

GENERAL PROCEDURE CERFOAR – PEFC ARGENTINA

CERFOAR – PEFC Argentina notification of certification bodies to certify forest management and/or chain of custody in Argentina.

CONTENIDO

1. Scope.	1
2. Normative references.....	2
3. Terms and definitions.....	2
3.1 accredited certificate.	2
4. Conditions for notification CERFOAR – PEFC Argentina.	2
5. Procedure for issuing the CERFOAR – PEFC Argentina notification.....	3
6. Obligations of the notified CB CERFOAR – PEFC Argentina.	3
7. Data management procedure.	5
8. Validity of the CERFOAR notification – PEFC Argentina.....	5
ANNEX 1: CERFOAR – PEFC Argentina notification contracts Models.	6
ANNEX 2: Application form for CERFOAR – PEFC Argentina notification	14
ANNEX 3 CERFOAR certification report form – PEFC Argentina.....	16
ANNEX 4: List of normative documentation established by CERFOAR – PEFC Argentina for accreditation and notification processes	18

Introduction.

The CERFOAR - PEFC Argentina certification shall be carried out by impartial and independent third-party certification bodies.

These certification bodies shall be accredited by the Argentine Accreditation Body (OAA) that is a member of the International Accreditation Forum (IAF), or by another equivalent accreditation body member of the IAF, to demonstrate their competence and independence.

In turn, these certification bodies shall not participate in the standard setting process as a management or decision-making entity, shall not participate in the implementation of forest management and/or the chain of custody, and shall be independent of the certified entity.

The CERFOAR – PEFC Argentina notification establishes the necessary link between the accredited certification bodies and the owner of the system (CERFOAR – PEFC Argentina Association) and authorizes the certification bodies to issue certificates recognized by the CERFOAR – PEFC Argentina system.

1. Scope.

1.1 This CERFOAR – PEFC Argentina General Procedure establishes the requirements for the issuance of the notification of the CERFOAR – PEFC Argentina Association to the Certification

Bodies (hereinafter CB) that certify sustainable forest management and chain of custody CERFOAR - PEFC Argentina in Argentina.

1.2 The requirements for the issuance of the notification of the CERFOAR Association – PEFC Argentina only cover administrative conditions such as communication or transfer of information, financial conditions and compliance with this procedure, verified through the accreditation of the OC. The notification conditions of the CERFOAR Association – PEFC Argentina do not discriminate against CBs nor will they create trade barriers.

1.3 This CERFOAR - PEFC Argentina General Procedure was approved by the Board of Directors of the CERFOAR - PEFC Argentina Association and is applicable to all CBs that certify sustainable forest management and chain of custody CERFOAR - PEFC Argentina in Argentina.

1.4 CERFOAR – PEFC Argentina adopts the following international standards as standards of the Argentine Forest Certification System CERFOAR – PEFC Argentina:

- PEFC ST 2001: in force — PEFC Trademarks Rules – Requirements
- PEFC ST 2002: in force — Chain of Custody of Forest and Tree Based Products – Requirements,
- PEFC ST 2003: in force — Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard.

2. Normative references.

The following documents are essential for the application of this document. The latest edition of the indicated documents (including any amendments) or the most current and in force document that supersedes any of them applies:

- PEFC ST 2001: in force. — PEFC Trademarks Rules – Requirements
- PEFC ST 2002: in force. — Chain of Custody of Forest and Tree Based Products – Requirements,
- PEFC ST 2003: in force. — Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard.
- IRAM 39801: in force. Sustainable forest management. Criteria and indicators of the management unit.
- IRAM 39805: in force. Sustainable forest management. Group Certification.
- ISO/IEC 17021-1: in force. Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements.
- ISO/IEC 17065: in force Conformity assessment — Requirements for bodies certifying products, processes and services.
- ISO 19011: in force Guidelines for auditing management systems

3. Terms and definitions.

3.1 accredited certificate.

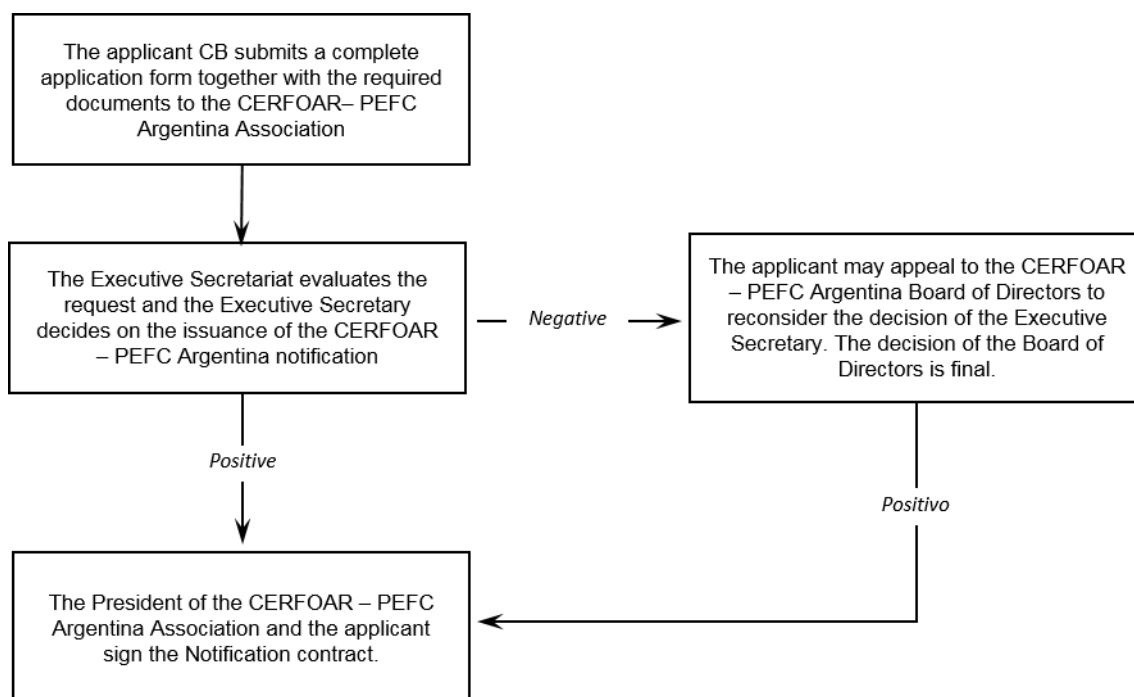
A certificate issued by a CB within the scope of its accreditation bearing the symbol of the accreditation body.

