



KFCC Notification of Certification Bodies by KFCC

Korean Forest Certification Council



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KFCC Notification of Certification Bodies by KFCC

Enacted on 22 Dec 2015

Chapter 1 General Provisions

Article 1 (Purpose) This rule is to define procedures in detail of the notification as a certification body pertaining to operation of the Korea Forest Certification Scheme (hereinafter referred to as the "KFCC Scheme") run by the Korea Forestry Promotion Institute (hereinafter as the "Kofpi").

Article 2 (Scope) This rule shall be applicable to the Kofpi's procedures from reception, processing of an application to the notice of a result to an organization that applies for the notification as a certification body regarding operation of the KFCC Scheme in accordance with the Operation Guideline for Korea Forestry Certification Scheme.

Article 3 (Responsibility and authority) ① The chairman of the Korean Forest Certification Council (hereinafter referred to as the "Council") shall have the following responsibility and authority regarding the notification as a certification body.

- Decision regarding an application for a notification as a certification body

②The secretary general shall have the following responsibility and authority.

1. Reception and review of an application form for the notification as a certification body

2. Notice of the chairman's decision to an applicant

Chapter 2 Work Procedures

Article 4 (KFCC Notification Issuance Procedures) ① An organization that applies for the notification as a certification body shall satisfy the following notification criteria as prescribed in Attached Table No. 1 of Operation Guideline for Korea Forest Certification Scheme.

② An organization which intends to apply for the notification as a certification body shall submit an application form (Form No .1) and required documents to the Kofpi.

③ The secretary general shall review the validity of an application form and documents submitted, and if they are insufficient, he or she may ask an applicant to send additional materials.

④ The secretary general shall report the relevant documents to the chairman once the validity of documents submitted has been verified after review.

⑤ The chairman shall deliberate on an applicant's conformity to application conditions such as qualifications and notification criteria, and then decide on notification.

⑥ The secretary general shall notify the chairman's decision to an applicant. If the chairman rejects the notification of an applicant, the secretary general shall provide the reason in a clear manner.

⑦ Once the notification of an applicant is approved, the secretary general shall sign a contract with the certification body according to Appendix 3.

⑧ If signing a contract with an applicant is completed, the secretary general shall register it to the registration system and disclose it to the interested

parties concerned.

Article 5(Relevant Forms)

1. Appendix 1 Application for KFCC Notification_KOR
2. Appendix 2 Application for KFCC Notification_ENG
3. Appendix 3 KFCC Notification Contract_KOR
4. Appendix 4 KFCC Notification Contract_ENG
5. Appendix 5 Report of Forest Certification Information By Certification Body_KOR
6. Appendix 6 Report of Forest Certification Information By Certification Body_ENG

APPEND<20XX.XX.XX.>

This rule shall take into effect from the date when it is approved by the chairman.

[Appendix 1]

산림인증기관 공시(Notification) 신청서

I. 신청기관 일반정보

신청기관 명			
사업자등록번호 및 법인번호			
신청기관 대표자 성명			
신청기관 주소 및 웹 주소			
신청기관 담당자 및 연락처	전화 :		팩스 :
	이메일 :		

II. 신청 프로세스의 정보 및 문서

인정번호 및 인정유효기간	
인정기관 명	
첨부 : 인정기관의 인정서 사본	

III. 자체 선언

신청기관은 다음 사항을 확인합니다.

- 본 기관은 운영기관의 산림인증기관 공시(Notification) 조건 및 등록 절차와 인증기관 공시협약서의 내용을 충분히 이해하였으며 모든 내용을 수락함을 확인함.
- 신청서에 기재한 모든 내용은 완전하며 사실임을 확인함.

신청기관 대표

서명

한국산림인증위원장 귀하

[Appendix 2]

APPLICATION FORM FOR KFCC NOTIFICATION

I . Applicant's Identification Data

Organisation Name	
Organisation Registration Number	
Organisation's Representative	
Address	
Contact Person	
	Telephone : Fax :
	E-mail :

II . Information and Documents for Application Processing

Accreditation Number/expiry date of validity	
Accreditation Body Name	
Documents required to process the application : Copy of the accreditation atestation	

III . Self-Declaration:

I hearby confirm that:

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

Name of applicant's representative

Signature

To Chairman of KoFPI's Korea Forest Certification Council

산림인증기관 공시(Notification) 협약서

인증기관명 :

본 기관은 한국산림인증제도 운영지침에 따라 IAF에 등록된 인정기관인 _____로부터 산림인증기관으로 인정된 기관으로 산림인증기관 공시(Notification) 등록을 위해 한국산림인증제도 운영기관인 한국임업진흥원 (이하 “진흥원”이라 한다)에서 정한 기준 및 절차를 포함한 다음의 사항을 준수할 것을 서약합니다.

