

<i>Description of the system</i> System description	PEFC BG 0001:
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Bulgarian forest certification scheme

System description for the Bulgarian forest certification scheme



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Foreword

PEFC Bulgaria (PEFC: Programme for the Endorsement of Forest Certification schemes) is a national organisation with the purpose of facilitating sustainable forest management through forest certification and labelling of wood products. Consumers can trust that products carrying the PEFC label are made of raw material from sustainably managed forests, from recycling and/or non-controversial sources.

PEFC Bulgaria is a registered non-profit association in public benefit, and responsible for the standard setting and the administration of the Bulgarian PEFC scheme. PEFC standards are developed within an open and transparent procedure based on consensus and supported by consultation of a variety of stakeholders.

Since 2017, PEFC Bulgaria is full member of PEFC International whose strict endorsement procedure guarantees international recognition.

Introduction

Appendix 2 of the PEFC Council Technical Document requires that the national organizations responsible for the development of the standards for forest management and chain of custody shall develop its own written procedures (Appendix 2, paragraph 3.5.1). To comply with these requirements, the Bulgarian PEFC shall establish a constantly Big working group – Forest Certification College (FCC) – in order to design and maintain, incl. revise the forest standard every fifth year.

Forest certification enables forest owners to prove that they manage their forests sustainably. At the same time, certification provides assurance to the customers about the sustainable origin of wood and paper products.

Since more and more users of wood and paper products strive to produce them sustainably, the PEFC branded / PEFC logo on products becomes more and more important, ensuring that raw materials also come from sustainably managed forests.

The PEFC certification is based on distinct standards of sustainable forest management developed in an open and transparent procedure. The certification of forests as well as the continuous chain of custody certification of the subsequent production sites down to the final product is carried out by independent certification bodies. Thus, consumers can rely on the sustainable origin of a certified product and Forest management.

The certification process follows commonly accepted rules and procedures set up by the ISO (International Standardisation Organisation) and is continuously supervised and audited by an independent accreditation body aligned to the IAF (International Accreditation Forum).

1. Scope

This document provides information about the objectives, principles and structure of the Bulgarian PEFC scheme in order to ensure good understanding of its parts and their interrelations.

This document describes the requirements for development and revision of the documentation of the Council for SFMCB which is part of Bulgarian forest certification system in accordance with the PEFC requirements. It is informative only. Mandatory requirements for bodies performing respective tasks of the scheme and relating processes are included in individual technical documents - standards of the scheme.

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) applies:

- ISO/IEC Guide 59: 1994, Code of Good Practice and Standardization
- ISO/IEC Guide 2: 1996, Standardization and Related Activities - Common Vocabulary
- ISO/IEC 17011:2004 "Conformity assessment -- General requirements for accreditation bodies accrediting conformity assessment bodies"
- ISO/IEC 17021-1:2015 "Conformity assessment - Requirements for bodies providing audit and certification of management systems - Part 1: Requirements"
- ISO/IEC 17065:2012 "Conformity assessment - Requirements for bodies certifying products, processes and services"
- PEFC BG ST 1001: Standard Setting - Requirements

All normative documents, as well as procedural documents of the Bulgarian PEFC scheme, are listed at the end of this system description (Table 1).

3. Terms and definitions

A chapter of each document contains a list of terms and definitions relevant for the interpretation. Also, a separate document (part of PEFC Terms and Definitions – Annex 1) should be kept in mind whenever necessary (in the end of this document - Annex 1).

4. Objectives

The objectives of the Bulgarian PEFC scheme are:

- a) to provide forest owners/ managers to improve their sustainable forest management, and document and keep evidence for this;
- b) to provide confidence to market players that the certified forests are systematically managed in a sustainable, i.e. economically, environmentally and socially sound, way;
- c) to allow forest owners/ managers and following forest based industry to label products originating from the certified forests and communicate/ market the environmental credentials of those products;
- d) to allow customers and consumers of forest based products to make a purchase preference for products originating in the certified, sustainably managed forests.