4. Conditions for notification CERFOAR – PEFC Argentina.

4.1 The CB requesting the notification of the CERFOAR Association – PEFC Argentina shall:

- a) be a legally constituted entity;
- b) agree to be included in the PEFC Registry System and in the CERFOAR – PEFC Argentina registry that will be publicly available on the web, including the identification data of the CB and/or other data specified by the PEFC Council and/or by the CERFOAR Association – PEFC Argentina;
- c) have a valid accreditation for the CERFOAR – PEFC Argentina certification of sustainable forest management issued by the Argentine Accreditation Body (OAA) that is a signatory of the Multilateral Recognition Agreement (MLA) for certification of IAF management systems, or issued by another equivalent IAF member accreditation body. The accreditation shall be issued in accordance with the current ISO/IEC 17021 standard and in accordance with the additional specific requirements established by the CERFOAR – PEFC Argentina system (see Annex 4). The scope of accreditation will explicitly include the in force IRAM 39801, IRAM 39805 and PEFC ST 2001 standards; and/or
- d) have a valid accreditation for PEFC chain of custody certification issued by the OAA that is a signatory to the Multilateral Recognition Arrangement (MLA) for IAF product certification, or issued by another equivalent IAF member accreditation body. The accreditation shall be issued in accordance with the current ISO/IEC 17065 standard and with the additional requirements specifically defined by the PEFC Council in PEFC ST 2003: current. The scope of the accreditation will explicitly include the current international standards PEFC ST 2002 and PEFC 2001;
- e) sign a notification contract with the CERFOAR Association – PEFC Argentina (Annex 1).

5. Procedure for issuing the CERFOAR – PEFC Argentina notification.



6. Obligations of the notified CB CERFOAR – PEFC Argentina.

6.1 The CERFOAR – PEFC Argentina Notified CB shall:

- a) Have and maintain valid accreditation issued in accordance with the international standard ISO/IEC 17201 and/or the international standard PEFC ST 2003 for the CERFOAR – PEFC

Argentina certification of sustainable forest management and/or chain of custody, respectively, together with the specific requirements defined by CERFOAR – PEFC Argentina.

NOTE 1: The international standard PEFC ST 2003: in force establishes the additional requirements to those of the ISO/IEC 17605 standard and specified by the PEFC scheme to be fulfilled by the certification bodies for chain of custody with the PEFC ST 2001 international standards: in force and PEFC ST 2002: in force.

NOTE 2: See Annex 4 for the additional specific accreditation requirements established by CERFOAR - PEFC Argentina

b) Inform the CERFOAR – PEFC Argentina Association immediately about any change in the accreditation. At the request of the CERFOAR Association – PEFC Argentina, the OC shall provide updated evidence that it continues to meet the requirements for valid accreditation.

c) Carry out the certification of sustainable forest management according to the IRAM 39801, IRAM 39805 and PEFC ST 2001 standards, within the scope of its valid accreditation.

d) Carry out the CERFOAR – PEFC Argentina chain of custody certification according to international standards PEFC ST 2001: current and PEFC ST 2002: current, within the scope of its valid accreditation.

d) Submit to the CERFOAR - PEFC Argentina Association, immediately and truthfully, the report of the initial certification audits, annual monitoring and recertification of each organization certified with CERFOAR - PEFC Argentina forest management. The reports of the initial audits of the certification, annual follow-up and recertification shall comply with the requirements of the General Procedure CERFOAR PG 05: in force FM Audit Reports and shall be constituted by a part of a public nature and available to the interested parties, and for an attached confidential documentation.

e) Deliver to the CERFOAR - PEFC Argentina Association immediately and truthfully the report of the certification audits, annual follow-up and recertification of each company certified with PEFC chain of custody in Argentina.

f) Deliver to the CERFOAR - PEFC Argentina Association immediately and truthfully a completed CERFOAR – PEFC Argentina certification report form for each chain of custody and sustainable forest management certificate issued in Argentina as established in the CERFOAR – PEFC Argentina certification report forms (see Annex 3) and deliver information on changes referred to the informed certificates.

g) The data consigned in the CERFOAR – PEFC Argentina certification report form will be necessary to complete the records of the PEFC Council and the CERFOAR – PEFC Argentina Association of certified entities and shall include the identification of each management unit and the scope of the GFS group and the identification of each site covered by a multi-site chain of custody certificate.

