


cerfoar - Technical Document

ANNEX 7

PG 01.03. cerfoar Notification of certification bodies operating forest management and/or chain of custody certification in Argentina

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NOTIFICATION OF CERTIFICATION BODIES OPERATING FOREST MANAGEMENT AND/OR CHAIN OF CUSTODY CERTIFICATION IN ARGENTINA

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INTRODUCTION

cerfoar certification shall be carried out by third party certification bodies, which are accredited by a Argentinean Accreditation Body (OAA) which is a member of the International Accreditation Forum (IAF) in order to demonstrate its competence and independence. cerfoar Notification establishes a necessary link between the accredited certification bodies and the scheme owner (cerfoar Association) and allows certification bodies to issue cerfoar recognised certificates.

1. SCOPE

This cerfoar General Procedure describes cerfoar´s notification requirements for Certification Bodies operating cerfoar sustainable forest management certification and cerfoar PEFC chain of custody certification in Argentina

This cerfoar General Procedure has been approved by the Board of Directors of the cerfoar Association and it is applied for all Certification Bodies operating cerfoar sustainable forest management certification and cerfoar PEFC chain of custody certification in Argentina


cerfoar adopts the following international standards as standards of Argentinean Forest Certification System:

- PEFC ST 2001: in force. *PEFC Logo Usage Rules – Requirements*,
- PEFC ST 2002: in force. *Chain of Custody of Forest Based Products – Requirements*, and
- PEFC ST 2003: in force. *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard*.

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:

- 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* (Note: The transition period from the requirements for certification bodies operating PEFC chain of custody certification outline in Annex 6 of the PEFC Technical Document to the requirements of PEFC ST 2003:2012 ends on 2nd July 2013, except for chapter 5.2.2 of PEFC ST 2003:2012, which ends on 2nd July 2014)
- IRAM 39801: in force. *Sustainable forest management. Principles, criteria and indicators for the management unit*
- IRAM 39805: in force.. *Sustainable forest management. Group certification*
- ISO/IEC 17021:2011, *Conformity assessment – requirements for bodies providing audit and certification of management systems*

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- ISO/IEC 17065:2012, *Conformity assessment — Requirements for bodies certifying products, processes and services*.

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 CERFOAR NOTIFICATION

The Certification Body applying for cerfoar notification from the cerfoar Association shall:

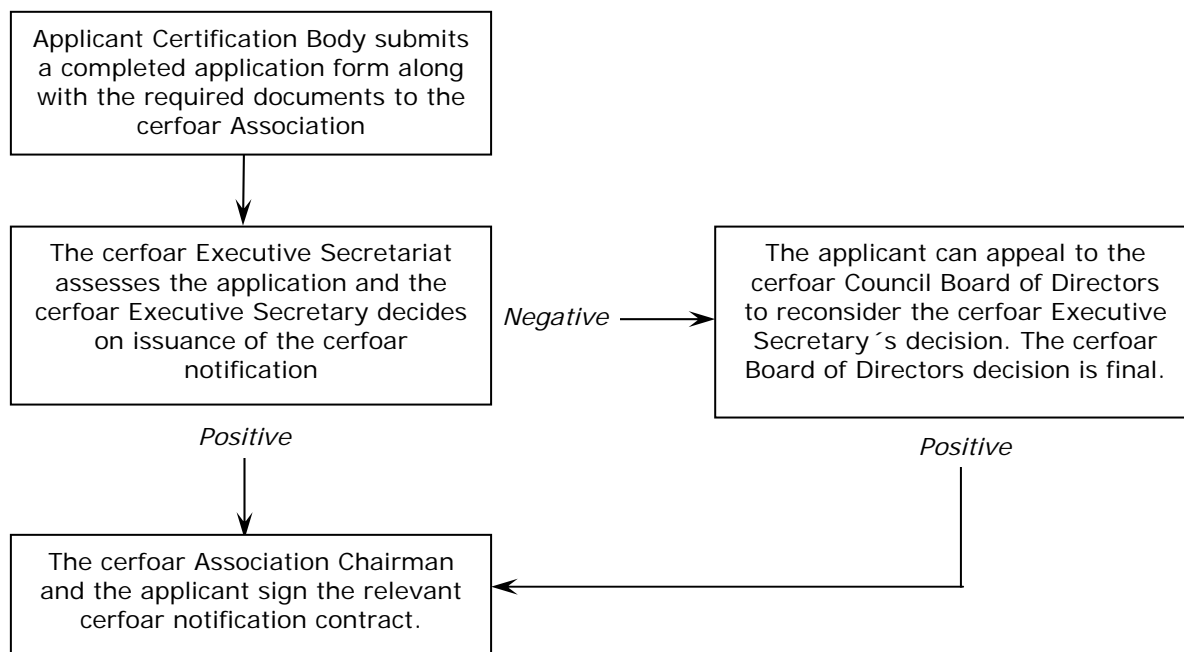
- be a legal entity;
- agree to be listed on the publicly available cerfoar and PEFC Council Internet database including the certification body's identification data and / or other data as specified by cerfoar and the PEFC Council;
- have valid accreditation, for cerfoar certification of the sustainable forest management issued by Argentinean Accreditation Body (OAA) that is signatory of the Multilateral Recognition Arrangement (MLA) for management system certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17021 in force and against additional scheme specific requirements established by cerfoar, and the scope of the accreditation shall explicitly include IRAM 39801:in force and IRAM 39805:in force, and/or
- have valid accreditation, issued by Argentinean Accreditation Body (OAA) 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:inforce and against additional requirements specifically defined by the PEFC Council, and the scope of the accreditation shall explicitly include PEFC 2002: in force;

