow the instructions given by the pesticide producer and be implemented with proper equipment and training.	YES	PEFC DK 001-3 chapter 7: 3.7
5.2.12 Where fertilisers are used, they shall be applied in a controlled manner and with due consideration for the environment.	YES	PEFC DK 001-3 chapter 7: 1.5 and 1.6 Law enforcement: DFA §§1 – 2
<b>Criterion 3: Maintenance and encouragement of productive functions of forests (wood and non-wood)</b>		
5.3.1 Forest management planning shall aim to maintain the capability of forests to produce a range of wood and non-wood forest products and services on a sustainable basis.	YES	PEFC DK 001-3 chapter 7: 1.1, 1.3 and section 4 Law enforcement: DFA, §§1 – 2 and §§ 8 - 10
5.3.2 Forest management planning shall aim to achieve sound economic performance taking into account any available market studies and possibilities for new markets and economic activities in connection with all relevant goods and services of forests.	YES	PEFC DK 001-3 chapter 6 and 7: 1.1, 1.3, 1.4 and section 4 Law enforcement: DFA §§ 8 – 13
5.3.3 Forest management plans or their equivalents shall take into account the different uses or functions of the managed forest area. Forest management planning shall make use of those policy instruments set up to support the production of commercial and non-commercial forest goods	YES	PEFC DK 001-3 chapter 6 and 7: 1.3, 3.6, 3.8, 3.9 and section 4

Question	YES / NO*	Reference to scheme documentation
and services.		
5.3.4 Forest management practices shall maintain and improve the forest resources and encourage a diversified output of goods and services over the long term.	YES	PEFC DK 001-3 chapter 6 and 7: 1.1 and 1.3 Law enforcement: DFA §§1 – 2 and §§ 8 – 13
5.3.5 Regeneration, tending and harvesting operations shall be carried out in time, and in a way that does not reduce the productive capacity of the site, for example by avoiding damage to retained stands and trees as well as to the forest soil, and by using appropriate systems.	YES	PEFC DK 001-3 chapter 7: 1.2 and 2.10 Law enforcement: DFA §§1 – 2 and §§ 8 – 13
5.3.6 Harvesting levels of both wood and non-wood forest products shall not exceed a rate that can be sustained in the long term, and optimum use shall be made of the harvested forest products, with due regard to nutrient off-take.	YES	PEFC DK 001-3 chapter 7: 1.2, 1.3 and 1.6 Law enforcement: DFA §§ 8 – 13
5.3.7 Where it is the responsibility of the forest owner/manager and included in forest management, the exploitation of non-timber forest products, including hunting and fishing, shall be regulated, monitored and controlled.	YES	PEFC DK 001-3 chapter 7: 1.3, 2.15, 3.6, 3.9 and 4.2 (especially g)
5.3.8 Adequate infrastructure such as roads, skid tracks or bridges shall be planned, established and maintained to ensure efficient delivery of goods and services while minimising negative impacts on the environment.	YES	PEFC DK 001-3 chapter 7: 2.10 and 3.1
<b>Criterion 4: Maintenance, conservation and appropriate enhancement of biological diversity in forest ecosystems</b>		
5.4.1 Forest management planning shall aim to maintain, conserve and enhance biodiversity on ecosystem, species and genetic levels and, where appropriate, diversity at landscape level.	YES	PEFC DK 001-3 chapter 7: 1.8 – 1.11, 2.1 – 2.5, 2.7, 2.8, 2.12 and section 4 Law enforcement: DFA §§ 8 – 13, 25 – 28
5.4.2 Forest management planning, inventory and mapping of forest resources shall identify, protect and/or conserve ecologically important forest areas containing significant concentrations of:  a) protected, rare, sensitive or representative forest ecosystems such as riparian areas and wetland biotopes;  b) areas containing endemic species and habitats of threatened species, as defined in recognised reference lists;  c) endangered or protected genetic <i>in situ</i> resources; and taking into account  d) globally, regionally and nationally significant large landscape areas with natural distribution and abundance of naturally occurring species.	YES	PEFC DK 001-3 chapter 7: section 4 (especially 4.2.d) and e))  a) 1.5, 2.1 – 2.3, 2.9 b) 1.9, 1.10, 2.7, 2.8, 2.12 c) 1.11, 2.7 d) 2.4, 2.5  Law enforcement: DFA §§ 8 – 14, 18- 23, 25 – 28

