**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)** |
| --- | --- | --- | --- |
| **PEFC Notification of certification bodies** | | | |
| 1. | Are procedures for the notification of certification bodies in place, which comply with chapter 5 of PEFC GD 1004:2009, *Administration of PEFC scheme*? | YES | PEFC Brazil has written SG 02.01 Requirements for certifiers auditing forest management and chain of custody.  1. Objective:  To establish requirements for certification, notification of accredited certification bodies, scheme maintenance fees, and auditor qualification criteria. Escopo: All accredited certification bodies which certify PEFC in Brazil. |
| **PEFC Logo usage licensing** | | | |
| 2. | Are procedures for the issuance of PEFC Logo usage licenses in place, which comply with chapter 6 of PEFC GD 1004:2009, *Administration of PEFC scheme*? | YES | PEFC Brazil has written SG 03.01 Procedure for Issuing Licenses Use of PEFC Trademarks, describing the process for issuance of licenses to use PEFC trademarks in Brazil. |
| **Complaints and dispute procedures** | | | |
| 3. | Are complaint and dispute procedures in place, which comply with chapter 8 of PEFC GD 1004:2009, *Administration of PEFC scheme*? | YES | PEFC Brazil has written SG 04.01 Procedures for Addressing Disputes and Complaints, describing the process for receiving, acknowledgement, gathering and verification, formal communications and appropriate actions. |