Note: The additional requirements specifically defined by the PEFC Council for the certification bodies operating a PEFC chain of custody are specified in PEFC ST 2003: in force.

- sign a cerfoar notification contract with the cerfoar Association (Appendix 1).

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5. CERFOAR NOTIFICATION ISSUANCE PROCEDURES



6. OBLIGATIONS OF THE CERFOAR NOTIFIED CERTIFICATION BODY


The cerfoar notified Certification Body shall:

1. Have and keep valid accreditation issued in compliance with ISO/IEC 17021:in force and/or PEFC ST 2003:in force for cerfoar's certification of sustainable forest management and chain of custody together with the specific requirements defined by cerfoar. Inform the cerfoar Association immediately about any changes in the accreditation. Upon cerfoar's request it shall provide updated evidence that it still meets the requirements of valid accreditation.

NOTE: the international PEFC standard: PEFC ST 2003:2012 establishes the additional requirements to those in ISO/IEC 17065:in force and specific for PEFC scheme to be fulfilled by the certification bodies for chain of custody with the international standard PEFC ST 2002: in force.

NOTE: See Annex 4 to find additional scheme specific requirements established by cerfoar

2. Carry out cerfoar's sustainable forest management certification against *IRAM 39801:in force, Sustainable Forest Management. Principles, criteria and indicators of the management unit* and *IRAM 39805:in force Sustainable Forest Management. Group Certification*, within the scope of the valid accreditation.
3. Carry out cerfoar chain of custody certification against PEFC ST 2002:in force within the scope of the valid accreditation.
4. Provide cerfoar Association immediately and truthfully with a completed reporting form for each PEFC chain of custody and cerfoar sustainable forest management granted in Argentina as established in the certificate report forms

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(see Annex 3) and provide information on changes concerning reported certificates.

Data will be the necessary to fulfill cerfoar association`s register of certified entities and it shall include, as specified, the identification of each management unit included in the scope of the SFM group certification and the identification of every site covered by a multi-site chain of custody certificate.

5. Provide cerfoar Association upon request, with a list on its issued cerfoar sustainable forest management and PEFC chain of custody certificates, including information on certificate number, name of the certificate holder, province of the certificate holder, certificate status, date of issuance, date of expiry and date of surveillance audits carried out.
6. Grant cerfoar Association a documented authorization to be included in cerfoar´s and PEFC database including the certification body's identification data and/or other data as may be specified by the internal rules of cerfoar´s registration system and the PEFC Council.
7. Inform PEFC chain of custody and cerfoar sustainable forest management certificate holders about the range of information it is reporting to cerfoar Association and that this information (except the certificate holders turnover) will be made publicly available on the PEFC Information Register.
8. To have written documented authorization from the certificate holder to communicate reference data to cerfoar Association.
9. Inform the certificate holder how to obtain a PEFC Logo use license.
10. Agree together with cerfoar Association the information to be presented in the SFM and chain of custody certificates to fulfil the specifications set in the Technical PEFC Council Documentation and cerfoar Association.

7. VALIDITY OF THE CERFOAR NOTIFICATION

cerfoar Notification is valid for the period of the validity of the Certification Body's accreditation. The cerfoar Notification can be terminated or suspended immediately by the cerfoar association if the notification contract is violated.