5. Basic principles

The Bulgarian PEFC scheme is developed and operated according to the following basic principles:

- a) The specifications of sustainable forest management are based on the processes of the Ministerial Conferences on the Protection of Forests in Europe (Forest Europe) and other international commitments.
- b) National legislation such a Forestry Law and laws on environmental protection, occupational health and safety as well as labour rights are integral part of the requirements.
- c) The principle of continuous improvement requires a regular assessment of the Bulgarian PEFC scheme regarding the need for adaptation and continuous improvement. This includes the audit and revision of the standards when necessary (e.g. where required by the latest scientific knowledge). A regular revision of the scheme is carried out at least every five years. This audit shall identify strengths and weaknesses of the scheme and formulate need for action. The national certification scheme is analysed and improved internally on a regular basis.
- d) Requirements for sustainable forest management are defined in a multi-stakeholder, open, transparent consensus based process following the procedures for standard setting as defined by ISO and PEFC International.
- e) Strict separation of standard setting, certification and accreditation processes.
- f) Conformity assessment with the scheme's standards for forest management and chain of custody is carried out by third party certification bodies.
- g) The competence and impartiality of certification bodies is assessed by independent accreditation bodies, members of the IAF.
- h) Certification and accreditation procedures strictly follow ISO norms for conformity assessment.

- i) All bodies performing tasks of the scheme have dispute settlement procedures, incl. operators in the designated forest area that have a measurable impact on compliance with forest certification requirements are notified and carry out their commitments in a way that does not conflict with the requirements of the standard.
- j) Structural and organisational elements of the Bulgarian Forestry Sector /Cluster (e.g. associations of forest owners, forest entrepreneurs, forest based industry, local authorities, NGOs ect.) are taken into account within the Bulgarian PEFC scheme.

6. Organisational structure

6.1. Association "Council for sustainable forest management and certification in Bulgaria" /PEFC – Bulgaria, or CSFMCB/

- 1) PEFC Bulgaria is a registered non-profit association of a variety of stakeholders. It was founded in 18 February, 2011 and administers the PEFC scheme in Bulgaria.
- 2) PEFC Bulgaria is responsible for the following:
 - a) standard setting and maintaining the Bulgarian PEFC certification scheme,
 - b) representation of the scheme in the PEFC Council and internationally,
 - c) notification of certification bodies,
 - d) licensing of the logo (PEFC in the all label),
 - e) service for the support of scheme implementation,
 - f) training and information support,
 - g) administration of the PEFC forest certification system in Bulgaria, marketing, promotion, communication.
- 3) PEFC Bulgaria is not involved in the certification and accreditation process.

6.2 Certification body

- 1) Independent certification bodies provide assessment of their clients' conformity with the standards of the PEFC Bulgaria scheme. They are not involved in the standard setting process of the Bulgarian PEFC scheme but can act as independent consultants.
- 2) The PEFC Bulgaria scheme defines requirements for the structure, procedures and personnel of the certification bodies to ensure their impartiality and competence. They must be accredited by a national accreditation body to demonstrate their compliance with the PEFC Bulgaria scheme's requirements. Accredited certification bodies are notified by PEFC Bulgaria.

6.3 Accreditation body

- 1) Accreditation bodies provide assessment and surveillance of the certification bodies to ensure their impartiality and competence. Their work is based on ISO standards for conformity assessment. The accreditation body must meet the requirements of ISO 17011.
- 2) Accreditation bodies shall be a member of the International Accreditation Forum (IAF), or a member of IAF's special recognition regional groups, and/or the European cooperation for Accreditation (EA), and implements procedures described in ISO/IEC 17011:2004 and other documents recognised by the above organisations.

7. Standard setting process structure

- 7.1. The standard setting procedure is based on PEFC BG ST 1001:2017, PEFC Annex 2 and ISO/IEC 17025 and organised by PEFC Bulgaria. It is an open, transparent, multi-stakeholder based process and shall aim for consensus among all participants.
- 7.2. The process includes the mapping of stakeholders, the public announcement of the start of the standard setting process, an invitation of stakeholders to participate in the process and in the Big Working Group (forming the Forest Certification College /FCC), public consultations, and formal approval by the General Assemble Council for sustainable forest management and certification in Bulgaria (CSFMCB) and the publication of the standards.
- 7.3. The standards are subject to revisions every five years.
- 7.4. All standards are publicly available through the PEFC Bulgaria website.

The process structure of the standard setting is described in detail in PEFC BG ST 1001: "Standard setting procedures".

8. Certification for sustainable forest management

- 1) The requirements for sustainable forest management applicable at the Forest Management Unit (FMU) level are defined in PEFC BG ST 1002 (for individuals) and BG ST 1003 (for group of forest owners).
- 2) The certification is carried out by a certification body that is notified by PEFC Bulgaria and that complies with ISO 17021 and PEFC BG ST 1004:2017.
- 3) A forest owner can apply for his individual FMU to be certified, or a group of forest owners can apply for certification as a group. All owners represented in the group are obliged to fulfill

the requirements of the certification scheme. The participating area will be documented. The necessary data concerning the participants will be recorded in a list

8.1 Tools, Principles

The options of individual and group certification are discussed together in this chapter. The procedures and requirements are more or less the same. Any differences will be pointed out.

