

<i>Procedural normative documents</i> <b>Notification of Certification bodies</b>	<b>PEFC BG ST 1006:</b>
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## Bulgarian forest certification scheme

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### **Notification of Certification Bodies**



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The official version of the document is Bulgarian. In case of any doubt the English version is decisive.

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## Contents

Introduction .....	4
1 Scope.....	5
2 Normative references .....	5
3 Terms and Definitions .....	6
4 Conditions for notification by <i>CSFMCB</i> .....	6
5 Notification issuance procedures .....	7
6 Obligations of the notified certification body .....	8
7 Forest Management certification .....	8
8 Chain of Custody certification.....	9
9 Validity of the notification .....	9
 Appendix 1: Notification Contracts .....	111
<u>App.1-a: Notification contract for Sustainable forest management certification in bulgaria...</u>	<u>11</u>
<u>App.1-b: Notification Contract for PEFC chain of custody certification.....</u>	<u>14</u>
Appendix 2: Application Form for Notification .....	17
Appendix 3:Certificate Reporting Forms .....	19
Appendix 4: Notification Fee Tariffs .....	23
Appendix 5: Application Processing Forms.....	24

## **Introduction**

Certification under the Bulgarian PEFC *forest certification scheme (SFM and CoC)* shall be carried out by third party certification bodies, which are accredited by a national accreditation body which is a member or a part of the International Accreditation Forum (IAF) in order to demonstrate its competence and independence.

*Council for Sustainable Forest Management and Certification in Bulgaria (CSFMCB) is the PEFC authorised body – National Governing Body (NGB) for Bulgaria, according PEFC GD 1004: establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by PEFC Council and CSFMCB in Bulgaria (CSFMCB).*

**PEFC** – Programme for the Endorsement of Forest Certification schemes

## 1 Scope

This document describes procedures for the issuance of notification by *CSFMCB* to certification bodies operating:

a) Forest Management certification against the requirements of the *[Bulgarian PEFC forest certification standard - PEFC BG ST 1002: for individuals and PEFC BG ST 1003: for group]*,

and/or

b) Chain of Custody certification in Bulgaria, according PEFC International standard *PEFC ST 2002:2013*.

This document was approved by the GA of the CSFMCB, and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the *Bulgarian PEFC forest certification scheme*.

## 2 Normative references

The following referenced documents are indispensable for the application of this document:

PEFC BG 0001:	<b>System description</b> for the Bulgarian forest certification scheme
PEFC BG ST 1002:	<b>Standard for SFM in Bulgaria</b>
PEFC BG 1002-1:	<b>Bulgarian Criteria &amp; Indicators for SFM – Operational level Guide</b>
PEFC BG ST 1003:	<b>Group forest management certification – Requirements</b>
PEFC BG ST 1004:	<b>Certification and Accreditation Procedures for SFM</b>
BG BG ST 1005:	<b>Issuance of licenses for PEFC logo usage</b>
PEFC ST 2002:	<b>Chain of Custody of Forest Based Products - Requirements</b>
PEFC ST 2003:	<b>Requirements for CBs operating PEFC ST CoC</b>
ISO/IEC 17021:	<b>Conformity assessment – requirements for bodies providing audit and certification of management systems (for Forest Management certification)</b>
ISO/IEC 17065:	<b>Conformity assessment — Requirements for bodies certifying products, processes and services (CoC)</b>

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.

### **3 Terms and Definitions**

#### **Accredited certificate**

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

#### **PEFC authorised body**

An entity authorised by the PEFC council to administer the PEFC scheme on behalf of the PEFC Council

*Note: The authorised body is either the PEFC National Governing Body operating within its country or another entity which has been authorised by the PEFC Council to administer the PEFC scheme. For Bulgaria it is the Council for Sustainable Forest Management and Certification in Bulgaria (CSFMCB).*