Question	YES / NO*	Reference to scheme documentation
5.4.3 Protected and endangered plant and animal species shall not be exploited for commercial purposes. Where necessary, measures shall be taken for their protection and, where relevant, to increase their population.	YES	PEFC DK 001-3 chapter 7: 2.7
5.4.4 Forest management shall ensure successful regeneration through natural regeneration or, where not appropriate, planting that is adequate to ensure the quantity and quality of the forest resources.	YES	PEFC DK 001-3 chapter 6 and 7: 1.2, 1.8 and 1.9
5.4.5 For reforestation and afforestation, origins of native species and local provenances that are well-adapted to site conditions shall be preferred, where appropriate. Only those introduced species, provenances or varieties shall be used whose impacts on the ecosystem and on the genetic integrity of native species and local provenances have been evaluated, and if negative impacts can be avoided or minimised.	YES	PEFC DK 001-3 chapter 7: 1.9 – 1.11, 2.12
5.4.6 Afforestation and reforestation activities that contribute to the improvement and restoration of ecological connectivity shall be promoted.	YES	PEFC DK 001-3 chapter 7: 1.2, 1.10, 2.4, 2.14 Law enforcement DFA § 29, 2)
5.4.7 Genetically-modified trees shall not be used.	YES	PEFC DK 001-3 chapter 7: 1.11
5.4.8 Forest management practices shall, where appropriate, promote a diversity of both horizontal and vertical structures such as uneven-aged stands and the diversity of species such as mixed stands. Where appropriate, the practices shall also aim to maintain and restore landscape diversity.	YES	PEFC DK 001-3 chapter 7: 1.2, 1.9, 2.1 and 2,3
5.4.9 Traditional management systems that have created valuable ecosystems, such as coppice, on appropriate sites shall be supported, when economically feasible.	YES	PEFC DK 001-3 chapter 7: 2.2
5.4.10 Tending and harvesting operations shall be conducted in a way that does not cause lasting damage to ecosystems. Wherever possible, practical measures shall be taken to improve or maintain biological diversity.	YES	PEFC DK 001-3 chapter 7: 1.2, 1.5 – 1.8, 2.3, 2.4, 2.7 – 2.10
5.4.11 Infrastructure shall be planned and constructed in a way that minimises damage to ecosystems, especially to rare, sensitive or representative ecosystems and genetic reserves, and that takes threatened or other key species – in particular their migration patterns – into consideration.	YES	PEFC DK 001-3 chapter 7: 2.8 and 2.10
5.4.12 With due regard to management objectives, measures shall be taken to balance the pressure of animal populations and grazing on forest regeneration and growth as well as on biodiversity.	YES	PEFC DK 001-3 chapter 7: 1.2, 2.15 and 2.16 Law enforcement: DFA § 8
5.4.13 Standing and fallen dead wood, hollow trees, old groves and special rare tree species shall be left in quantities and distribution necessary to safeguard biological diversity, taking into account the potential effect on the health and stability of forests and on surrounding ecosystems.	YES	PEFC DK 001-3 chapter 7: 1.9, 2.1, 2.3 and 2.7 Law enforcement: DFA §§ 25 – 27
<b>Criterion 5: Maintenance and appropriate enhancement of protective functions in forest</b>		