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ANNEX 1: CERFOAR NOTIFICATION CONTRACT

I CERFOAR Notification Contract – Forest Management certification

Between

(1) Administracion del Sistema Argentino de Certificación Forestal, Asociacion Civil, hereafter the “cerfoar Association”, having its registered office at Bartolomé Mitre 1895, 2do piso, oficina C, Ciudad Autonoma de Buenos Aires, República Argentina

And

(2) Name of the certification body, hereafter the “cerfoar Notified Certification Body”, having its registered office at address

Whereas the cerfoar Notified Certification Body is operating cerfoar sustainable forest management certification recognised by the cerfoar Association;

Whereas the cerfoar Association is the PEFC Council Authorised Body in Argentina and is the entity responsible for the issuance of the PEFC Logo usage licences in Argentina.;

Whereas the cerfoar Notified Certification Body is to be granted cerfoar notification, and the cerfoar Association recognises cerfoar sustainable forest management certificates issued by the cerfoar Notified Certification Body within the scope of valid accreditation to organisations which are registered in Argentina.

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

Article 1

Definitions:

1. cerfoar Sustainable Forest Management.

This is IRAM 39801:in force, Sustainable Forest Management. Principles, criteria and indicators of the management unit and IRAM 39805:in force, Sustainable Forest Management. Group certification.


2. Certification and Accreditation Procedures

This is the specific criteria that the Argentine Accreditation Body (OAA) uses for the evaluation and accreditation of the Certification Bodies that certify sustainable forest management under the Argentine Forest Certification System and any other information that cerfoar Association considers necessary, listed in Annex 4 of the cerfoar General Procedure PG 01, in force, which forms part of the contractual documentation and is found in the annex of this contract.

The OAA CE-CP-02 in force and any other documentation to such end, is truthful as it is found herein and with the modifications that can be introduced periodically by cerfoar association.

4. cerfoar´s certification reporting forms:

This is Annex 3 of cerfoar General Procedure PG01, in force. cerfoar Notification of

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certification bodies which are part of the contractual documentation and are attached as annex of this contract.


Article 2: Responsibilities of the cerfoar Notified Certification Body

The cerfoar Notified Certification Body is obliged to:

1. Have and keep valid accreditation for sustainable forest management certification issued in compliance with ISO/IEC 17021: in force and any other normative documentation established by cerfoar Association to such end. Also it shall inform cerfoar association immediately about any changes in the accreditation. Upon request and annually, the notified certification body shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out individual sustainable forest management certification against IRAM 39801: in force, Sustainable Forest Management. Principles, criteria and indicators of the management unit and group sustainable forest management certification against IRAM 39805: in force, Sustainable Forest Management. Group Certification .
3. Provide cerfoar Association immediately and truthfully with a completed reporting form for each cerfoar sustainable forest management certificate granted in Argentina as established in the certificate report forms. Data will be the necessary to fulfill cerfoar association's register of certified entities and it shall include, as specified, the identification of each management unit included in the scope of the group sustainable forest management certification.
4. Provide cerfoar Association, upon request, with a list on its issued sustainable forest management certificates, including information on certificate number, name of the certificate holder, certificate status, date of issuance, date of expiry and date of surveillance audits carried out.
5. Grant cerfoar Association a documented authorization to be included in cerfoar and PEFC database including the certification body's identification data and/or other data as may be specified by the internal rules of cerfoar's registration system.
6. Inform sustainable forest management certificate holders about the range of information it is reporting to the cerfoar Association and that this information (except the certificate holders turnover) will be made publicly available on the PEFC Information Register.
7. Inform the certificate holder how to obtain a PEFC Logo use license.

Article 3: Responsibilities of cerfoar Association

1. cerfoar Association recognizes the certificates issued by cerfoar Notified Certification Body in compliance with this contract and provides holders of the certificates with access to the PEFC Logo usage license under the conditions specified by cerfoar Association and the PEFC Council.
2. cerfoar Association is obliged to inform the cerfoar Notified Certification Body of any changes to cerfoar and the PEFC Council regulations and documentation which affect this contract.

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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. cerfoar Association may suspend the contract with the immediate effect if there are reasons to believe that any provision of the cerfoar notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the cerfoar 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 cerfoar Association is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the cerfoar 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

1. This contract is subject to Argentine law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Republic of Argentina.

Signed in duplicate.