계약 조건

당사자는 다음 조건들이 인증기관의 등록에 적용되는 것을 동의한다.

제1조(한국산림인증제도 운영기준 및 인정기준 등의 준수)

1. 본 기관은 한국산림인증제도 운영지침 및 진흥원이 정한 규정 그리고 국가 인정기관이 정한 규정을 준수하겠습니다.
2. 본 기관은 산림인증표준의 요구사항에 따라 공정하고 신뢰 있는 인증심사 및 관련 업무를 성실히 수행하겠습니다.
3. 진흥원의 인증제도 운영업무가 원활히 이루어지고 대내외적으로 한국산림인증 제도의 신뢰확보와 이해관계자 만족 증진을 위해 진흥원이 요청하는 자료에 성실히 제공할 것입니다.

제2조(인증기관의 책임)

인증기관은 다음 사항을 준수해야 한다.

1. 인증기관은 한국산림인증제도 인정기관의 인증기관 인정기준(산림경영 (ISO/IEC 17021) 또는 임산물 생산·유통(ISO/IEC 17065)의 요구사항에 따른 유효한 인정을 유지하고 있어야 하며, 인증기관의 어떠한 인정상태의 변경에

대해서 즉시 진흥원에 알려야 한다. 요청을 받는 경우, 인증기관은 인정기관으로부터 유효한 인정 요구사항을 충족시키는 있다는 최신의 증거를 제공하여야 한다.

2. 인증기관은 인정기관에서 인정을 받은 범위 내에서만 인증활동을 하여야 하며, 한국산림인증제도 운영지침에서 정한 산림인증표준(산림경영 및 임산물 생산·유통)에 따라 인증심사를 하여야 한다.
3. 인증기관은 발행한 모든 인증정보를 제5호 서식에 따라 보고하여야 하며, 모든 인증변경사항에 대한 정보도 함께 보고하여야 한다. 또한 진흥원이 인증조직에 대한 정보를 추가 요청 시 이에 적극 협조하여야 한다.
4. 인증기관은 인증조직이 적합한 인증로고 사용을 위해 진흥원이 정한 ‘인증로고 사용표준 및 인증로고 라이선스 사용협약’이 적용됨을 보장하여야 한다.
5. 인증기관은 진흥원의 웹사이트를 통해 인증기관 및 인증조직의 정보가 공개될 수 있는 것에 동의하여야 하며, 인증조직에게 정보가 공개됨을 알려야 한다.
6. 인증기관은 진흥원이 인증제도 운영 실태를 파악하기 위한 인증기관 혹은 인증기업의 현장조사에 적극적으로 협조해야 한다.

제3조(진흥원의 책임)

1. 진흥원은 본 협약서에 동의한 인증기관이 발행한 인증서를 인정한다.
2. 진흥원은 ‘인증로고 라이선스 사용협약’을 체결한 모든 인증조직에게 인증로고의 사용을 허용해야 하며, 또한 진흥원이 운영하는 인증등록시스템에 접근할 수 있도록 하여야 한다.
3. 진흥원은 한국산림인증제도 운영지침 및 관련 문서 등의 변경사항을 인증기관에 제공하여야 한다.

제4조(협약 종료)

1. 본 협약서는 인증기관이 인정기관으로부터 인정이 유효한 경우에 한해서 효력이 있으며, 인정이 유효하지 않은 경우 운영기구인 진흥원에 의한 인증기관 공시(Notification)는 취소 될 수 있다.
2. 진흥원은 인증기관이 책임과 의무를 다하지 못하거나 진흥원의 요구사항을 만족하지 못한다고 판단한 경우 본 협약을 취소할 수 있다.
3. 인증기관이 인정기관으로부터 인정정지, 취소 또는 인정 유효성이 종료

된다면 자동으로 본 협약은 종료되는 것으로 본다.

4. 진흥원은 일시적인 협약의 중지 또는 종료로 인해 인증기관에 미치는 어떠한 비용, 손실, 손상에 대한 보상의 의무를 갖지 않는다.

제5조(협약의 유효성)

1. 본 협약은 양 기관의 서명과 함께 발효된다.
2. 협약의 효력은 유효기간은 3년으로 한다.

0000년 00월 00일

한국임업진흥원

주소

[대표자 이름 및 서명]

인증기관명

주소

[대표자 이름 및 서명]

[Appendix 4]

KFCC Notification Contract

Name of Certification Body:

This organization pledges to observe the following matters including standards and procedures prescribed by the Korea Forest Certification Council of the Korea Forestry Promotion Institute (hereinafter referred to as “the KFCC”), an operating body of the Korean Forest Certification System, to register the notification of a forest certification body accredited by _____ registered to the IAF under the operating guidelines of the Korean Forest Certification System.