Question	YES / NO*	Reference to scheme documentation
<b>management (notably soil and water)</b>		
5.5.1 Forest management planning shall aim to maintain and enhance protective functions of forests for society, such as protection of infrastructure, protection from soil erosion, protection of water resources and from adverse impacts of water such as floods or avalanches.	YES	PEFC DK 001-3 chapter 7: 1.7, 1.5, 2.10, 2.13, 3.1 and section 4  Soil erosion and avalanches are not forestry related problems in Denmark
5.5.2 Areas that fulfil specific and recognised protective functions for society shall be registered and mapped, and forest management plans or their equivalents shall take these areas into account.	YES	PEFC DK 001-3 chapter 7: 3.1, 3.2, 4.1 and 4.2
5.5.3 Special care shall be given to silvicultural operations on sensitive soils and erosion-prone areas as well as in areas where operations might lead to excessive erosion of soil into watercourses. Inappropriate techniques such as deep soil tillage and use of unsuitable machinery shall be avoided in such areas. Special measures shall be taken to minimise the pressure of animal populations.	YES	PEFC DK 001-3 chapter 7: 1.5, 1.8, 2.8, 2.10 and 2.14
5.5.4 Special care shall be given to forest management practices in forest areas with water protection functions to avoid adverse effects on the quality and quantity of water resources. Inappropriate use of chemicals or other harmful substances or inappropriate silvicultural practices influencing water quality in a harmful way shall be avoided.	YES	PEFC DK 001-3 chapter 7: 1.5 – 1.7, 2.11  Law enforcement NPA: §§ 19, 23 – 26c  “Water Supply Act”: § 37
5.5.5 Construction of roads, bridges and other infrastructure shall be carried out in a manner that minimises bare soil exposure, avoids the introduction of soil into watercourses and preserves the natural level and function of water courses and river beds. Proper road drainage facilities shall be installed and maintained.	YES	PEFC DK 001-3 chapter 7: 2.8 – 2.10
<b>Criterion 6: Maintenance of other socio-economic functions and conditions</b>		
5.6.1 Forest management planning shall aim to respect the multiple functions of forests to society, give due regard to the role of forestry in rural development, and especially consider new opportunities for employment in connection with the socio-economic functions of forests.	YES	PEFC DK 001-3 chapter 7: 1.1, 1.3, 3.1 – 3.6 and section 4 (especially 4.1 and 4.2)
5.6.2 Forest management shall promote the long-term health and well-being of communities within or adjacent to the forest management area.	YES	PEFC DK 001-3 chapter 7: 1.5, 1.7, 2.6, 2.11, 2.13, 3.1 – 3.5, 3.7 (and 3.11)
5.6.3 Property rights and land tenure arrangements shall be clearly defined, documented and established for the relevant forest area. Likewise, legal, customary and traditional rights related to the forest land shall be clarified, recognised and respected.	YES	PEFC DK 001-3 chapter 5 and 7: 4.2 (especially e) 2 <sup>nd</sup> and 6 <sup>th</sup> dot)  All ownership is registered in the Danish Land Register (Registration Act §1)
5.6.4 Forest management activities shall be conducted in recognition of the established framework of legal, customary and traditional rights such as outlined in ILO 169 and the UN Declaration on the Rights of Indigenous Peoples, which shall not be infringed upon without the free, prior and informed	YES	PEFC DK 001-3 chapter 7: 3.11