In Ciudad Autónoma de Buenos Aires on DD.MM.YYYY
on DD.MM.YYYY

In

For and on behalf of
the cerfoar Association

For and on behalf of
cerfoar Notified Certification Body

SPECIMEN

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II CERFOAR Notification Contract – Chain of Custody certification

Between

(1) Administracion del Sistema Argentino de Certificación Forestal, Asociacion Civil, hereafter the “cerfoar Association”, having its registered office at Bartolomé Mitre 1895, 2do piso, oficina C, Ciudad Autonoma de Buenos Aires, República Argentina

And

(2) Name of the certification body, hereafter the “cerfoar Notified Certification Body”, having its registered office at address

Whereas the cerfoar Notified Certification Body is operating PEFC chain of custody certification recognised by the cerfoar Association;

Whereas the cerfoar Association is the PEFC Council Authorised Body in Argentina and is the entity responsible for the issuance of the PEFC Logo usage licences in Argentina.;

Whereas the cerfoar Notified Certification Body is to be granted cerfoar notification, and the cerfoar Association recognises PEFC chain of custody certificates issued by the cerfoar Notified Certification Body within the scope of valid accreditation to organisations which are registered in Argentina.

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

Article 1

Definitions:

1. Chain of Custody of Forest Based Products – Requirements -

This is PEFC ST 2002:in force, Chain of Custody of Forest Based Products – Requirements, in force , which forms part of the contractual documentation and is found in the annex of this contract. PEFC ST 2002: in force can be altered or replaced with another document by the PEFC Council.


2. Certification and Accreditation Procedures

This is the specific criteria that the Argentine Accreditation Body (OAA) uses for the evaluation and accreditation of the Certification Bodies that certify chain of custody of forest based products under the Argentine Forest Certification System, and the PFC ST 2003:in force, and any other information that cerfoar Association considers necessary, listed in Annex 4 of the cerfoar General Procedure PG 01, in force, which forms part of the contractual documentation and is found in the annex of this contract.

The internacional standard PEFC ST 2003: in force and any other documentation to such end, is truthful as it is found herein and with the modifications that can be introduced periodically by cerfoar Association and PECF Council.

4. cerfoar´s certification reporting forms:

This is Annex 3 of cerfoar General Procedure PG01, in force. cerfoar Notification of certification bodies which are part of the contractual documentation and are attached as annex of this contract.

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Article 2: Responsibilities of the cerfoar Notified Certification Body

The cerfoar Notified Certification Body is obliged to:

1. Have and keep valid accreditation for chain of custody certification issued in compliance with ISO/IEC 17065: in force and PEFC ST 2003:in force and any other documentation established by cerfoar Association to such end. Also it shall inform cerfoar Association immediately about any changes in the accreditation. Upon request and annually, the notified certification body shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out PEFC chain of custody certification against PEFC ST 2002: in force Chain of Custody of Forest Products – Requirements, within the scope of the valid accreditation.
3. Provide cerfoar Association immediately and truthfully with a completed reporting form for each PEFC chain of custody certificated granted in Argentina as established in the certificate report forms. Data will be the necessary to fulfill cerfoar Association's register of certified entities and it shall include, as specified the identification of every site covered by a multi-site chain of custody.
4. Provide cerfoar Association, upon request, with a list on its issued chain of custody certificates, including information on certificate number, name of the certificate holder, certificate status, date of issuance, date of expiry and date of surveillance audits carried out.
5. Grant cerfoar Association a documented authorization to be included in cerfoar and PEFC database including the certification body's identification data and/or other data as may be specified by the internal rules of cerfoar's registration system.
6. Inform chain of custody certificate holders about the range of information it is reporting to the cerfoar Association and that this information (except the certificate holders turnover) will be made publicly available on the PEFC Information Register.
7. Inform the certificate holder how to obtain a PEFC Logo use license.

Article 3: Responsibilities of cerfoar association

1. cerfoar Association recognizes the certificates issued by cerfoar Notified Certification Body in compliance with this contract and provides holders of the certificates with access to the PEFC Logo usage license under the conditions specified by cerfoar Association and the PEFC Council.
2. cerfoar Association is obliged to inform the cerfoar Notified Certification Body of any changes to cerfoar and the PEFC Council regulations and documentation which affect 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. cerfoar Association may suspend the contract with the immediate effect if there are reasons to believe that any provision of the cerfoar notification contract is

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not being adhered to.