8.2 Basis

PEFC offers the options of group certification and individual certification. A group is considered to be an alliance of forest owners/managers of this forests, who undertake to adhere to defined management criteria. The forestlands of the participating FMU are not obligatorily be connected. Forest-relevant data, which can be used, are based on a last actual inventory (every 10 years) and the forest management. These data are applicable for every individual FMU or a group separately. Thus, data collected from the FMU have to be used for group certification and individual certification. Applicants for individual / group certification must have available adequate data material to provide evidence of the required criteria and indicators for the individual level / group level

8.3 Application Procedure

The application for individual certification is made by the forest owner or the representative who has been appointed responsible for management. In the case of group certification, group applicant (group entity) has to be appointed by the group members, and he is responsible for all issues related to the certification.

8.4 Tasks of the Applicant

In general, the tasks of the applicant include the following areas:

- ✓ arranging for the preparation of a sustainability report for the particular FMU or for a group of companies, which also includes measures, or a plan of measures, for achieving the set sustainability goals
- ✓ drawing up and implementing regulations for stability of the system
- ✓ filing the application
- ✓ financing
- ✓ managing the list of participating forest owners (in the case of group certification) including the forest area of each participant
- ✓ acceptance or exclusion of participants and dissemination of relevant information to the certification body (in the case of group certification)
- ✓ conducting internal controlling
- ✓ dealing with complaints

- ✓ information on the results of certification and changes in the requirements of the certification scheme for the participating forest owners (in the case of group certification)
- ✓ upon request, making available a summary of the auditing results
- ✓ responsibility for organizational issues and contact for PEFC Bulgaria

Participation has to cover the entire forest area of a forest owner, or the forest owners, in the case of group certification. Each forest owner also has to ensure that all the forestry work commissioned by him complies with the certification criteria.

8.5 Sustainability Report

- 1) A sustainability report is drawn up on the basis of the "criteria and indicators for sustainable forest management" for the individual FMU and group of the FMUs levels (PEFC BG ST 1001:), and it has to adhere to the organization and structure thereof.
- 2) The sustainability report is based on the FMU database, or data material, available from the participating FMUs in the case of group certification. It should convey an image of the sustainable forestry and formulate goals for continual improvement.
- 3) A sustainability report comprises the following elements:
 - a. Description of the current state of the forest / forest management in the FMU / in the group (database) according to forestry data and other relevant data
 - b. Interpretation of the results
 - c. Resulting from items a) and b), there may be a call for action to improve sustainable forest management. Each indicator should be addressed in terms of the need for action. There is a differentiation between the two types of indicators:
 - i. indicators, whose development cannot be influenced by the forest management of the FMU /the group
 - ii. indicators, whose development can be influenced by the forest management of the FMU /the group (system-relevant). Operational and measurable targets and suitable measures, or plans for measures, have to be defined for at least 10 system-relevant indicators (target indicators) for the purpose of achieving these targets. These targets include both long-term goals (such as the length of the rotation period), which set the direction of FMU development, and short-term goals, which represent stages in achieving the long-term goals and can be implemented before the next re-audit. The target-indicators are stipulated by the applicant and include indicators, which are considered significant in the management.
 - d. A target achievement analysis in the case of a re-audit, (status quo/target comparison)

- 4) Either a basic development procedure has to be defined for those system relevant indicators, which cannot be covered by the targets and the measures, or the applicant must make a binding declaration that:
 - no changes are sensible or necessary, and the status quo can be maintained without conducting any additional measures;
 - at the present management cannot influence the situation, which must be justified.
- 5) A sustainability report has to be prepared by one or more qualified expert(s). If they are external experts, (neither the forest owner nor the authorized representative of the group), the targets and the measures for achieving these targets are to be worked out in agreement with and decided upon with the forest owner, or the group. Other interest groups or experts are also invited to participate in this process.
- 6) The achievement of the targets has to be investigated and evaluated in the reaudit conducted by the certification body.