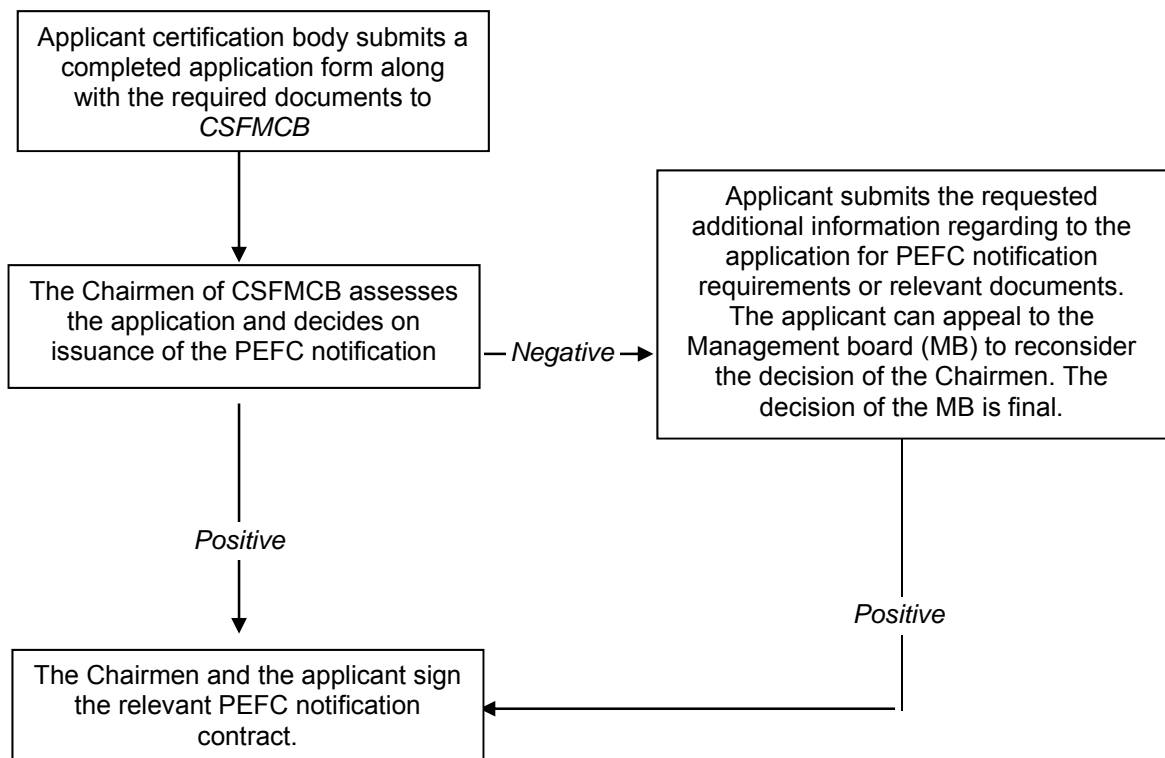
### **4 Conditions for notification by CSFMCB**

The certification body applying for notification by *CSFMCB* shall:

- be a legal entity;
  - agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and / or other data as specified by the PEFC Council and or the *CSFMCB* ;
  - sign a notification contract with *CSFMCB* (Appendix 1).
  - have a valid accreditation:
- a) The certification body applying for notification for Forest Management certification under the *Bulgarian PEFC forest scheme* shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF). The accreditation shall be issued against *ISO/IEC 17021:2011*.
  - b) The certification body applying for notification for Chain of Custody shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF).

The accreditation shall be issued against ISO/IEC 17065:2012 and the scope of the accreditation shall explicitly include PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements [*International PEFC standard, acknowledged like Bulgarian*) in its valid version.

## 5 Notification issuance procedures



## 6 Obligations of the notified certification body

The certification body notified by *CSFMCB* shall:

1. Pay *CSFMCB* an annual notification fee for every certificate when invoiced by the *CSFMCB*. The amount of the fee is specified in price list (Appendix 4), adopted by Management Board (MB). *Tariffs of the Notification Fee of CSFMCB*, can be changed by *MB* during the validity of the contract. Any change to the contract between the *CSFMCB* and the notified certification body, resulting from a change in the rates will take effect the year following that in which the *CSFMCB* has informed the certification body, in writing, of the change.
2. Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or the *CSFMCB*.
3. Without delay inform *CSFMCB* about every certificate issued in Bulgaria and about any changes referring to already issued certificates.
4. Without delay inform certificate holders about the range of information it is reported to *CSFMCB* and that this information will be made publicly available on the *CSFMCB* and/or PEFC Information Register.
5. Inform the certificate holder how to obtain a PEFC Logo use license from *CSFMCB*.