3. Withdrawal, suspension or the end of the validity of the cerfoar 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 cerfoar Association is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the cerfoar 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

1. This contract is subject to Argentine law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Republic of Argentina.

Signed in duplicate.

In Ciudad Autónoma de Buenos Aires on DD.MM.YYYY
on DD.MM.YYYY

In

For and on behalf of
the cerfoar Association

For and on behalf of
cerfoar Notified Certification Body

SPECIMEN

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ANNEX 2: APPLICATION FORM FOR cerfoar NOTIFICATION

I. Applicant's Identification Data

Certification Body name		
C.U.I.T.		
Organisation's representative		
Address	Address	
	City	CP
	Province	
Contact person		
Telephone		Fax
E-mail		Web

II. Information and Documents for Application Processing

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:in force, with the scope explicitly covering certification against IRAM 39801:in force and IRAM 39805: in force <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:in force, with the scope explicitly covering certification against PEFC ST 2002:in force.	

IV. Self-Declaration:

I hereby confirm that:

- I have read the cerfoar association's regulations concerning cerfoar 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

(Completed by cerfoar Association Secretariat)

I. Application Processing:

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of cerfoar 's 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. Application Appeal Process:

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

III. Suspension and Termination of cerfoar notification:

Statutes of Decision	Date	Penalty

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ANNEX 3: cerfoar ASSOCIATION CERTIFICATE REPORTING FORM

I Sustainable Forest Management Certificate

To be completed for every Sustainable Forest Management certificate

a) Contact details:

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

b) 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)		NF ha	FP ha

c) Scope of Group forest certificate information

N°	Certification group participant	Forest management unit	Forest management units area(ha)	NF / FP

d) 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

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than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

II Chain of Custody Certificate

To be completed for every chain of custody certificate and every site covered by a multi-site certificate

a) Contact details:

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

b) 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 AR\$		NF ha	FP ha

c) 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.

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d) Codes of product categories:


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

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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

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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		

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ANNEX 4: LIST OF cerfoar NORMATIVE DOCUMENTATION FOR ACCREDITATION AND CERTIFICATION PROCESS.

1. OAA Criteria for the evaluation and accreditation		
Code	Criteria	Objective
CE-CP-02 Version: 3	Specific criteria for the evaluation and accreditation of bodies that certify sustainable forest management and chain of custody under the Argentine Forest Certification System	This document aims to establish the specific criteria that the Argentine Accreditation Body (OAA) uses for the evaluation and accreditation of the Entities that certify sustainable forest management and chain of custody of forest based products under the Argentine Forest Certification System.
2. cerfoar General Procedures		
Code	Procedure	Objective
PG 01.03	cerfoar Notification of Certification Bodies	This cerfoar General Procedure describes cerfoar´s notification requirements for Certification Bodies operating cerfoar sustainable forest management certification and cerfoar PEFC chain of custody certification in Argentina
PG 02.03	cerfoar requirements for SFM audits and certifications	This procedure describes cerfoar specific requirements, additional to the requirements established by ISO/IEC 17021: in force, to be fulfilled by the Certification Bodies to perform audits and cerfoar certification in Sustainable Forest Management (SFM) of a management unit or group of management units administered according to group certification guidelines.

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2. cerfoar General Procedures

Code	Procedure	Objective
PG 03. 02	Consultation to the interested parties during the SFM audits	This procedure establishes the requirements that shall be fulfilled by the Certification Bodies to develop the consultation to the interested parties during the initial certification audits and the recertification and surveillance audits for the conformity assessment process of forest management with the requirements of IRAM 39801 and IRAM 39805 both in force
PG 04. 02	Peers review of the SFM certification report	This procedure establishes the requirements that the Certification Bodies shall fulfil to develop the review of the conformity assessment report (report of the initial certification audit – Second Stage) with IRAM 39801 and IRAM 39805 requirements, in force, by external peers.
PG 05. 02	SFM audits reports	This procedure establishes the requirements that shall be fulfilled by the Certification Bodies to develop the initial certification audits and re-certification audits reports and the surveillance audits report for the conformity assessment process of forest management with the requirements of IRAM 39801 and IRAM 39805 both in force

3. PEFC International Standards

Number	Standard	Scope
PEFC ST 2003: 2012	Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard	This document provides additional scheme specific requirements for certification bodies operating chain of custody certification against PEFC ST 2002:in force.