h) Submit, upon request, the CERFOAR – PEFC Argentina Association, a list of issued certificates of sustainable forest management and chain of custody CERFOAR – PEFC Argentina, including certificate number, name of the certificate holder, address of the certificate holder, status of the certificate, date of issue and expiration of the certificate and dates of the follow-up audits carried out.

i) Grant the CERFOAR – PEFC Argentina Association a documented authorization to include in the databases of CERFOAR – PEFC Argentina and the PEFC Council, the identification of the certification body and/or other data that may be specified by the internal rules of the CERFOAR registration system and the PEFC Council.

j) Inform the holder of the CERFOAR – PEFC Argentina chain of custody and/or sustainable forest management certificate about the information that is being delivered to the CERFOAR – PEFC Argentina Association in the CERFOAR – PEFC Argentina certification report form and that said information (except the turnover of the holder of the chain of custody certificate) will be made publicly accessible in the PEFC Registry System and in the registry of CERFOAR – PEFC Argentina.

k) Have a documented authorization from the certificate holder to communicate the reference information to the CERFOAR Association – PEFC Argentina.

l) Inform the holder of the certificate about the requirements to obtain a PEFC Trademark Use License and about the requirement to sign the Use License Contract for the CERFOAR System – PEFC Argentina and PEFC Trademarks with the CERFOAR – PEFC Argentina Association.

7. Data management procedure.

7.1 In order to issue the CERFOAR – PEFC Argentina notification to CBs, the CERFOAR – PEFC Argentina Association may collect some personal data about the notified CB. The personal data collected includes: full name of the contact person, email address and telephone number. This information is necessary for the normal functioning of the CERFOAR – PEFC Argentina certification system. They are publicly available on the PEFC Council and CERFOAR PEFC Argentina websites and CERFOAR – PEFC Argentina may share them with limited third parties and exclusively for certification purposes. These data are essential to guarantee the CERFOAR – PEFC Argentina certification, such as tracking the OCs with a valid and current notification by companies and third parties.

7.2 The personal data of the notified CB CERFOAR – PEFC Argentina are kept public for five (5) years after the expiration of the validity of the CERFOAR – PEFC Argentina notification. The data will then be stored in an internal database to track notifications. Upon request, the CERFOAR – PEFC Argentina Association may provide the CERFOAR – PEFC Argentina notified CB with information about the personal data it holds. The notified CB CERFOAR – PEFC Argentina has the right to access or verify their personal data and to have it modified, corrected or deleted at any time. If the CERFOAR – PEFC Argentina notified CB wants to exercise one of these data protection rights, they can contact the CERFOAR – PEFC Argentina Association at info@cerfoar.org.ar

7.3 When signing the CERFOAR – PEFC Argentina notification contract, the CB accepts this data processing procedure. In the event that the notified CB CERFOAR – PEFC Argentina does not want this information to be publicly available, the notification shall be cancelled.

8. Validity of the CERFOAR notification – PEFC Argentina.

8.1 The CERFOAR – PEFC Argentina Notification is valid during the validity period of the specific accreditation of the CB. The CERFOAR – PEFC Argentina Notification shall terminate or be suspended immediately by the CERFOAR – PEFC Argentina Association if the notification contract is violated.

ANNEX 1: CERFOAR – PEFC Argentina notification contracts Models.

I. Notification Contract Association CERFOAR – PEFC Argentina - Forest Management Certification.

Between

(1) Administration of the Argentine Forest Certification System, Civil Association, hereinafter the “CERFOAR– PEFC Argentina Association”, with legal address at Bartolomé Mitre 1895, 2nd floor, office C, Autonomous City of Buenos Aires, Argentine Republic. CUIT 30-71161757-0

and

(2) *Name of the certification body*, hereinafter “Notified Certification Body CERFOAR - PEFC Argentina” with legal address at *address*, CUIT

Whereas that the CERFOAR – PEFC Argentina Notified Certification Body certifies sustainable forest management recognized by the CERFOAR – PEFC Argentina Association;

Whereas that the CERFOAR – PEFC Argentina Association is the Authorized Body of the PEFC Council in Argentina and is the entity responsible for issues licenses for the use of PEFC Trademarks in Argentina;

Whereas that the CERFOAR – PEFC Argentina Notified Certification Body will be issued the Notification of the CERFOAR – PEFC Argentina Association, and the CERFOAR – PEFC Argentina Association will recognize the certificates of sustainable forest management issued by the CERFOAR – PEFC Argentina Notified Certification Body, within the scope of a valid accreditation, to organizations that are registered in Argentina;

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

Article 1: Definitions.

1. Sustainable Forest Management CERFOAR – PEFC Argentina:

This is IRAM 39802: in force, Sustainable Forest Management. Criteria and Indicators of the Management Unit and IRAM 39805: in force Sustainable Forest Management. Group Certification. The in force sustainable forest management standards may be modified or replaced by other documents by the CERFOAR – PEFC Argentina Association.

2. Use of PEFC Trademarks

This is PEFC ST 2001 — PEFC Trademark Rules – Current Requirements, which forms part of the contractual documentation and is attached as an annex to this contract. The in force international standard may be modified or replaced by another document by the PEFC Council

3. Certification and Accreditation Procedures:

This is the General Procedure CERFOAR – PEFC Argentina PG 01: in force CERFOAR – PEFC Argentina Notification of Certification Bodies, including all its annexes, which is part of the contractual documentation and is attached as an annex to this contract. The in force procedure may be modified or replaced by another document by the CERFOAR Association – PEFC Argentina.

