

# How to become PEFC Certified

PEFC Chain of Custody certification enables you to demonstrate legal and sustainable sourcing of forest products to your customers.

PEFC Chain of Custody certification provides independently-verified assurance that the certified forest-based material contained in a product originates from sustainably managed forests. PEFC certification is available worldwide and open to all companies that manufacture, process, trade or sell forest-based products. PEFC Chain of Custody certificates are issued by independent Certification Bodies.

## I. Get prepared



**Step 1: Contact the PEFC national office in your country**  
<http://treee.es/pefcnationalmembers>  
**or PEFC international:**  
[info@pefc.org](mailto:info@pefc.org) for inquiries.

**Step 2: Select and contact a PEFC-recognized Certification Body that operates in your country:**  
<http://treee.es/findcb>

**Step 3: Prepare for the audit.**

**a.** Get familiar with PEFC documentation (available at [www.pefc.org](http://www.pefc.org))

- ✓ PEFC Chain of Custody Requirements, PEFC ST 2002 <http://treee.es/chainofcustody>
- ✓ Logo Usage / Trademarks, PEFC ST 2001 <http://treee.es/trademarks>

**b.** Identify the products you want to certify and how you want to use the PEFC trademarks.

**c.** Identify, verify the material category of input materials and check the certified status of your suppliers:  
<http://treee.es/findcert>

**d.** Choose certification option: *individual, multisite, producer group.*

**e.** Set up your management system in compliance with PEFC requirements. This can be integrated into your existing system such as ISO 9001 or ISO 14001.

- ✓ Management system requirements
- ✓ Sourcing requirements
- ✓ Social, health and safety requirements
- ✓ Select Chain of Custody method: physical separation or percentage-based
- ✓ Minimize risk from controversial sources: PEFC's Due Diligence System requirements

**f.** Brief and train your staff.

**g.** Conduct an internal audit and make adjustments as necessary before arranging the audit.

## II. The audit



**Step 4: Arrange an audit with your chosen Certification Body.**

You will receive a PEFC certificate once auditors have verified your compliance:

- A certificate is valid for up to five years, with annual surveillance audits.
- Costs of PEFC Chain of Custody certification are fixed by individual Certification Bodies, so prices may vary.
- Audit time depends on a number of variables, including company size and complexity of the Chain of Custody.

**Step 5: Sign your logo usage/ trademark contract to get access to the PEFC labels.**

## III. Communicate!



**Step 6: Use the PEFC label on certified products to demonstrate that you source responsibly.**

- Find out more about the PEFC label <http://treee.es/label> and PEFC Label Generator <http://treee.es/labelgen>

**Promote your PEFC-certified status to your supply chain and customers.**



**Choose PEFC**

Caring for our forests globally and locally