Question	YES / NO*	Reference to scheme documentation
consent of the holders of the rights, including the provision of compensation where applicable. Where the extent of rights is not yet resolved or is in dispute there are processes for just and fair resolution. In such cases forest managers shall, in the interim, provide meaningful opportunities for parties to be engaged in forest management decisions whilst respecting the processes and roles and responsibilities laid out in the policies and laws where the certification takes place.		
5.6.5 Adequate public access to forests for the purpose of recreation shall be provided taking into account respect for ownership rights and the rights of others, the effects on forest resources and ecosystems, as well as compatibility with other functions of the forest.	YES	PEFC DK 001-3 chapter 7: 2.7, 2.8, 3.1, 3.2, 4.2. d) and e), 4.4 Law enforcement: NPA § 23
5.6.6 Sites with recognised specific historical, cultural or spiritual significance and areas fundamental to meeting the basic needs of local communities (e.g. health, subsistence) shall be protected or managed in a way that takes due regard of the significance of the site.	YES	PEFC DK 001-3 chapter 7: 3.3 – 3.5 Law enforcement: NPA §§ 3 – 14 and 16 – 18.
5.6.7 Forest management operations shall take into account all socio-economic functions, especially the recreational function and aesthetic values of forests by maintaining for example varied forest structures, and by encouraging attractive trees, groves and other features such as colours, flowers and fruits. This shall be done, however, in a way and to an extent that does not lead to serious negative effects on forest resources, and forest land.	YES	PEFC DK 001-3 chapter 7: 1.1, 1.2, 1.4, 2.1, 2.2, 2.4, 2.5, 3.1 – 3.5
5.6.8 Forest managers, contractors, employees and forest owners shall be provided with sufficient information and encouraged to keep up-to-date through continuous training in relation to sustainable forest management as a precondition for all management planning and practices described in this standard.	YES	PEFC DK 001-3 chapter 7: 3.6 – 3.9, 4.1 – 4.4 Law enforcement: DFA §1
5.6.9 Forest management practices shall make the best use of local forest-related experience and knowledge, such as those of local communities, forest owners, NGOs and local people.	YES	PEFC DK 001-3 chapter 7: 3.3, 3.6, 4.2 e) and 4.4
5.6.10 Forest management shall provide for effective communication and consultation with local people and other stakeholders relating to sustainable forest management and shall provide appropriate mechanisms for resolving complaints and disputes relating to forest management between forest operators and local people.	YES	PEFC DK 001-3 chapter 7: 3.3, 3.9, 3.10, 4.2 e) and 4.4 PEFC DK 005-3: Section 6.4.4
5.6.11 Forestry work shall be planned, organised and performed in a manner that enables health and accident risks to be identified and all reasonable measures to be applied to protect workers from work-related risks. Workers shall be informed about the risks involved with their work and about preventive measures.	YES	PEFC DK 001-3 chapter 7: 3.6, 3.7 and 3.11 “ Health and safety at work act”: §§ 1, 2, 6-6d, 12, 13c, 15 – 17b, 19 – 21, 23 – 29, 38 – 49c
5.6.12 Working conditions shall be safe, and guidance and training in safe working practices shall be provided to all	YES	PEFC DK 001-3 chapter 7: 3.6, 3.7 and 3.11

Question	YES / NO*	Reference to scheme documentation
those assigned to a task in forest operations.		"Health and safety at work act": §§ 1, 2, 6-6d, 12, 13c, 15 – 17b, 19 – 21, 23 – 29, 38 – 49c
5.6.13 Forest management shall comply with fundamental ILO conventions.	YES	PEFC DK 001-3 chapter 7: 3.11
5.6.14 Forest management shall be based inter-alia on the results of scientific research. Forest management shall contribute to research activities and data collection needed for sustainable forest management or support relevant research activities carried out by other organisations, as appropriate.	YES	PEFC DK 001-3 chapter 3, 6 and 7: 3.10
<b>Criterion 7: Maintenance and appropriate enhancement of protective functions in forest management (notably soil and water)</b>		
5.7.1 Forest management shall comply with legislation applicable to forest management issues including forest management practices; nature and environmental protection; protected and endangered species; property, tenure and land-use rights for indigenous people; health, labour and safety issues; and the payment of royalties and taxes.	YES	PEFC DK 001-3 chapter 5
5.7.2 Forest management shall provide for adequate protection of the forest from unauthorised activities such as illegal logging, illegal land use, illegally initiated fires, and other illegal activities.	YES	PEFC DK 001-3 chapter 5 and 7 (e.g. 2.13)

\* If the answer to any question is no, the application documentation shall indicate for each element why and what alternative measures have been taken to address the element in question.

**PART IV: MINIMUM REQUIREMENTS CHECKLIST FOR CERTIFICATION AND ACCREDITATION PROCEDURES (ANNEX 6)**

**1 SCOPE**

This document covers requirements for certification and accreditation procedures given in Annex 6 to the PEFC Council Technical Document (*Certification and accreditation procedures*).