8.6 Procedure for System Stability

In the FMU or the group, effective procedures need to be implemented to contribute towards stability of the scheme. Measures and elements can serve towards system stability, which ensure that:

- 1) in the case of individual certification, everyone undertaking forestry work is sufficiently informed of the PEFC requirements and the certification procedure;
- 2) in the case of group certification, the participating enterprises have to be sufficiently informed of the PEFC requirements and the certification procedure;
- 3) in the case of group certification, information on compliance with PEFC requirements in the participating FMU has to be available and, if necessary, suitable measures are to be taken;
- 4) effort is made to achieve the targets formulated in the sustainability report, and suitable measures are taken, if necessary;
- 5) measures, tasks and responsibilities are established and documented. The functionality of the procedure for system stability has to be proven to the certification body. The exchange of information has to be documented.
- 6) keep records that provide evidence of compliance with the standards for forest management.

8.7 Application Procedure

The forest owner, or the representative appointed responsible for management, or an authorized representative of the group, files an application for certification with the accredited certification body, submitting the required documents, which include:

- 1) a written application;
- 2) description of the FMU (individual certification), or the participating

- 3) FMU (location, size);
- 4) sustainability report (in case to make reaudit conducted by the certification body);
- 5) documented procedure for system stability (The procedure is part of the owner's / forest group's SFM certification Scheme, made by an expert of the owner and/or expert from certifying body.);
- 6) in the case of group certification, a description of the applicant in charge (responsibility, training, etc.)

8.8 Internal controlling and management evaluation

- 1) Internal controlling of the FMU, or the group of FMU in the case of group certification, is a major factor of system stability. Internal controlling should ensure:
 - a) the adherence to PEFC guidelines for sustainable forestry in Bulgaria (PEFC BG ST 1002-1);
 - b) the adherence to the legal regulations for forestry (in particular Bulgarian Forest Law 2011 in the current version);
 - c) ensure target achievement, or the corresponding contributions made by the individual forest owners, in the case of group certification;
 - d) Internal controlling is to be conducted by qualified foresters trained by PEFC Bulgaria. They must have proven experience with the content of the certification system, in particular with;
 - i. management guidelines;
 - ii. targets and measures in the region;
 - iii. the procedure for system stability
- 2) Internal controlling is conducted on an annual basis. In the event of group certification, each participating FMU undergoes internal controlling before the initial certification, after which the selection and frequency of monitored participants should follow the methodology according EA-6/04 : EA Guidelines on the Accreditation of Certification of Primary Sector Products by Means of Sampling of Sites / and IAF MD1:2007 Certification of Multiple Sites Based on Sampling). The observations and results are to be documented. In the case of deficiencies, internal correction and improvement measures must be defined and implemented, such as on-site inspections. The certification body must be notified of the exclusion of a forest owner.
- 3) Once a year before the annual surveillance audit, the responsible person has to conduct a management evaluation. This involves the description and evaluation of the measures conducted in the preceding year and significant events or changes in target achievement, as well as the results of internal controlling.

8.9 Certification Process for Individual and Group certification

The certification process has been elaborated in detail in the standard of the Bulgarian PEFC Certification Scheme for SFM – PEFC BG ST 1004: *"Certification and Accreditation Procedures for SFM"*

9. Chain of custody certification

- 1) Chain of custody certification enables enterprises of the supply chain between certified forests and the final product to make claims on the origin of the raw material in PEFC certified, sustainably managed forests and delivers confidence to their customers that those claims are truthful and accurate
- 2) PEFC Bulgaria has adopted, without any modification, the PEFC international chain of custody standard with the reference number PEFC ST 2002: as a part of the Bulgarian PEFC scheme (PEFC BG ST 2002:).
- 3) The chain of custody certification for the purposes of using PEFC claims and the PEFC label is carried out against PEFC ST 2002:. The chain of custody certification is a precondition for on-product usage of the PEFC label.
- 4) The chain of custody certification includes, as its integral and indispensable part, the assessment of the Due Diligence System aiming at the minimisation of risk that the used raw material originates from controversial sources.
- 5) The chain of custody certification includes as its integral and indispensable part, the assessment of the requirements for workers' rights and occupational health and safety.
- 6) The chain of custody certification is applied the rules for label using according to PEFC ST 2001:.

Note: Provided that the Bulgarian PEFC scheme is endorsed by the PEFC Council, the organisations applying this option can use both, the PEFC as well as the Bulgarian PEFC logo usage licenses (PEFC BG ST 1005:) and the Bulgarian PEFC Claims and labels procedures (PEFC BG ST 1007:).

- 7) Organisations with multiple sites and groups of independent producers may implement the chain of custody as a multisite organisation following of PEFC ST 2002:.
- 8) The chain of custody certification is carried out by a certification body that is notified by PEFC Bulgaria following ISO 17065 and international PEFC ST 2003:.