## 7 Forest Management Certification

The certification body (CB) notified by *CSFMCB* for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with *Bulgarian PEFC forest certification scheme's requirements for certification bodies carrying out Forest Management certification (PEFC BG ST 1004:)* and inform *CSFMCB* immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out Forest Management certification against the *Bulgarian forest certification scheme (PEFC BG ST 1002: & 1002-1: for individuals and PEFC BG ST 1003: for groups)* within the scope of the valid accreditation.
3. Provide *CSFMCB* immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and for every participant in a group certificate, issued within the scope of *CSFMCB* notification and on changes concerning reported certificates.
4. Provide *CSFMCB*, upon request, with a list of Forest Management certificates issued under the scope of notification by *CSFMCB*, including information defined in the reporting form in the appendix to this document.



## **8 Chain of Custody certification**

The certification body notified by *CSFMCB* for Chain of Custody certification in Bulgaria shall:

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

## **9 Validity of the notification**

The notification is valid for the period of the validity of the certification body's accreditation. The PEFC notification validity can be terminated or suspended unilaterally and immediately by *CSFMCB*, if the notification contract is violated or if the accreditation expires.

**Notification Contract for sustainable Forest Management certification in BULGARIA**

Between

**(1) The Council for sustainable forest management and certification in Bulgaria**, hereafter the "**CSFMCB**", having its office at 64 str. Pirotska", 1303-Sofia, Bulgaria

And

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

Whereas the Notified Certification Body is operating Forest Management certification , recognised by *CSFMCB*;

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

Whereas the NCB is to be granted notification, and *CSFMCB* recognises certificates issued by the NCB within the scope of valid accreditation to organisations which are registered in *Bulgaria*  
Now, therefore the above said parties agree to the following:

**Article 1 Definitions:**

Forest Management certification

1. Bulgarian PEFC sustainable forest management system (PEFC BG 0001 System description)  
This document describes the Bulgarian PEFC sustainable forest management system, defines part of the Agreement.
2. The Bulgarian PEFC Sustainable forest management standard for individual certification – PEFC BG ST 1002: and Operational level guide with criterias and indicators for SFM - PEFC BG 1002-1. *[applicable in case of FM notification only];*
3. The CSFMCB, rules and procedures for group certification – PEFC BG ST 1003: *[applicable in case of FM notification only];*
4. The CSFMCB Certification and Accreditation procedures - PEFC BG ST 1004;;
5. The CSFMCB Issuance of Logo Licenses – PEFC BG ST 1005;;

6. The CSFMCB Notification requirements and procedures – PEFC BG ST 1006;;
7. The CSFMCB Dispute settlement procedures PEFC BG ST 1007;;
8. The Relevant Forest Management standard(s) can be altered or replaced with another document by CSFMCB.
9. Tariffs of the Notification Fee of CSFMCB - These are the tariffs defined in Appendix 4 to PEFC BG ST 1006 standard, which forms part of the contractual documentation and is found in the annex of this contract.
10. Certificate Reporting Form - This is Appendix 3 to PEFC BG ST 1006 standard, which forms part of the contractual documentation and is found in the annex of this contract.

## **Article 2: Responsibilities of the Notified Certification Body**

1. Pay *CSFMCB* an annual notification fee for every certificate when invoiced by the *CSFMCB*. The amount of the fee is specified in price list (Appendix 4), adopted by Management Board (MB). *Tariffs of the Notification Fee of CSFMCB*, can be changed by *MB* during the validity of the contract. Any change to the contract between the *CSFMCB* and the notified certification body, resulting from a change in the rates will take effect the year following that in which the *CSFMCB* has informed the certification body, in writing, of the change.
2. Agree to be listed on the publicly available; web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or the *CSFMCB*.
3. Carry out Forest Management certification against the *Bulgarian forest certification scheme (PEFC BG ST 1002 & 1002-1 for individuals and PEFC BG ST 1003 for groups)* within the scope of the valid accreditation, as the members of the audit team must have a certificate of completed training course on the cited standards (1002/1002-1 and 1003) in their actual version / every two years.
4. Provide *CSFMCB* immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate (and partially of all), and/or for each Chain of Custody certificate and every site covered by a multi-site certificate, each of all issued within the scope of CSFMCB and PEFC Council notification.
5. Provide *CSFMCB*, upon request, with a list of Forest Management certificates issued under the scope of notification by *CSFMCB*, including information defined in the reporting form in the appendix to this document.
6. Within a week inform CSFMCB about every certificate issued in Bulgaria and about any changes referring to already issued certificates.
7. Without delay inform certificate holders about the range of information it is reported to CSFMCB and that this information (except the certificate holders' turnover) will be made publicly available on the CSFMCB and/or PEFC Information Register.
8. Inform the certificate holder how to obtain a PEFC Logo use license from *CSFMCB*.