**2 CHECKLIST**

No.	Question	Reference to PEFC Council PROCEDURES	YES / NO*	Reference to scheme documentation
<b>Certification Bodies</b>				
1.	Does the scheme documentation require that certification shall be carried out by impartial, independent third parties that cannot be involved in the standard setting process as governing or decision making body, or in the forest management and are independent of the certified entity?	Annex 6, 3.1	Yes	The Danish Scheme description chapter 7.2
2.	Does the scheme documentation require that certification body for forest management certification or chain of custody certification against a scheme specific chain of custody standard shall fulfil requirements defined in ISO 17021 or ISO Guide 65?	Annex 6, 3.1	Yes	PEFC DK 005-3 chapter 5.1 and 6.3
3.	Does the scheme documentation require that certification body chain of custody certification against Annex 4 shall fulfil requirements defined in ISO Guide 65?	Annex 6, 3.1	NO	NOT relevant. The Danish scheme used the international Chain of Custody Standard (PEFC ST 2001:2010). At international level requirements for certification bodies certifying chain of custody in accordance with PEFC ST 2001:2010 is close to be set at international level. We have based our process on the assumption that these requirements will be endorsed before our scheme is re-endorsed.
4.	Does the scheme documentation require that certification bodies carrying out forest certification shall have the technical competence in forest management on its economic, social and environmental impacts,	Annex 6, 3.1	Yes	PEFC DK 005-3 chapter 5.1

No.	Question	Reference to PEFC Council PROCEDURES	YES / NO*	Reference to scheme documentation
	and on the forest certification criteria?			
5.	Does the scheme documentation require that certification bodies carrying out C-o-C certifications shall have technical competence in forest based products procurement and processing and material flows in different stages of processing and trading?	Annex 6, 3.1	NO	NOT relevant. The Danish scheme used the international Chain of Custody Standard (PEFC ST 2001:2010). At international level requirements for certification bodies certifying chain of custody in accordance with PEFC ST 2001:2010 is close to be set at international level. We have based our process on the assumption that these requirements will be endorsed before our scheme is re-endorsed.
6.	Does the scheme documentation require that certification bodies shall have a good understanding of the national PEFC system against which they carry out forest management or C-o-C certifications?	Annex 6, 3.1	Yes	PEFC DK 005-3 chapter 6.3
7.	Does the scheme documentation require that certification bodies have the responsibility to use competent auditors and who have adequate technical know-how on the certification process and issues related to forest management or chain of custody certification?	Annex 6, 3.2	Yes	PEFC DK 005-3 chapter 5.1
8.	Does the scheme documentation require that the auditors must fulfil the general criteria of ISO 19011 for Quality Management Systems auditors or for Environmental Management Systems auditors?	Annex 6, 3.2	Yes	PEFC DK 005-3 chapter 5.1 – the old ISO 19011 is now incorporated in ISO/IEC 17021:2011
9.	Does the scheme documentation include additional qualification requirements for auditors carrying out forest management or chain of custody audits? <sup>[*1]</sup>	Annex 6, 3.2	Yes	PEFC DK 005-3 chapter 5.1
<b>Certification procedures</b>				
10.	Does the scheme documentation require that certification bodies shall have established internal procedures for forest management and/or chain of custody certification?	Annex 6, 4	Yes	PEFC DK 005-3 chapter 6.5
11.	Does the scheme documentation require that applied certification procedures for forest management certification or chain of custody certification against a scheme specific chain of custody standard shall fulfil or be compatible	Annex 6, 4	Yes	PEFC DK 005-3 chapter 6.5

