

PEFC Checklist - Certification and Accreditation Procedures (Annex 6)

1 Scope

This document covers requirements for certification and accreditation procedures for PEFC forest management certification outlined in Annex 6 of the PEFC Council Technical Document (*Certification and accreditation procedures*).

The requirements of Annex 6 stipulated for chain of custody certification are not reflected in this checklist, as these requirements have been replaced by PEFC ST 2003, *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard*.

References to ISO Guide 65 in Annex 6 have been removed from this checklist, as PEFC forest management certification is expected to be carried out as management certification under ISO 17021 since 2018.

2 Checklist

No.	PEFC benchmark requirement	YES / NO	Reference to system documentation (including quotation of relevant text)
Certification Bodies			
1.	Does the scheme documentation require that certification shall be carried out by impartial, independent third parties that cannot be involved in the standard setting process as governing or decision making body, or in the forest management and are independent of the certified entity?	Y E S	PEFC FI 1005: 4.3 (impartiality delivered through ISO 17021-1) PEFC Finland is the sole governing and decision making body of the scheme
2.	Does the scheme documentation require that certification body for forest management certification shall fulfil requirements defined in ISO 17021?	Y E S	PEFC FI 1005: 4.3
3.	Does the scheme documentation require that certification bodies carrying out forest certification shall have the technical competence in forest management on its economic, social and environmental impacts, and on the forest certification criteria?	Y E S	PEFC FI 1005: 4.2
4.	Does the scheme documentation require that certification bodies shall have a good understanding of the national PEFC system against which they carry out forest management certification?	Y E S	PEFC FI 1005: 4.2
5.	Does the scheme documentation require that certification bodies have the responsibility to use competent auditors and who have adequate technical know-how on the certification process and issues related to forest management certification?	Y E S	PEFC FI 1005: 5.1, 5.2, 5.3, 5.4
6.	Does the scheme documentation require that the auditors must fulfil the general criteria of ISO 19011 for Quality Management Systems	Y E	PEFC FI 1005: 5.1

No.	PEFC benchmark requirement		YES / NO	Reference to system documentation (including quotation of relevant text)
	auditors or for Environmental Management Systems auditors?		S	
7.	Does the scheme documentation include additional qualification requirements for auditors carrying out forest management audits? [*1]	Annex 6, 3.2	Y E S	PEFC FI 1005
Certification procedures				
8.	Does the scheme documentation require that certification bodies shall have established internal procedures for forest management certification?	Annex 6, 4	Y E S	PEFC FI 1005: 4.3, internal procedures are required by ISO 17021-1.
9.	Does the scheme documentation require that applied certification procedures for forest management certification shall fulfil or be compatible with the requirements defined in ISO 17021?	Annex 6, 4	Y E S	PEFC FI 1005: 4.3
10.	Does the scheme documentation require that applied auditing procedures shall fulfil or be compatible with the requirements of ISO 19011?	Annex 6, 4	Y E S	PEFC FI 1005: 6.2.1.1
11.	Does the scheme documentation require that certification body shall inform the relevant PEFC National Governing Body about all issued forest management certificates and changes concerning the validity and scope of these certificates?	Annex 6, 4	Y E S	PEFC FI 1005: 4.8, 6.2.1.8
12.	Does the scheme documentation require that certification body shall carry out controls of PEFC logo usage if the certified entity is a PEFC logo user?	Annex 6, 4	Y E S	PEFC FI 1005: 6.2.1.2
13.	Does a maximum period for surveillance audits defined by the scheme documentation not exceed more than one year?	Annex 6, 4	Y E S	PEFC FI 1005: 4.3 (through ISO 17021-1) 6.1.4
14.	Does a maximum period for assessment audit not exceed five years for forest management certifications?	Annex 6, 4	Y E S	PEFC FI 1005: 4.3, 6.1.4
15.	Does the scheme documentation include requirements for public availability of certification report summaries?	Annex 6, 4	Y E S	PEFC FI 1005: 6.2.1.8
16.	Does the scheme documentation include requirements for usage of information from external parties as the audit evidence?	Annex 6, 4	Y E S	PEFC FI 1005: 6.2.1.7
17.	Does the scheme documentation include additional requirements for certification procedures? [*1]	Annex 6, 4	Y E S	PEFC FI 1005

No.	PEFC benchmark requirement		YES / NO	Reference to system documentation (including quotation of relevant text)
Accreditation procedures				
18.	Does the scheme documentation require that certification bodies carrying out forest management certification shall be accredited by a national accreditation body?	Annex 6, 5	Y E S	PEFC FI 1005: 4.3, 4.4
19.	Does the scheme documentation require that an accredited certificate shall bear an accreditation symbol of the relevant accreditation body?	Annex 6, 5	Y E S	PEFC FI 1005: 4.3, 4.4
20.	Does the scheme documentation require that the accreditation shall be issued by an accreditation body which is a part of the International Accreditation Forum (IAF) umbrella or a member of IAF's special recognition regional groups and which implement procedures described in ISO 17011 and other documents recognised by the above mentioned organisations?	Annex 6, 5	Y E S	PEFC FI 1005: 4.3
21.	Does the scheme documentation require that certification body undertake forest management certification as "accredited certification" based on ISO 17021 and the relevant forest management standard(s) shall be covered by the accreditation scope?	Annex 6, 5	Y E S	PEFC FI 1005: 4.3, 4.4
22.	Does the scheme documentation include a mechanism for PEFC notification of certification bodies?	Annex 6, 6	Y E S	PEFC FI 1005: 4.5
23.	Are the procedures for PEFC notification of certification bodies non-discriminatory?	Annex 6, 6	Y E S	PEFC FI 1005: 4.5 PEFC FI Notification – Agreement: https://pefc.fi/wp-content/uploads/2021/09/Agreement-on-PEFC-Notification-of-a-Certification-Body-Version-15-Nov-2021-.pdf

* If the answer to any question is no, the application documentation shall indicate for each element why and what alternative measures have been taken to address the element in question.

[*1] This is not an obligatory requirement