10. Accreditation

10.1. Accreditation for forest management certification

- 1) Accreditation of certification bodies operating forest management certification provides confidence on impartiality and competence of the certification bodies. The accreditation body provides initial assessment as well as regular surveillance of the certification bodies. The accreditation body's activities are governed by ISO 17011 and relevant documents of the International Accreditation Forum (IAF).
- 2) PEFC Bulgaria recognises accreditations issued by the Bulgarian national or International accreditation body, that are issued against ISO 17021 and other relevant documents from the International Accreditation Forum (IAF), as well as by relevant standards of the Bulgarian PEFC scheme (incl.: PEFC BG ST 1001, PEFC BG ST 1004).
- 3) The accreditation body is independent of certification bodies as well as of PEFC Bulgaria. The accreditation body is a member of the International Accreditation Forum (IAF), and/or the European cooperation for Accreditation (EA), and implements procedures described in ISO/IEC 17011:2004 and other documents recognised by the above organisations.

10.2. Accreditation for chain of custody certification

- 1) Accreditation of certification bodies operating chain of custody certification provides confidence on impartiality and competence of the certification bodies. Accreditation bodies provide initial assessment as well as regular surveillance of the certification bodies. The accreditation body's activities are governed by ISO 17011 and relevant documents of the International Accreditation Forum (IAF).
- 2) PEFC Bulgaria recognises accreditations issued by an accreditation body which is a signatory of the Multilateral Recognition Arrangement (MLA) for product certification of IAF or member of EA (European Accreditation). The accreditation shall be issued against ISO/IEC 17065 and the scope of the accreditation shall explicitly include PEFC ST 2002: .

11. Notification

- 1) The notification is a formal recognition of a certification body by PEFC Bulgaria to operate forest management and/ or chain of custody certification against the PEFC Bulgaria scheme on the territory of Bulgaria. The notification allows the certification body to issue certificates that are recognised by PEFC Bulgaria and upon the PEFC endorsement of the scheme also by the PEFC Council.

- 2) The notification is based and dependent on the recognised and valid accreditation of the certification body and does not include assessment or surveillance of the certification body which is exclusively provided within the accreditation process.
- 3) The notification process is governed by PEFC BG ST 1004: and may include a notification fee paid by the certification body to PEFC Bulgaria.
- 4) The process of notification an external certification body for the Chain of Custody / CoC of the forest products from PEFC Bulgaria is mandatory, regardless of the possession of such notifications by internationally recognized body by the PEFC Council for this activity and necessarily includes a notification fee payable by the external certifying authority to PEFC Bulgaria.

Note: An external certification body is a commercial entity or an NGO registered outside Bulgaria which, on the basis of the application of international PEFC standards (PEFC ST 2002: & PEFC ST 2003:), can independently negotiate and perform certification of the Product Chain (CoC) in Bulgaria under its international accreditation for CoC, recognized by the PEFC Council, after formal notification by PEFC Bulgaria.

12. Logo usage

12.1. PEFC label

- 1) The entities registered in Bulgaria have access to the usage of the PEFC label following PEFC BG ST 2001:, upon:
 - a) the membership of PEFC Bulgaria in the PEFC Council,
 - b) a contract on the administration of the PEFC scheme between PEFC Bulgaria and the PEFC Council,
 - c) the endorsement of the Bulgarian PEFC scheme by the PEFC Council.
- 2) The PEFC label is a registered trademark and its usage is only permitted by a license issued by PEFC Bulgaria following PEFC BG ST 1005: „Issuance of PEFC Logo Use Licenses” and international PEFC ST 2001: „Logo usage”.
- 3) The usage of the PEFC label on- or off-product is a mechanism of communication the certified status of an organisation or its products. The usage of the PEFC label by forest MFU and entities of the subsequent chain of custody is conditioned by a recognised forest management or chain of custody certificate.
- 4) The PEFC label can also be used off-product by an entity for communication and promotion purposes according to the specifications in PEFC ST 2001: and also in PEFC BG ST 1005: .

12.2. The [PEFC BG] label

- 1) The [PEFC BG] label allows communicating that a forest based product originates from forests of a particular individual or a group of Bulgaria that have been certified against the PEFC Bulgarian scheme. The requirements for the usage of the PEFC BG label are defined in PEFC ST 2001:.
- 2) The [PEFC BG] label is a registered trademark and its usage is only permitted by a license issued by the governing body of PEFC Bulgaria following PEFC BG ST 1005:.
- 3) The [PEFC BG] label can be used by entities with a recognised chain of custody certificate issued against International PEFC ST 2001:.