4. CERFOAR – PEFC Argentina certification report form:

This is Annex 3 of the General Procedure PG 01: current CERFOAR – PEFC Argentina Notification of Certification Bodies that is part of the contractual documentation and is attached as an annex to this contract. This certification report form can be modified or replaced by another document by the CERFOAR Association – PEFC Argentina

5. Fee for use of the CERFOAR – PEFC Argentina System and the PEFC Trademarks:

The collection of fee for the use of the CERFOAR – PEFC Argentina System and the PEFC

Marks will be managed directly by the Technical Secretariat of the CERFOAR – PEFC Argentina Association with the organizations that obtained a CERFOAR – PEFC Argentina certification.

Article 2: Responsibilities of the CERFOAR – PEFC Argentina Notified Certification Body.

The CERFOAR – PEFC Argentina Notified Certification Body is obliged to:

1. Have and maintain valid accreditation for sustainable forest management certification issued in accordance with the international standard ISO/IEC 17021: in force and any other regulatory documentation established by the CERFOAR Association - PEFC Argentina for this purpose. It shall also inform the CERFOAR Association – PEFC Argentina immediately of any change in accreditation. By request and annually, the Notified Certification Body CERFOAR – PEFC Argentina must provide updated evidence that it continues to meet the accreditation requirements.
2. Carry out the individual sustainable forest management certification according to the IRAM 39801 standard: in force Sustainable Forest Management, Criteria and Indicators of the Management Unit and the PEFC ST 2001 standard: in force — PEFC Trademarks Rules – Requirements.
3. Carry out the certification of sustainable forest management in group according to the IRAM 39805 standard: in force Sustainable Forest Management. Group Certification and the PEFC ST 2001 standard: in force — PEFC Trademarks Rules – Requirements.
4. Immediately and truthfully deliver to the CERFOAR – PEFC Argentina Association the report of the initial certification audits, annual monitoring and recertification of each certified organization with CERFOAR – PEFC Argentina forest management in Argentina. The reports of the initial audits of the certification, annual surveillance and recertification must meet the requirements established by the General Procedure CERFOAR PG 05: in force FM audit reports.
5. Immediately and truthfully deliver to the CERFOAR – PEFC Argentina Association a completed CERFOAR – PEFC Argentina certification report form for each certificate of sustainable forest management issued in Argentina as established in the CERFOAR – PEFC Argentina certification report form which is delivered as documentation attached to this contract. The data entered in the form will be necessary to complete the records of the CERFOAR - PEFC Argentina Association of the certified entities and shall include, as specified, the identification of each management unit included in the scope of the individual sustainable forest management certification and/or the identification of each management unit included in the scope of the group sustainable forest management certification.
6. Deliver to the CERFOAR Association – PEFC Argentina a copy of each certificate of sustainable forest management issued in Argentina.
7. Submit to the CERFOAR Association - PEFC Argentina, when requested, a list of its issued sustainable forest management certificates, including information on the certificate number, name of the certificate holder, status of the certificate, date of issue and expiration and the dates of follow-up audits carried out.
8. Grant the CERFOAR – PEFC Argentina Association written authorization to include in the CERFOAR – PEFC Argentina and PEFC Council database the identification data of the certification body and/or other data that may be specified by the internal rules of the system of registration of CERFOAR – PEFC Argentina and PEFC Council.
9. Inform the holders of sustainable forest management certificates about the information that is being delivered to the CERFOAR - PEFC Argentina Association in the certification report form and in the public part of the initial certification audit report, annual surveillance and recertification, and that said information (except for the turnover of the certificate holder) will be publicly available in the PEFC Information Register.
10. Inform the certificate holder about how to obtain a PEFC Trademark Use License and about the requirement to sign the Use License Contract for the CERFOAR– PEFC Argentina System and PEFC Trademarks with the CERFOAR – PEFC Argentina Association.

11. Do not issue any certificate to the client organization until there is documented evidence from the client company or from the CERFOAR – PEFC Argentina Association that the organization requesting the certification has signed the CERFOAR – PEFC Argentina System Use License Contract and PEFC Trademarks with the CERFOAR – PEFC Argentina Association.

Article 3: Responsibilities of the CERFOAR Association.

1. The CERFOAR – PEFC Argentina Association recognizes the certificates issued by the CERFOAR – PEFC Argentina Notified Certification Body in accordance with this contract and provides certificate holders with access to the PEFC Trademark Use License under the conditions specified by the CERFOAR Association – PEFC Argentina and the PEFC Council.
2. The CERFOAR – PEFC Argentina Association is obliged to inform the CERFOAR – PEFC Argentina Notified Certification Body about any changes in the regulations and documents of the CERFOAR – PEFC Argentina Association and the PEFC Council that affect this contract.

Article 4: Data processing.