Contract Terms and Conditions

Parties concerned agree that the following terms and conditions are applicable to the registration of a certification body.

Article 1 (Observance of operating and accreditation standards of the Korean Forest Certification System)

1. The organization abides by operating guidelines of the Korean Forest Certification System, rules and regulations set by the Korea Forestry Promotion Institute (KoFPI) and the state-owned accreditation body.
2. The organization sincerely performs fair and trustful evaluation and deliberation on certification and other relevant affairs in accordance with requirements based on the forest certification standards.
3. The organization sincerely provides materials requested by the KoFPI to ensure smooth operation of the certification system, secure trust in the Korean Forest Certification System at home and abroad and promote satisfaction of stakeholders.

Article 2 (Responsibilities of the KFCC Notified Certification Body)

The KFCC Notified Certification Body is obliged to:

1. Retain the status of valid accreditation in accordance with accreditation

standards based on which an accreditation body accredits a certification body under the Korean Forest Certification System (forest management (ISO-IEC 17021) or production and distribution of forest products (ISO/IEC 17065), and immediately inform the KoFPI of any change in its accreditation status. If requested, a certification body shall provide the updated evidence that it satisfies requirements for valid accreditation from an accreditation body.

2. Perform within the range in which it is accredited by an accreditation body and conduct evaluation on certification according to the forest certification standards (forest management and production and distribution of forest products) prescribed in the operating guidelines of the Korean Forest Certification System.
3. Report all certification information issued in accordance with the Form No. 5, along with any amendment regarding certification. In addition, a certification body shall be cooperative if the KoFPI requests additional information regarding a certified organization.
4. Guarantee that certified organizations are covered by the “Usage Standard of Certification Logo and Certification Logo License Agreement” set by the KoFPI to ensure proper use of the certification logo.
5. Agree that information of a certification body or a certified organization may be disclosed on the KoFPI’s website and inform certified organizations of such disclosure of information.
6. Actively cooperate the field study at a certification body or a certified enterprise conducted by the KoFPI to find out operating status of the certification system.

Article 3(Responsibilities of the KFCC)

1. The KFCC recognizes a certificate issued by a certification body which agrees to this contract.
2. The KFCC shall permit all certified organizations that have signed the “Certification Logo License Agreement” to use the certification logo and give access to the certification registration system operated by the KoFPI.
3. The KFCC shall provide changes in operating guidelines of the Korean Forest Certification System and relevant documents to a certification body

Article 4(Contract Termination)

1. This contract will be effective only when the accreditation a certification body has obtained from an accreditation body is valid; and, if not, the KoFPI, the operator of the certification system, may cancel the notification as a certification body.
2. The KFCC may cancel this contract if a certification body fails to fulfil its responsibilities and duties or to meet the KFCC's requirements.
3. Withdrawal, suspension or the end of the validity of the KFCC 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 KFCC is not obliged to pay compensation for any costs or other damages which may temporary suspension or termination causes to the KFCC Notified Certification Body.

Article 5(Validity of the Contract)

1. This contract enters into forces when it has been signed by both parties.
2. The contract will be effective for three years.

YYYY. MM. DD

**Korea Forest Certification Council
of the KoFPI**
Address
[Name and Signature of Representative]

Name of Certification Body
Address
[Name and Signature of Representative]

[Appendix 5]

산림인증기관 산림인증정보 보고

I. 신청기관 일반정보

조직명			
조직 대표자 성명			
주소			
담당자			
연락처	전화 :	팩스 :	
이메일		웹 주소	

※ 복수사업장의 경우, 모든 사업장의 정보를 기재

II. 인증정보

인증기관명	
인증번호	※ 인증서 사본 첨부할 것
인증서 발행일자	
인증유효기간	
인정기관명	
전년도 인증된 조직의 매출액	

III. 인증제품의 정보

☐ 산림경영 인증

인증 산림형태(ha)	비목재 임산물	주요 목재 종류	비고
예) 저강도 산림, 보존림, 수자원 함양림			

☐ 임산물 생산·유통인증의 경우

제품명	제품군	제품설명	비고

※ 참고 : 제품군

[Appendix 6]

Report of Forest Certification Information by Certification Body

I . Contact Details

Organisation Name			
Organisation's Representative			
Address			
Contact Person			
Contact Information	Telephone :		Fax :
E-mail		http	

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

II . Certificate Information

Certification Body Name	
Certificate number	※ Please attach a copy of the certificate.
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Certified entity turnover for the last year in WON	

III. Certified product information

☐ Forest Management

Type of Certified Forests(ha)	Non-timber Forest Product	Type of Major Timber	Note
ex) low-intensity managed forests, forest reserves , water conservation forests			

☐ Chain of Custody(CoC)

Product Name	Product category	Product Description	Note

※ See codes of product categories and species