

Normative Document ND-001	<b>Guidelines for notification of certification bodies carrying out PEFC forest management certification in the Russian Federation against the PEFC endorsed national certification system PEFC Russia</b>	NP Centre for Development of Forest Certification (NP CDFC) governing body of PEFC Russia
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**Effective date: January 1, 2015**

## TABLE OF CONTENTS

1. OBJECTIVE
2. SCOPE
3. CONDITIONS FOR PEFC NOTIFICATION
4. PEFC NOTIFICATION PROCEDURES
5. OBLIGATIONS OF PEFC NOTIFIED CERTIFICATION BODY
6. TERM OF PEFC NOTIFICATION

## TABLE OF APPENDICES

- Appendix 1: Application for PEFC Notification  
Appendix 2: PEFC Notification Contract  
Appendix 3: PEFC Notification Fees

## 1. Objective

These guidelines describe the rules for PEFC notification of certification bodies carrying out forest management certification in the Russian Federation.

## 2. Scope

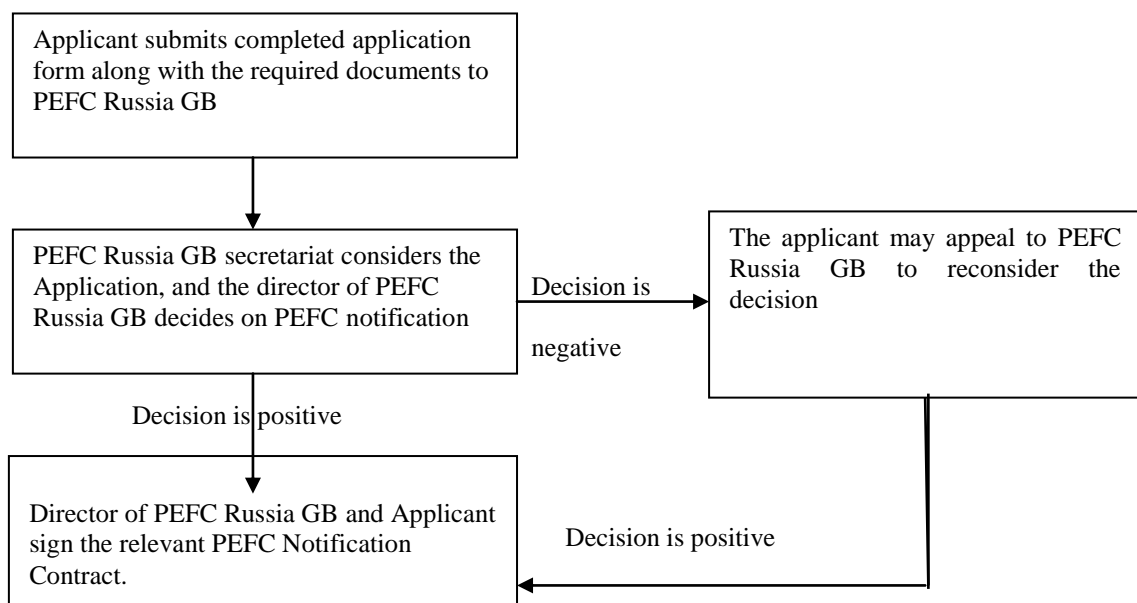
These guidelines cover PEFC notification of certification bodies providing forest management certification against the documents of forest certification system PEFC Russia endorsed by PEFC.

## 3. Conditions for PEFC notification

Certification body applying<sup>1</sup> for PEFC notification to PEFC Russia governing body<sup>2</sup> (hereinafter PEFC Russia GB) shall:

- be a legal entity;
- agree to be listed in publicly available PEFC Council and PEFC Russia Internet database including certification body's identification data;
- have valid accreditation issued, by accreditation body that is a member of International Accreditation Forum (IAF).
- sign PEFC Notification Contract<sup>3</sup>.

## 4. PEFC notification procedures



<sup>1</sup> Application form for PEFC Notification is given in Appendix 1 thereto.

<sup>2</sup> The functions of PEFC Russia Governing Body are performed by NP Centre for Development of Forest Certification - PEFC Russia.

<sup>3</sup> Standard PEFC Notification Contract for certification bodies is given in Appendix 2 thereto.