1. In order to issue the notification, the CERFOAR – PEFC Argentina Association may collect some personal data about the holder of the notification. The personal data collected includes: full name of the contact person, email address and telephone number. This information is necessary for the normal functioning of the CERFOAR – PEFC Argentina certification system. They are publicly available on the CERFOAR – PEFC Argentina and PEFC Council websites, and CERFOAR – PEFC Argentina may share them with limited third parties and exclusively for certification purposes. These data are essential to guarantee the CERFOAR – PEFC Argentina certification, such as tracking the OCs with a valid and current notification by companies and third parties.
2. The personal data of the Notified Certification Body CERFOAR – PEFC Argentina are kept public for five (5) years after the expiration of the validity of the CERFOAR – PEFC Argentina notification. The data will then be stored in an internal database to track notifications. Upon request, the CERFOAR – PEFC Argentina Association may provide the CERFOAR – PEFC Argentina notified CB with information about the personal data it holds. The notified CERFOAR – PEFC Argentina CB has the right to access or verify their personal data and to have it modified, corrected or deleted at any time. If the CERFOAR – PEFC Argentina notified CB wishes to exercise one of these data protection rights, they can contact the CERFOAR – PEFC Argentina Association at info@cerfoar.org.ar.
3. By signing this contract, the CERFOAR – PEFC Argentina Notified Certification Body accepts this data processing procedure. In the event that the CERFOAR – PEFC Argentina Notified Certification Body CERFOAR – PEFC Argentina does not want this information to be publicly available, the notification shall be cancelled.

Article 5: Termination of the Contract.

1. Either party may terminate this Contract with three months' prior written notice and by letter to the last known legal address.
2. The CERFOAR – PEFC Argentina Association may suspend the contract with immediate effect if there are reasons to believe that any provision of the CERFOAR – PEFC Argentina notification contract is not being complied with.
3. The withdrawal, suspension or end of the validity of the accreditation of the Notified Certification Body CERFOAR – PEFC Argentina, shall result in the automatic termination of the contract with effect on the same date of withdrawal, suspension or end of the validity of the accreditation.
4. The CERFOAR – PEFC Argentina Association is not obliged to pay any compensation for

any costs or other damages caused by the temporary suspension or termination of this contract to the CERFOAR – PEFC Argentina Notified Certification Body.

Article 6: Validity of the Contract.

The contract becomes valid when both parties have signed it.

Article 7: Applicable Law – Jurisdiction.

1. This contract is subject to Argentine legislation.
2. Any dispute arising from this agreement shall be finally and exclusively resolved by the courts of the Argentine Republic.

Signed in duplicate.

In the Autonomous City of Buenos Aires on the day () of the month () of the year ()

*For and on behalf of the
CERFOAR – PEFC Argentina Association*

*For and on behalf of the
CERFOAR – PEFC Argentina
Notified Certification Body*

II. Notification Contract CERFOAR – PEFC Argentina - Chain of Custody Certification.

Between

(1) Administration of the Argentine Forest Certification System, Civil Association, hereinafter the "CERFOAR– PEFC Argentina Association", with legal address at Bartolomé Mitre 1895, 2nd floor, office C, Autonomous City of Buenos Aires, Argentine Republic. CUIT 30-71161757-0

and

(2) *Name of the certification body*, hereinafter "Notified Certification Body CERFOAR - PEFC Argentina" with legal address at *address*, CUIT

Whereas that the CERFOAR – PEFC Argentina Notified Certification Body certifies sustainable forest management recognized by the CERFOAR – PEFC Argentina Association;

Whereas that the CERFOAR – PEFC Argentina Association is the Authorized Body of the PEFC Council in Argentina and is the entity responsible for issued licenses for the use of PEFC Trademarks in Argentina;

Whereas that the CERFOAR – PEFC Argentina Notified Certification Body will be issued the CERFOAR – PEFC Argentina notification, and the CERFOAR – PEFC Argentina Association will recognize the PEFC chain of custody certificates issues by the CERFOAR Notified Certification Body, within the scope of a valid accreditation, to organizations that are registered in Argentina and the international sites that participate in the multi-site chain of custody certifications of these organizations.

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

Article 1: Definitions.

1. Chain of Custody of Forest and Tree Based Products – Requirements:

This is the international standard PEFC ST 2002: in force — Chain of Custody of Forest and Tree Based Products – Requirements, which forms part of the contractual documentation and is attached as an annex to this contract. The international standard PEFC ST 2002: in force may be modified or replaced by another document by the PEFC Council.

2. Use of PEFC Trademarks

This is the current PEFC ST 2001 — PEFC Trademarks Rules – Requirements, which forms part of the contractual documentation and is attached as an annex to this contract. The current international standard may be modified or replaced by another document by the PEFC Council

3. Certification and Accreditation Procedures:

This is the General Procedure CERFOAR PG 01: in force CERFOAR – PEFC Argentina Notification of Certification Bodies, including all its annexes, which is part of the contractual documentation and is attached as an annex to this contract. This in force procedure may be modified or replaced by another document by the CERFOAR Association – PEFC Argentina

4. CERFOAR – PEFC Argentina certification report form:

This is Annex 3 of the General Procedure PG 01: current CERFOAR – PEFC Argentina Notification of Certification Bodies that is part of the contractual documentation and is attached as an annex to this contract. This certification report form can be modified or replaced by another document by the CERFOAR Association – PEFC Argentina

5. Fee for use of the CERFOAR – PEFC Argentina System and the PEFC Trademarks:

The collection of fee for the use of the CERFOAR – PEFC Argentina System and the PEFC Marks will be managed directly by the Technical Secretariat of the CERFOAR – PEFC Argentina Association with the organizations that obtained a CERFOAR – PEFC Argentina certification.

Article 2: Responsibilities of the CERFOAR – PEFC Argentina Notified Certification Body.