13. Dispute settlement

- 1) All processes covered by the Bulgarian PEFC scheme are open to complaints and appeals made by concerned parties as well as other parties.
- 2) The complaints and appeal procedures of PEFC Bulgaria are defined in PEFC BG ST 1007: and refers to
 - a) the standard setting process and its results,
 - b) other processes of PEFC Bulgaria as the scheme's governing body (e.g. notification and logo licencing),
 - c) issues that cannot be resolved by complaints and appeal procedures of other parties.
- 3) The certification process and its results are covered by the complaints procedures of the relevant certification body following the relevant accreditation documents, ISO 17021 or ISO 17065.
- 4) The accreditation process and its results are covered by the complaints procedures of the relevant accreditation body following ISO 17011 or by complaints procedures of the International Accreditation Forum (www.iaf.nu).

14. PEFC Registration System

- 1) The PEFC Bulgaria, as an National governing body shall register:
 - (a) holders of PEFC forest management and chain of custody certificates issued by the certification body with the notification issued by the PEFC Bulgaria, including information on PEFC certified products,
 - (b) PEFC Logo users with a licence issued by the PEFC Bulgaria,

- (c) PEFC notified certification bodies.
- 2) The PEFC Bulgaria shall follow the rules for the PEFC Registration System and other instructions decided by the PEFC Council.
 - 3) The PEFC Bulgaria shall ensure that the collected data can be made publicly available by the authorised entity and the PEFC Council.

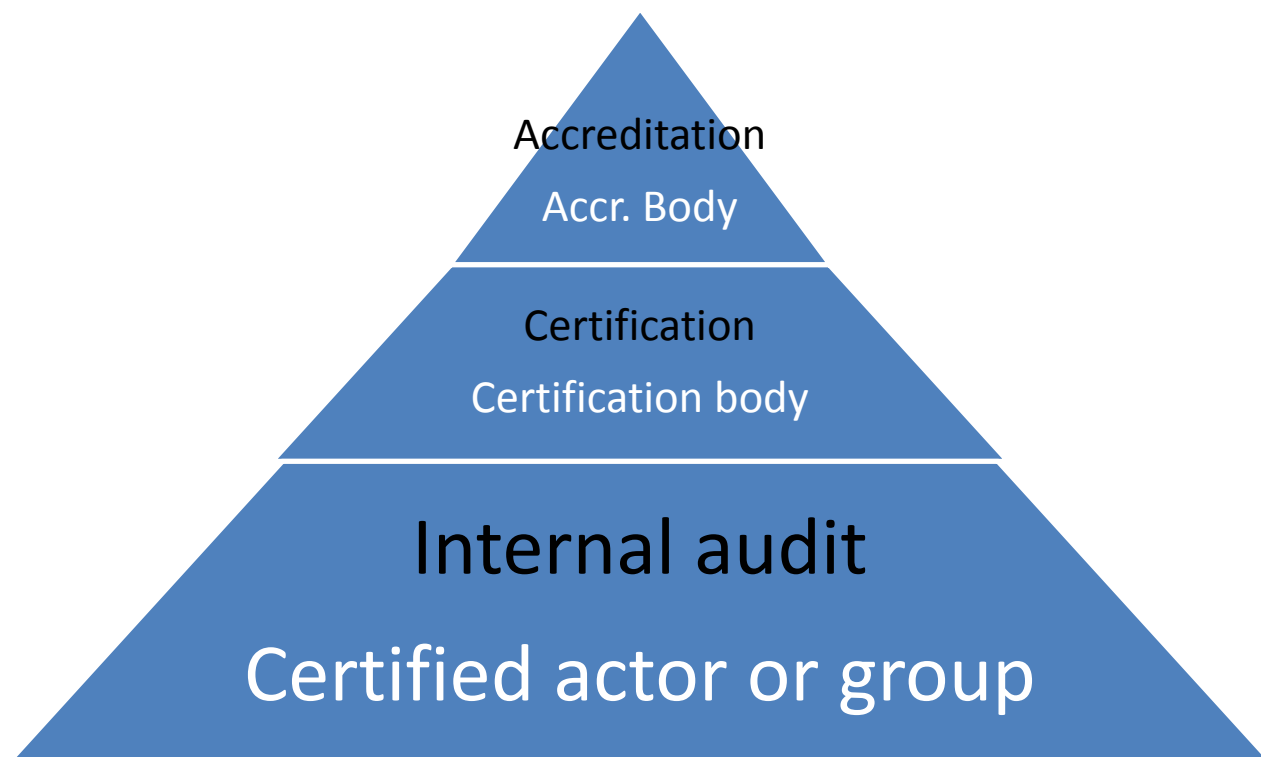


Table №1: Documentation Structure of the Bulgarian PEFC Forest certification scheme