No.	Question	Reference to PEFC Council PROCEDURES	YES / NO*	Reference to scheme documentation
	with the requirements defined in ISO 17021 or ISO Guide 65?			
12.	Does the scheme documentation require that applied certification procedures for chain of custody certification against Annex 4 shall fulfil or be compatible with the requirements defined in ISO Guide 65?	Annex 6, 4	NO	NOT relevant. The Danish scheme used the international Chain of Custody Standard (PEFC ST 2001:2010). At international level requirements for certification bodies certifying chain of custody in accordance with PEFC ST 2001:2010 is close to be set at international level. We have based our process on the assumption that these requirements will be endorsed before our scheme is re-endorsed.
13.	Does the scheme documentation require that applied auditing procedures shall fulfil or be compatible with the requirements of ISO 19011?	Annex 6, 4	Yes	PEFC DK 005-3 chapter 5.1 – the old ISO 19011 is now incorporated in ISO/IEC 17021:2011
14.	Does the scheme documentation require that certification body shall inform the relevant PEFC National Governing Body about all issued forest management and chain of custody certificates and changes concerning the validity and scope of these certificates?	Annex 6, 4	Yes	PEFC DK 005-3 chapter 6.5.6
15.	Does the scheme documentation require that certification body shall carry out controls of PEFC logo usage if the certified entity is a PEFC logo user?	Annex 6, 4	Yes	PEFC 005-3 require fulfilment of ISO/IEC 17021:2011 and the requirement for logo usage control is covered by this (9.3.2.1 h)
16.	Does a maximum period for surveillance audits defined by the scheme documentation not exceed more than one year?	Annex 6, 4		PEFC DK 005-3 chapter 6.5.7
17.	Does a maximum period for assessment audit not exceed five years for both forest management and chain of custody certifications?	Annex 6, 4	Yes	PEFC 005-3 require fulfilment of ISO/IEC 17021:2011 which in 9.1.1.2
18.	Does the scheme documentation include requirements for public availability of certification report summaries?	Annex 6, 4	Yes	PEFC DK 005-3 chapter 6.5.4
19.	Does the scheme documentation include requirements for usage of information from external parties as the audit evidence?	Annex 6, 4	Yes	PEFC DK 005-3 chapter 6.5.3

No.	Question	Reference to PEFC Council PROCEDURES	YES / NO*	Reference to scheme documentation
20.	Does the scheme documentation include additional requirements for certification procedures? <sup>[*1]</sup>	Annex 6, 4	Yes	PEFC DK 005-3 chapter 6.4 and
<b>Accreditation procedures</b>				
21.	Does the scheme documentation require that certification bodies carrying out forest management and/or chain of custody certification shall be accredited by a national accreditation body?	Annex 6, 5	Yes	PEFC DK 005-3 chapter 6.1
22.	Does the scheme documentation require that an accredited certificate shall bear an accreditation symbol of the relevant accreditation body?	Annex 6, 5	Yes	PEFC DK 005-3 chapter 6.6
23.	Does the scheme documentation require that the accreditation shall be issued by an accreditation body which is a part of the International Accreditation Forum (IAF) umbrella or a member of IAF's special recognition regional groups and which implement procedures described in ISO 17011 and other documents recognised by the above mentioned organisations?	Annex 6, 5	Yes	PEFC DK 005-3 chapter 6.1
24.	Does the scheme documentation require that certification body undertake forest management or/and chain of custody certification against a scheme specific chain of custody standard as "accredited certification" based on ISO 17021 or ISO Guide 65 and the relevant forest management or chain of custody standard(s) shall be covered by the accreditation scope?	Annex 6, 5	Yes	PEFC DK 005-3 chapter 6.3
25.	Does the scheme documentation require that certification body undertake chain of custody certification against Annex 4 as "accredited certification" based on ISO Guide 65?	Annex 6, 5	No	NOT relevant. The Danish scheme used the international Chain of Custody Standard (PEFC ST 2001:2010). At international level requirements for certification bodies certifying chain of custody in accordance with PEFC ST 2001:2010 is close to be set at international level. We have based our process on the assumption that these requirements will be endorsed before our scheme is re-endorsed.
26.	Does the scheme documentation include a	Annex 6, 6	Yes	PEFC DK 005-3 chapter

No.	Question	Reference to PEFC Council PROCEDURES	YES / NO*	Reference to scheme documentation
	mechanism for PEFC notification of certification bodies?			6.2
27.	Are the procedures for PEFC notification of certification bodies non-discriminatory?	Annex 6, 6		PEFC 006-2

\* If the answer to any question is no, the application documentation shall indicate for each element why and what alternative measures have been taken to address the element in question.

[\*1] This is not an obligatory requirement