The CERFOAR – PEFC Argentina Notified Certification Body is obliged to:

1. Have and maintain valid accreditation for chain of custody certification of forest and tree products issued in accordance with the international standard ISO/IEC 17065: in force and the international standard PEFC ST 2003: in force and any other normative documentation established by the Association CERFOAR - PEFC Argentina for this purpose. It shall also inform the CERFOAR Association – PEFC Argentina immediately of any change in accreditation. By request and annually, the CERFOAR – PEFC Argentina Notified Certification Body shall provide updated evidence that it continues to meet the accreditation requirements.
2. Carry out the PEFC chain of custody certification according to the international standards PEFC ST 2002: in force — Chain of Custody of Forest and Tree Based Products – Requirements and PEFC ST 2001: in force — PEFC Trademarks Rules – Requirements, within the scope of your valid accreditation.
3. Immediately and truthfully deliver to the CERFOAR – PEFC Argentina Association the report of the initial certification audits, annual surveillance and recertification of each certified organization with PEFC chain of custody in Argentina.
4. Immediately and truthfully deliver to the CERFOAR – PEFC Argentina Association a complete CERFOAR – PEFC Argentina certification report form for each certified PEFC chain of custody issued in Argentina as established in the CERFOAR – PEFC Argentina certification report form. which is delivered as documentation attached to this contract. The data consigned in the CERFOAR – PEFC Argentina certification report form will be necessary to complete the registry of certified entities of the CERFOAR – PEFC Argentina Association and will include, as specified, the identification of each site covered by the chain of supply certificate. custody and/or multi-site chain of custody certificate.
5. Deliver to the CERFOAR Association – PEFC Argentina a copy of each PEFC chain of custody certificate issued in Argentina.
6. Deliver to the CERFOAR Association - PEFC Argentina, when requested, a list of its chain of custody certificates issued in Argentina, including information on the certificate number, name of the certificate holder, certificate status, date of issue and expiration and the dates of follow-up audits carried out.
7. Grant the CERFOAR Association – PEFC Argentina written authorization to include in the CERFOAR and PEFC Council database the identification data of the certification body and/or other data that may be specified by the internal rules of the registration system of CERFOAR – PEFC Argentina and PEFC Council.
8. Inform the holders of the chain of custody certificates about the information that is being delivered to the CERFOAR – PEFC Argentina Association in the CERFOAR – PEFC Argentina certification report form and that said information (except for the invoicing of the holder of the certificate) will be publicly available in the PEFC Information Registry.
9. Inform the certificate holder about how to obtain a PEFC Trademark Use License and about the requirement to sign the Use License Agreement for the CERFOAR System – PEFC Argentina and PEFC Trademarks with the CERFOAR – PEFC Argentina Association.
10. Do not issue any certificate to the client organization until there is documented evidence from the client company or from the CERFOAR – PEFC Argentina Association that the organization requesting the certification has signed the CERFOAR – PEFC Argentina System Use License Contract and PEFC Trademarks with the CERFOAR Association – PEFC Argentina.

Artículo 3: Responsabilidades de la Asociación CERFOAR – PEFC Argentina.

1. The CERFOAR – PEFC Argentina Association recognizes the certificates issued by the CERFOAR – PEFC Argentina Notified Certification Body in accordance with this contract and provides certificate holders with access to the PEFC Trademark Use License under the conditions specified by the CERFOAR Association – PEFC Argentina and the PEFC

Council.

2. The CERFOAR – PEFC Argentina Association is obliged to inform the CERFOAR – PEFC Argentina Notified Certification Body about any changes in the regulations and documents of the CERFOAR – PEFC Argentina Association and the PEFC Council that affect this contract.

Article 4: Data processing.

1. In order to issue the notification, the CERFOAR – PEFC Argentina Association may collect some personal data about the holder of the notification. The personal data collected includes: full name of the contact person, email address and telephone number. This information is necessary for the normal functioning of the CERFOAR – PEFC Argentina certification system. They are publicly available on the CERFOAR – PEFC Argentina and PEFC Council websites, and CERFOAR – PEFC Argentina may share them with limited third parties and exclusively for certification purposes. These data are essential to guarantee the CERFOAR – PEFC Argentina certification, such as tracking the OCs with a valid and current notification by companies and third parties.
2. The personal data of the Notified Certification Body CERFOAR – PEFC Argentina are kept public for five (5) years after the expiration of the validity of the CERFOAR – PEFC Argentina notification. The data will then be stored in an internal database to track notifications. Upon request, the CERFOAR – PEFC Argentina Association may provide the CERFOAR – PEFC Argentina notified CB with information about the personal data it holds. The notified CERFOAR – PEFC Argentina CB has the right to access or verify their personal data and to have it modified, corrected or deleted at any time. If the CERFOAR – PEFC Argentina notified CB wishes to exercise one of these data protection rights, they can contact the CERFOAR – PEFC Argentina Association at info@cerfoar.org.ar.
3. By signing this contract, the CERFOAR – PEFC Argentina Notified Certification Body accepts this data processing procedure. In the event that the CERFOAR – PEFC Argentina Notified Certification Body CERFOAR – PEFC Argentina does not want this information to be publicly available, the notification shall be cancelled.

Article 5: Termination of the Contract.