Category	№	Document code	Title
System description	1	PEFC BG STATUTE:	STATUTE of the CSFMCB
		PEFC BG 0001:	System description for the Bulgarian forest certification scheme
			Annex: PEFC Terms and Definitions
			Table-1: <i>Structure of the Bulgarian PEFC scheme documentation</i>
Normative documents <i>Procedures and Requirements</i>	2	PEFC BG ST 1001:	Standard setting procedures Annex 1: Procedure P 01; Annex 2: Stakeholder mapping ; Annex 3: Internal rule to FCC working
	3	PEFC BG ST 1002:	Standard for SFM in Bulgarian
	4	PEFC BG 1002-1:	Bulgarian Criteria & Indicators for SFM – Operational level Guide
	5	PEFC BG ST 1003:	Group forest management certification – Requirements
	6	PEFC BG ST 1004:	Certification and Accreditation Procedures for SFM
	7	PEFC BG ST 1005:	Issuance of licenses for PEFC logo usage and for [PEFC BG] label usage
	8	PEFC BG ST 1006:	Notification of Certification Bodies
	9	PEFC BG ST 1007:	Dispute settlement procedures
International standards, endorsed by PEFC Bulgaria	1-I	PEFC ST 2001:2008	PEFC Logo Usage Rules
	2-I	PEFC ST 2002:2013	Chain of Custody of Forest Based Products - Requirements
	3-I	PEFC ST 2003:2012	Requirements for CBs operating PEFC ST CoC

PEFC Terms and Definitions

SCOPE AND FIELD OF APPLICATION

This document of the PEFC Bulgaria presents the definitions as adopted by PEFC Council - Annex 1. This Annex was adopted by the General Assembly of the PEFC Council on 22 November 2002 and amended on 29 October 2004 and 27 October 2006. This Document defines the basic and fundamental terms relating to forest certification and the certification of the chain of custody of forest based products, as they apply for the preparation and use of forest certification standards and for mutual understanding in international communication. This list is not exhaustive and some more detailed definitions are provided in the definitions sections of the Standards where applicable.

DEFINITIONS

Accreditation: A procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks. (ISO 17011 Guide)

Accreditation body: A body that conducts and administers an accreditation system and grants accreditation. (ISO 17011 Guide)

Amendments to standards induced by the National Governing Bodies: When PEFC endorsed standards are further elaborated at the national level, the amendments made shall be informed to the PEFC Council, who decides on their endorsement.

Amendments to standards induced by the PEFC Council: When the PEFC Council amends or elaborates its requirements for standards or standard setting, the National Governing Bodies shall make the respective amendments to the national standards and get them approved according to the national rules on standard setting. The revisions made are submitted to the PEFC Council for approval.

Applicant: is a legal entity (individual or organization) that has the right to submit an application.

Note: the term "applicant" is used throughout the PEFC documentation to indicate a legal entity applying for (i) forest management certification, (ii) chain of custody certification or (iii) endorsement of a national or sub-national scheme.

Audit: Systematic and objective activity to find out the extent to which requirements related to an agreed subject matter are fulfilled, performed by one or more persons who are independent of what is audited. (ISO 9000)

Auditee: A forest owner, an organization, or a group of forest owners, organisations and other actors operating in a defined forest area, to be audited. (ISO 9000)

Audit evidence: Verifiable observations, information, records or statements of fact that establish the basis for conformance assessment. (ISO 9000)

Auditor: A person who has the qualification to perform audits. (ISO 9000)

Audit plan: A plan jointly prepared by the applicant and certification body for carrying out an audit. (ISO 9000)

Audit report: A report on observations on the compliance of operations with the criteria. The report focuses on information on non-conformities. (ISO 9000)

Audit team: A group of auditors, or a single auditor, designated to perform a given audit. The audit team may also include technical experts and auditors- in-training. (ISO 9000)

Certificate: A document issued under the rules of a certification system, providing confidence that a duly identified product, process, or service, is in conformity with a specified standard or other normative document. (ISO Guide 2)

Certification: A procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. (ISO Guide 2)

Certification body: An independent third party that assesses and certifies organizations with respect to forest management or chain of custody standards and any supplementary documentation required under the system.