### Article 3: Responsibilities of [CSFMCB]

1. *CSFMCB* recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license under the conditions specified by *CSFMCB (PEFC BG ST 1005:)*.
2. *CSFMCB* is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

### Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. *CSFMCB* may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.
3. The notification contract may be terminated in case of cancellation of the administration contract between *CSFMCB* and the Notified Certification Body (if applicable).
4. Withdrawal, suspension or the end of the validity of the Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
5. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3,
6. The *CSFMCB* is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

### Article 5: Validity of the Contract

1. The contract enters into force when it has been signed by both parties.
2. The PEFC notification is valid for the period of the validity of the certification body's accreditation.
3. The PEFC notification validity can be terminated if the agreement between the *CSFMCB* and the certification body is violated or if the accreditation expires.

### Article 6: Governing Law - Jurisdiction

1. For this outstanding contract issues shall be applicable Bulgarian legislation.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the arbitration court in Sofia.

Signed in duplicate.

In \_\_\_\_\_ on \_\_\_\_\_

For and on behalf of the *CSFMCB*

In \_\_\_\_\_ on \_\_\_\_\_

For and on behalf of the NCB

**Notification Contract for PEFC chain of custody certification in BULGARIA**

Between

**(1) The Council for sustainable forest management and certification in Bulgaria**, hereafter the "**CSFMCB**", having its office at 64 str. Pirotska", 1303-Sofia, Bulgaria

And

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

Whereas the Notified Certification Body is operating operating Chain of Custody certification, recognised by *CSFMCB*;

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

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

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

**Article 1 Definitions:**

Forest Management certification

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

This is PEFC ST 2002:, Chain of Custody of Forest Based Products – Requirements, which forms part of the contractual documentation. PEFC ST 2002: can be altered or replaced with another document by *CSFMCB*.

2. Certification and Accreditation Procedures – Chain of Custody certification

This is PEFC ST 2003:, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard, which forms part of the contractual documentation and is found in the annex of this contract. PEFC 2003:2012 can be altered

*Council for Sustainable Forest Management and Certification in Bulgaria / PEFC-Bulgaria*  
or replaced with another document by *CSFMCB*.

3. Tariffs of the Notification Fee of *CSFMCB*.

These are the tariffs defined in Appendix 4 "*PEFC Bulgaria Notification feesTariffs*", which forms part of the contractual documentation and is found in the annex of this contract documentation.

4. Certificate Reporting Form

This is Appendix 4 to "*Certificate Reporting Forms*", which forms part of the contractual documentation and is found in the annex of this contract.

**Article 2: Responsibilities of the Notified Certification Body**

1. Pay *CSFMCB* an annual notification fee for every certificate when invoiced by the *CSFMCB*. The amount of the fee is specified in price list (Appendix 4), adopted by Management Board (MB). *Tariffs of the Notification Fee of CSFMCB*, can be changed by *MB* during the validity of the contract. Any change to the contract between the *CSFMCB* and the notified certification body, resulting from a change in the rates will take effect the year following that in which the *CSFMCB* has informed the certification body, in writing, of the change.
2. Agree to be listed on the publicly available; web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or the *CSFMCB*.
3. Carry out PEFC chain of custody certification against PEFC ST 2002: within the scope of the valid accreditation, as for the members of the audit team must to have a certificate from a completed training course on the cited International Standard (CoC) / its current version / in the last two years.
4. Inform certificate holders about the range of information it is reporting to *CSFMCB* and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
5. Inform the certificate holder how to obtain a PEFC Logo use license from *CSFMCB*.
6. Have and keep valid accreditation issued in compliance with PEFC ST 2003: and inform *CSFMCB* immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
7. Provide *CSFMCB* immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the *CSFMCB* and on changes concerning reported certificates.
8. Provide *CSFMCB*, upon request, with a list on certificates issued under the scope of notification by *CSFMCB*, including information defined in the reporting form in the appendix to this document.

**Article 3: Responsibilities of *CSFMCB***

1. *CSFMCB* recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license under the conditions specified by *CSFMCB (PEFC ST 2001: Logo Usage Rule)*.
2. *CSFMCB* is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

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

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. *CSFMCB* may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.
3. The notification contract may be terminated in case of cancellation of the administration contract between *CSFMCB* and the Notified Certification Body (if applicable).
4. Withdrawal, suspension or the end of the validity of the Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
5. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3,
6. The *CSFMCB* is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

#### **Article 5: Validity of the Contract**

1. The contract enters into force when it has been signed by both parties.
2. The PEFC notification is valid for the period of the validity of the certification body's accreditation.
3. The PEFC notification validity can be terminated if the agreement between the *CSFMCB* and the certification body is violated or if the accreditation expires.