1. Either party may terminate this Contract with three months' prior written notice and by letter to the last known legal address.
2. The CERFOAR – PEFC Argentina Association may suspend the contract with immediate effect if there are reasons to believe that any provision of the CERFOAR – PEFC Argentina notification contract is not being complied with.
3. The withdrawal, suspension or end of the validity of the accreditation of the Notified Certification Body CERFOAR – PEFC Argentina, shall result in the automatic termination of the contract with effect on the same date of withdrawal, suspension or end of the validity of the accreditation.
4. The CERFOAR – PEFC Argentina Association is not obliged to pay any compensation for any costs or other damages caused by the temporary suspension or termination of this contract to the CERFOAR – PEFC Argentina Notified Certification Body.

Article 6: Validity of the Contract.

The contract becomes valid when both parties have signed it.

Article 7: Applicable Law – Jurisdiction.

3. This contract is subject to Argentine legislation.
4. Any dispute arising from this agreement shall be finally and exclusively resolved by the

courts of the Argentine Republic.

Signed in duplicate.

In the Autonomous City of Buenos Aires on the day () of the month () of the year ()

*For and on behalf of the
CERFOAR – PEFC Argentina Association*

*For and on behalf of the
CERFOAR – PEFC Argentina
Notified Certification Body*

ANNEX 2: Application form for CERFOAR – PEFC Argentina notification

I. Applicant identification data.

Name of the Certification Body		
C.U.I.T.		
Organization representative		
Address	Street No.	
	City	PC
	Country	
Contact person		
Telephone		Fax
E-mail		Web

II. Information and Documentation for the treatment of the Request.

Accreditation number / expiration date of validity	
Name of the Accreditation Body	
Documents needed to process the application: <input type="checkbox"/> Copy of the Accreditation Certificate in accordance with the current ISO/IEC 17021 standard, specific for the certification of Sustainable Forest Management according to the IRAM 39801, IRAM 39805 and PEFC ST 2001 in force standards. <input type="checkbox"/> Copy of the Accreditation Certificate in accordance with the current ISO/IEC 17065 standard, specific for the Chain of Custody certification according to the international standards PEFC ST 2001 and PEFC ST 2002: in force.	

III. Self Declaration.

I hereby declare that:

- I have read the rules and requirements of the Association CERFOAR – PEFC Argentina concerning the CERFOAR – PEFC Argentina certification and notification and I accept them,
- The information contained in this application is complete and true.

Applicant Representative Signature

(data recorded in section I)

APPLICATION TREATMENT FORM

(Completed by the Executive Secretariat of the CERFOAR _ PEFC Argentina Association)

I. Processing of the Request.

		Date	Signature
Date of receipt of the Request	<input type="checkbox"/> Yes		
Compliance with CERFOAR – PEFC Argentina requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sending the contract to the Applicant	<input type="checkbox"/> Yes		
Reception of the signed contract	<input type="checkbox"/> Yes		
Contract signed by both parties	<input type="checkbox"/> Yes		

II. Application Appeal Process:

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

III. Suspension and Termination of the CERFOAR – PEFC Argentina notification:

Decision status	Date	Penalty

ANNEX 3 CERFOAR certification report form – PEFC Argentina

I Sustainable Forest Management Certificate.

Shall be completed for each sustainable forest management certificate.

a) Contact details:

Organization name			
C.U.I.T.			
Organization representative			
Address	Street No.		
	City	CP	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

b) Certificate information:

Name of the Certification Body					
Certificate No.					
Certification mode	I ¹		G ²		
Subcertificate No. (if applicable)					
Certificate delivery date					
Certificate expiration date					
Name of the Accreditation Body					
Accreditation No.					
Scope of the certificate (total area in hectares)	AC ³		BNP ⁴	BI ⁵	

¹ I: individual certification

² G: group certification

³ AC: area managed with conservation objectives

⁴ BNP: native forest managed for production purposes

⁵ BI: planted forest managed with production objectives

c) Group Certificate Scope Information

N°	Group Participant	Forest Management Unit	Area of the Forest Management Unit (ha)	AC/BNP/BI

d) Information on certified products:

Product Name	Product Category Code ¹	Product Description	Species

--	--	--	--

¹ See the PEFC product category codes (PEFC Product Categories - Version: 2022-01-24), document attached to this form.

II Chain of Custody Certificate.

Shall be completed for each chain of custody certificate issued and for each site covered in the scope of each multi-site chain of custody certificate issued.

a) Detalle de contacto:

Organization name				
C.U.I.T.				
Organization representative				
Address	Street No.			
	City		CP	
	Country			
Contact person				
Telephone			Fax	
E-mail			Http	

b) Certificate Information:

Name of the Certification Body						
Certificate No.						
Certification mode	I ¹		MS ²		G ³	
Subcertificate No. (if applicable)						
Certificate delivery date						
Certificate expiration date						
Name of the Accreditation Body						
Accreditation No.						
Certificate scope						
Annual turnover of the Certificate Holder (in US\$)						

¹ I: individual certification

² MS: multi sitio certification

³ G: group certification

c) Information on certified products:

Product Name	Product Category Code ¹	Product Description	Species

¹ See the PEFC product category codes (PEFC Product Categories - Version: 2022-01-24), document attached to this form

..