## **5. Obligations of a notified certification body**

A notified certification body is obliged to:

- carry out forest certification according to PEFC Russia GB rules and regulations within the scope of valid accreditation;
- inform PEFC Russia GB about any changes in its accreditation, the scope of which covers forest management;
- engage employees meeting PEFC Russia system requirements as auditors and experts, including those who have been given the main and additional training and internship;
- inform the stakeholders about the main forest management certification audit at least one month prior to the audit;
- provide PEFC Russia GB, without delay, with information about each forest management certificate issued to any organization in the RF and/or information on any changes to certificates within the range of data as specified by PEFC Russia GB including information about the auditors and experts who carried out the certification audit and summary of certification report;
- pay to PEFC Russia GB annual notification fee for each issued certificate based on the invoice issued by PEFC Russia GB<sup>4</sup>.

## **6. Term of PEFC notification**

PEFC notification is valid for the term of the certification body's accreditation and may be terminated or suspended by the decision of the PEFC Russia GB in case of the breach of PEFC Notification Contract.

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<sup>4</sup> PEFC notification fees are given in Appendix 3 thereto.

# APPLICATION FOR PEFC NOTIFICATION

## ***I. Applicant's Identification Data***

Organisation name			
Registration number		Taxpayer Identification Number:	
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

## ***II. Information and Documents for Application Processing:***

Accreditation number / accreditation expiration date	
Accreditation Body Name	
Turnover for the last year in EURO	
<b>Documents required for Application processing:</b> <input type="checkbox"/> Copy of the accreditation certificate issued against ISO Guide 65 and which scope explicitly covers certification against Annex 4 of the PEFC Technical Document.	

## ***IV. Self-Declaration:***

I hereby confirm that:

- I have read PEFC Russia rules and regulations related to PEFC certification and notification and accept them,
- the data included in this application are complete and true.

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

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# APPLICATION PROCESSING FORM

(Completed by PEFC Russia GB Secretariat)

## ***I. Application Processing:***

		Date	Signature
Application receipt date	<input type="checkbox"/> Yes		
Fulfilment of PEFC Russia requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract signed by PEFC Russia sent to the applicant	<input type="checkbox"/> Yes		
Both parties signed contract received	<input type="checkbox"/> Yes		

## ***II. PEFC Notification Fee Payment:***

Year	Amount	Paid on Date	Signature

## ***III. Application Appeal Process:***

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

## ***IV. Suspension and Termination of PEFC notification:***

Statutes of Decision	Date	Penalty

### **Contract on PEFC Notification of Certification Body**

NP Centre for Development of Forest Certification (PEFC Russia) acting as Governing Body of PEFC Russia system represented by Ryzhkov Andrey Evguenievich, director, hereinafter referred to as PEFC Russia GB, registered in Moscow region, Pushkino, Nadsonovskaya 24, office 12 (rooms No.71, 72),  
and

\_\_\_\_\_

registered in

\_\_\_\_\_

hereinafter referred to as “certification body”, represented by

\_\_\_\_\_

position, full name

hereinafter jointly referred to as Parties, concluded PEFC Notification Contract.

Whereas ( \_\_\_\_\_ ) is a

*name of certification body*

certification body accredited by \_\_\_\_\_ in forest management certification which is recognized by PEFC Russia GB;

Whereas PEFC Russia is a licensed user of PEFC logo and PEFC requirements;

Whereas PEFC Notified Certification Body will be allowed to issue PEFC recognized certificates within the scope of its valid accreditation to organizations registered in the Russian Federation;

Therefore, the above mentioned Parties agree as follows:

#### **Article 1 Conditions of Performance**

1. Requirements to forest management system are set out in the standard PEFC-RUSSIA-ST-01-2015 “Forest Management Standard”.
2. Certification and accreditation procedures. Certification and accreditation procedures that are a part of any national PEFC endorsed scheme shall comply with PEFC requirements “PEFC GD 1004:2009, PEFC Scheme Administration”.
3. PEFC Notification Fees are set forth in Appendix 3 to *Guidelines for notification of certification bodies carrying out forest management certification in the Russian Federation*, which is a constituent part of the Contractual documentation and may be found in the Appendix to this Contract.
4. PEFC Council shall recognize certificates issued by the certification body notified by PEFC Russia GB pursuant to this Contract and provide certificate holders with access to PEFC Logo use license on conditions specified by PEFC Council.

