

## PEFC Checklist - Scheme Administration (PEFC GD 1004:2009)

### 1 Scope

This checklist is used for the assessment of requirements for the administration of PEFC systems outlined in PEFC 1004:2009, *Administration of PEFC scheme*.

Any inconsistencies between this text and the original referred to document will be overruled by the content and wording of the standard or the guide.

The compliance with these requirements is only evaluated in the first PEFC assessment of a system or on specific request by the PEFC Secretariat.

### 2 Checklist

No.	PEFC benchmark requirement	YES / NO	Reference to system documentation (including quotation of relevant text)
<b>PEFC Notification of certification bodies</b>			
1.	Are procedures for the notification of certification bodies in place, which comply with chapter 5 of PEFC GD 1004:2009, <i>Administration of PEFC scheme</i> ?	YES	PEFC FI Notification - Application <a href="https://www.vismasignforms.com/en/form/5cf2c049-e9ca-4b1d-ab4e-611c704429f7">https://www.vismasignforms.com/en/form/5cf2c049-e9ca-4b1d-ab4e-611c704429f7</a>  PEFC FI Notification – Agreement: <a href="https://pefc.fi/wp-content/uploads/2021/09/Agreement-on-PEFC-Notification-of-a-Certification-Body-Version-15-Nov-2021-.pdf">https://pefc.fi/wp-content/uploads/2021/09/Agreement-on-PEFC-Notification-of-a-Certification-Body-Version-15-Nov-2021-.pdf</a>
<b>PEFC Logo usage licensing</b>			
2.	Are procedures for the issuance of PEFC Logo usage licenses in place, which comply with chapter 6 of PEFC GD 1004:2009, <i>Administration of PEFC scheme</i> ?	YES	PEFC Trademarks usage – Application: <a href="https://www.vismasignforms.com/en/form/2e38eca8-312f-4cbe-b6d2-0ed56a184383">https://www.vismasignforms.com/en/form/2e38eca8-312f-4cbe-b6d2-0ed56a184383</a>  PEFC Trademarks usage – Terms and Conditions: <a href="https://pefc.fi/wp-content/uploads/2022/02/PEFC-Trademarks-license-Terms-and-Conditions-20211115.pdf">https://pefc.fi/wp-content/uploads/2022/02/PEFC-Trademarks-license-Terms-and-Conditions-20211115.pdf</a>
<b>Complaints and dispute procedures</b>			
3.	Are complaint and dispute procedures in place, which comply with chapter 8 of PEFC GD 1004:2009, <i>Administration of PEFC scheme</i> ?	YES	PEFC FI Notification: Application (-> Complaint and dispute procedures) (link above)  PEFC FI Notification: Agreement document (-> Complaint and dispute procedures) (link above)  PEFC Trademarks usage: Terms and Conditions (-> Complaints and appeal resolution) (link above)  <a href="https://pefc.fi/pefc/pefc-suomi/">https://pefc.fi/pefc/pefc-suomi/</a> -> Valitukset ja muutoksenhaku (i.e. Complaints and Dispute management)