Certified forest: A forest area to which an independent certification body has granted certification.

Chain of custody of forest based products: All the changes of custodianship of forest based products, and products thereof, during the harvesting, transportation, processing and distribution chain from the forest to the end- use.

Consensus: general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Note: Consensus need not imply unanimity. (ISO Guide 2)

Continual improvement: A process of enhancing the management system and performance to achieve improvements in economical, environmental and social aspects of forest management.

Criterion: Requirement against which conformity assessment is made.

Dispute settlement body: A body charged with handling appeals of decisions, disputes and complaints.

Environment: Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation (ISO 14004)

Environmental impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products and services (ISO 14004)

Environmental management system: That part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy of an organization (ISO 14004)

Forest based product: Product which includes raw material originating in forests.

Forest certification: A procedure to assess the quality of forest management in relation to the criteria of a forest management standard.

Forest certification scheme: Set of standards, guidelines and rules covering forest management criteria, chain of custody of wood requirements (where applicable), certification arrangements and procedures and requirements for certification bodies.

Forest manager: An individual or organisation that is responsible for the management planning and supervision of operations in a forest area.

Forest owner: An individual or organisation that has the registered property rights over a forest area. (state, industry or private)

Group forest certification: Certification of forest management of a group of small and medium sized forest owners under one certificate

Indicator: A quantitative or qualitative parameter which can be assessed in relation to a criterion. It describes objectively and unambiguously a relevant element of a criterion.

Label: A claim which indicates certain aspects of a product.

Labelling: Usage of labels (on- or off-product).

Life cycle analysis: An analysis concerning consecutive and interlinked stages of a product system, from raw material acquisition or generation of natural resources to the final disposal ("from the cradle to the grave"). It includes production of raw materials, the production, processing, storage, transport of materials, and use, recycling and disposal.

Non-conformity: Situation in which the audit evidences indicate that operations are not carried out in compliance with a certification criterion.

Normative document: a document that provides rules, guidelines or characteristics for activities or their results. It covers such documents as standards, technical specifications, codes of practice and regulations.

Off-product label: Information conveyed by a supplier by documentary means other than an on-product label, concerning the nature or classification of the material in a batch.

On-product label: A merchandising label attached to a product or a package of products.

Organisation: Company, corporation, firm, enterprise, authority or institution, or part, or combination thereof, whether incorporated or not, public or private, that has its own functions and administration (ISO 14004).

Physical separation: A procedure in which various raw material types of different origin are kept separate so that the origin of the raw material used in making a product is known.

Periodic review of a standard: Complete revision of the standard within a defined time frame to ensure that the current knowledge is taken into consideration in the standard and that it is well adapted to the local/regional conditions.

Production forest: A forest which is available for wood supply and other uses.

Recycled wood and fibres: Post consumer wood and fibres and pre-consumer by products.

Regional forest certification: Certification of the forests within delimited geographic boundaries, being applied for by the authorised organisation for the specified region and providing voluntary access for the participation of individual forest owners and other actors.

Stakeholder, interested party: An individual or group of individuals with a common interest, concerned with or affected by the operation of an organisation (ISO 14004)

Standard: A document established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. (ISO Guide 2)

Surveillance audit: An audit carried out to verify that the corrective action requirement has been implemented.

Sustainable forest management (SFM): The stewardship and use of forests and forest land in a way and at a rate, that maintains their biodiversity, productivity, regeneration capacity, vitality and their potential to fulfil now and in the future, relevant ecological, economic and social functions, at local, national and global levels and does not cause damage to other ecosystems. (MCPFE)

Technical expert : A person who provides specific knowledge or expertise to the audit team, but who does not participate as an auditor.

Third party: person or body that is recognized as being independent of the parties involved, as concerns the issue in question (ISO Guide 2)

Virgin wood/fibre : Wood/fibre, whether in the form of round wood, chips, sawdust, fibrous wood, not yet subjected to industrial processing.

Wood based raw material: Raw material or intermediate product based on wood (e.g. round wood, chips, sawdust, sawn wood, wood based panels, pulp, paper, cork, bark, resin)

3. LITERATURE

ISO/IEC Guide 2:2004 (EN 45020:2006) *Standardization and related activities -General vocabulary*
EN ISO 14004:2016 *Environmental management systems - General guidelines on implementation.*
ISO 9000:2015 *Quality management systems - Fundamentals and vocabulary* MCPFE Ministerial
Conferences on Protection of Forests in Europe, Resolution H1, Helsinki 1993