ANNEX 4: List of normative documentation established by CERFOAR – PEFC Argentina for accreditation and notification processes

1. ISO standards		
N°	Standard	Scope
ISO/IEC 17021: in force	Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements	<p>This part of ISO/IEC 17021 contains principles and requirements for the competence, consistency and impartiality of bodies providing audit and certification of all types of management systems.</p> <p>Certification bodies operating to this part of ISO/IEC 17021 do not need to offer all types of management system certification.</p> <p>Certification of management systems is a third-party conformity assessment activity (see ISO/IEC 17000:2004, 5.5) and bodies performing this activity are therefore third-party conformity assessment bodies.</p> <p>NOTE 1 Examples of management systems include environmental management systems, quality management systems and information security management systems.</p> <p>NOTE 2 In this part of ISO/IEC 17021, certification of management systems is referred to as “certification” and third-party conformity assessment bodies are referred to as “certification bodies”.</p> <p>NOTE 3 A certification body can be non-governmental or governmental, with or without regulatory authority.</p> <p>NOTE 4 This part of ISO/IEC 17021 can be used as a criteria document for accreditation, peer assessment or other audit processes.</p>

1. Normas Internacionales ISO		
N°	Standard	Scope
ISO/IEC 17065: in force	Conformity assessment — Requirements for bodies certifying products, processes and services	<p>This International Standard contains requirements for the competence, consistent operation and impartiality of product, process and service certification bodies. Certification bodies operating to this International Standard need not offer all types of products, processes and services certification. Certification of products, processes and services is a third-party conformity assessment activity.</p> <p>In this International Standard, the term “product” can be read as “process” or “service”, except in those instances where separate provisions are stated for “processes” or “services”</p>
ISO 19011: in force	Guidelines for auditing management systems	<p>This document provides guidance on auditing management systems, including the principles of auditing, managing an audit programme and conducting management system audits, as well as guidance on the evaluation of competence of individuals involved in the audit process. These activities include the individual(s) managing the audit programme, auditors and audit teams.</p> <p>It is applicable to all organizations that need to plan and conduct internal or external audits of management systems or manage an audit programme.</p> <p>The application of this document to other types of audits is possible, provided that special consideration is given to the specific competence needed.</p>
2. General Procedures CERFOAR – PEFC Argentina		
Code	Criteria	Scope
PG 01.06	Notificación CERFOAR – PEFC Argentina de Organismos de Certificación	<p>This CERFOAR – PEFC Argentina General Procedure establishes the requirements for the issuance of the notification of the CERFOAR – PEFC Argentina Association to the Certification Bodies (hereinafter CB) that certify sustainable forest management and chain of custody CERFOAR - PEFC Argentina in Argentina.</p> <p>The requirements for the issuance of the notification of the CERFOAR Association – PEFC Argentina only cover administrative conditions such as communication or transfer of information, financial conditions and compliance with this procedure, verified through the accreditation of the OC. The notification conditions of the CERFOAR Association – PEFC Argentina do not discriminate against CBs nor will they create trade barriers.</p> <p>This CERFOAR - PEFC Argentina General Procedure was approved by the Board of Directors of the CERFOAR - PEFC Argentina Association and is applicable to all CBs that certify sustainable forest management and chain of custody CERFOAR - PEFC Argentina in Argentina.</p>

2. General Procedures CERFOAR – PEFC Argentina		
Code	Criteria	Scope
PG 02.04	Procedure for conducting CERFOAR – PEFC Argentina forest management certification audits that shall be complied with by certification bodies	<p>This Procedure establishes the additional requirements to those established by ISO/IEC 17021: in force and specific to CERFOAR – PEFC Argentina that Certification Bodies shall comply with in order to carry out audits and CERFOAR – PEFC Argentina certification of the Sustainable Forest Management (SFM) of an organization or a group of organizations managed under the requirements of group certification.</p> <p>This General Procedure has been approved by the Board of Directors of the CERFOAR – PEFC Argentina Association and is applicable to all those CBs notified by the CERFOAR – PEFC Argentina Association that carry out audits and certification of Sustainable Forest Management (SFM) in accordance with what is established by the Argentine Forest Certification System.</p>
PG 03. 03	Stakeholder's consultation to be implemented by certification bodies during forest management certification.	<p>This procedure establishes the requirements that the Certification Bodies (hereinafter CBs) shall meet to carry out the consultation with the stakeholders during the initial certification, recertification and surveillances audits for the evaluation of the conformity of the forest management with the requirements of the current IRAM 39801, IRAM 39805 and PEFC ST 2001 standards.</p> <p>This General Procedure has been approved by the Board of Directors of the CERFOAR – PEFC Argentina Association and is applicable to all those CBs notified by CERFOAR – PEFC Argentina that carry out the certification of sustainable forest management in accordance with the provisions of the Argentine Forest Certification System.</p>
PG 05. 03	Procedure for the preparation of forest management audit reports that shall be implemented by certification bodies	<p>This procedure establishes the requirements that the Certification Bodies (hereinafter CB) shall meet for the preparation of the reports of the initial certification and recertification audits and surveillance audits for the evaluation of the conformity of the forest management with the requirements of IRAM 39801, IRAM 39805 and PEFC ST 2001 standards in force.</p> <p>This General Procedure has been approved by the Board of Directors of the CERFOAR – PEFC Argentina Association and is applicable to all those CBs notified by CERFOAR – PEFC Argentina that carry out audits of sustainable forest management in accordance with the provisions of the Argentine Forest Certification System</p>
3. PEFC International Standards		
N°	Standard	Scope
PEFC ST 2003: vigente	Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard	This document provides additional scheme specific requirements for certification bodies operating chain of custody certification against PEFC ST 2002