#### **Article 6: Governing Law - Jurisdiction**

1. For this outstanding contract issues shall be applicable Bulgarian legislation.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the arbitration court in Sofia.

Signed in duplicate.

In                      on

\_\_\_\_\_  
For and on behalf of  
the *CSFMCB*

In                      on

\_\_\_\_\_  
For            and            on            behalf            of  
the Notified Certification Body

APPLICATION FORM FOR NOTIFICATION BY CSFMCB

**I. Applicant's Identification Data**

Name of the certification body			
Authorized Person			
Address	Street, no.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		website	

**II. Type of certification**

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

**III. Information and Documents for Application Processing:**

- a) Forest Management certification

Accreditation number/expiry date of validity	
Accreditation Body Name	
<b>Documents required to process the application:</b> <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2011 [or ISO/IEC 17065:2012, if applicable] with the scope of the accreditation explicitly including <i>PEFC BG ST 1002:2017 &amp; 1002-1:2017 and PEFC BG ST 1003:2017 of the Bulgarian PEFC forest certification scheme.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sustainable forest management standard for individual certification PEFC BG 47-XX-XX</li> <li><input type="checkbox"/> Sustainable forest management standard for group certification PEFC BG 47-XX-XX</li> </ul>	

- b) Chain of Custody certification

Accreditation number/expiry date of validity	
Accreditation Body Name	
<b>Documents required to process the application:</b> <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012, with the scope of the accreditation explicitly including certification against PEFC ST 2002:2013.	




**IV. Self-Declaration:**

I hereby confirm that:

- I have read the Council for Sustainable Forest Management and Certification regulations concerning PEFC certification and notification and accept them,
- The data included in this application is complete and truthful.

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



### Chain of Custody Certificate Reporting Form

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

#### Contact details:

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

#### Certificate information:

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

#### Certified product information:

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

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

Code	Product categories		
<b>01000</b>	<b>Roundwood</b>		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
<b>02000</b>	<b>Fuelwood and charcoal</b>		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020		Charcoal	
<b>03000</b>	<b>Sawnwood and sleepers</b>		
03010		Railway sleepers	
03020		Sawnwood	
<b>04000</b>	<b>Engineered wood products</b>		
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	
<b>05000</b>	<b>Wood based panels</b>		
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
<b>06000</b>	<b>Pulp</b>		
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	
<b>07000</b>	<b>Paper and paper board</b>		
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	
<b>08000</b>	<b>Wood manufacturers</b>		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments

08055			Other
08060		Other	
<b>09000</b>	<b>Exterior products</b>		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
<b>11000</b>	<b>Cork and cork products</b>		
11010		Natural cork and cork waste	
11020		Cork manufactures	
<b>12000</b>	<b>Energy</b>		
<b>13000</b>	<b>Non-wood products</b>		
<b>14000</b>	<b>Other</b>		

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

## Forest Management Certificate Reporting Form

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

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

### Contact details:

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

### Certificate information:

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

### Scope of Group forest certificate information:

#	Participant in Group Certification	Forest management unit	Area (ha)	Type of forest*

\*1 Primary, 2 natural, 3 copies or 4 forest plantation. Where there are more than one type of forest, they are all recorded consecutively according to the prevalence.

**PEFC Bulgaria notification fees**

*It is a separately bound document that is provided on request.*

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The Management Board of the CSFMCB is free to update notification rates by January 1, which can be done before the end of the previous year.

**I. PEFC CHAIN OF CUSTODY CERTIFICATE FEES (COC)**

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**II. Annual Fee for Certification of "Forest Management"**

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**III. PEFC logo use fee – not due**

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**IV. Certification body notification fee**

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# APPLICATION PROCESSING FORM

(Completed by the CSFMSB)

## 1. Application processing

		Date	Signature
Date of receiving the application	<input type="checkbox"/> Yes		
Fulfillment of requirements of the Council for SFM	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Agreement signed by Council for SFM sent to the applicant	<input type="checkbox"/> Yes		
Agreement signed by both parties	<input type="checkbox"/> Yes		

## 2. Annual notification fee payment

Year	Amount	Paid on date	Signature

## 3. Application appeal process

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

## 4. Suspension and termination of PEFC notification

Statute of decision	Date	Signature