## **Article 2 Requirements to certification body**

Certification Body shall:

- have and keep valid accreditation and immediately inform PEFC Russia GB about any changes in its accreditation. Certification Body shall provide an updated evidence of compliance with the requirements of valid accreditation at the beginning of each year as well as on request;
- engage employees meeting PEFC Russia system requirements as auditors and experts, including those who have been given main and additional training and internship;
- inform the stakeholders on forest management certification audit at least one month prior to the audit;
- provide PEFC Russia GB, without delay, with true information about each forest management certificate issued to any organization in the RF and/or information on any changes to previous certificates within the range of data as specified by PEFC Russia GB including information about the auditors and experts who carried out the certification audit and summary of certification report;
- pay annual PEFC notification fees for each certificate issued based on the invoice received from PEFC Russia GB. The fee rates are given in PEFC Notification Fees and is usually set by PEFC Russia GB for the current calendar year. PEFC Russia GB informs PEFC notified certification body in writing about the corresponding changes of the fees;
- agree to be listed in publicly available PEFC Council Internet database including the certification body's identification data and/or other data within the range of data specified by PEFC Russia GB as stated in the internal rules for PEFC registration system.

## **Article 3: PEFC Russia responsibilities**

1. PEFC Russia GB shall inform Certification Body on any changes of PEFC Council and PEFC Russia GB regulations and documentation related thereto.

## **Article 4: Termination of Contract**

1. PEFC Russia GB and certification body may terminate the present Contract by sending a three-month prior notice by registered mail.
2. PEFC Russia GB may suspend the Contract with the immediate effect if there are reasons to believe that any provision of PEFC notification contract is not being adhered to.
3. Withdrawal, suspension or expiration of accreditation of notified certification body shall result in automatic termination of the contract with effect on the same date as the date of the withdrawal, suspension or expiration of accreditation.
4. No paid notification fees shall be refunded to certification body in case of temporary suspension or termination of the contract pursuant to Article 4 (items 1, 2, 3).

## **Article 5: Term of Contract**

The Contract shall enter into effect from the date of signing by both Parties and remain valid until its termination as provided in Article 4.

**Article 6: Governing Law - Jurisdiction**

This Contract shall be governed by the law of the Russian Federation. Any disputes or claims arising out of this Contract may be referred to the courts of Moscow and Pushkino, Moscow region in the Russian Federation.

The present Contract has been signed in two counterparts.

**Article 7. Addresses and Bank Details of Parties**

<p>Non-Profit Partnership "CENTRE FOR DEVELOPMENT OF FOREST CERTIFICATION" ("PEFC Russia"), 141200 Pushkino City, Nadsonovskaya St., 24 Tel./fax +7 (916) 633 66 51 Account: 40703978922000026511 Russia, Moscow SWIFT ABSLRUMMXXX: Account: 488-5917996-60 KBC BANK NV. SWIFT: KREDBEBBXXX NP "Centre for Development of Forest Certification" ("PEFC Russia"), 141200 Pushkino city, Moscow region, Nadsonovskaya St. 24, office 12 Tel./fax +7 (916) 633-6651 Current account (EUR): 40703978622000026510 Transit account (EUR): 40703978922000026511 Bank details: SWIFT: ABSLRUMMXXX, USD c/a 18301701 in KBC BANK N.V.. SWIFT: KREDUS33XXX EUR c/a 488-5917996-60 in KBC BANK NV. SWIFT: KREDBEBBXXX INN/PP: 5038078171/503801001 Address: 141200 Pushkino city, Moscow region, Nadsonovskaya St. 24, office 12 Bank details: Current account: 40703810322000026509 in ACB Absolut Bank (OAO) BIC 044525976, c/a 30101810500000000976 in OPERU of Moscow GTU of Bank of Russia, INN/KPP: 7736046991/775001001, OGRN: 1027700024560, OKPO: 17527415</p> <p>Director of Non-profit Partnership "CENTRE FOR DEVELOPMENT OF FOREST CERTIFICATION" ("PEFC Russia")</p> <p>_____.A.E. Ryzhkov</p>	<p>_____ /</p> <p>_____ /</p>
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PEFC Notification Fees  
for forest management certification for 2014  
(taxes included)

No.	Forest management certified area, ha	Fee, RUR/ha
1.	Territorial forest management certification (lesnichestvos, forest parks)	0,2 RUR/ha
2.	Individual forest management certification	0,2 RUR/ha

PEFC Notification Fees  
for 2015 (taxes included)

- for forest management certification – 0,35 RUR/ha