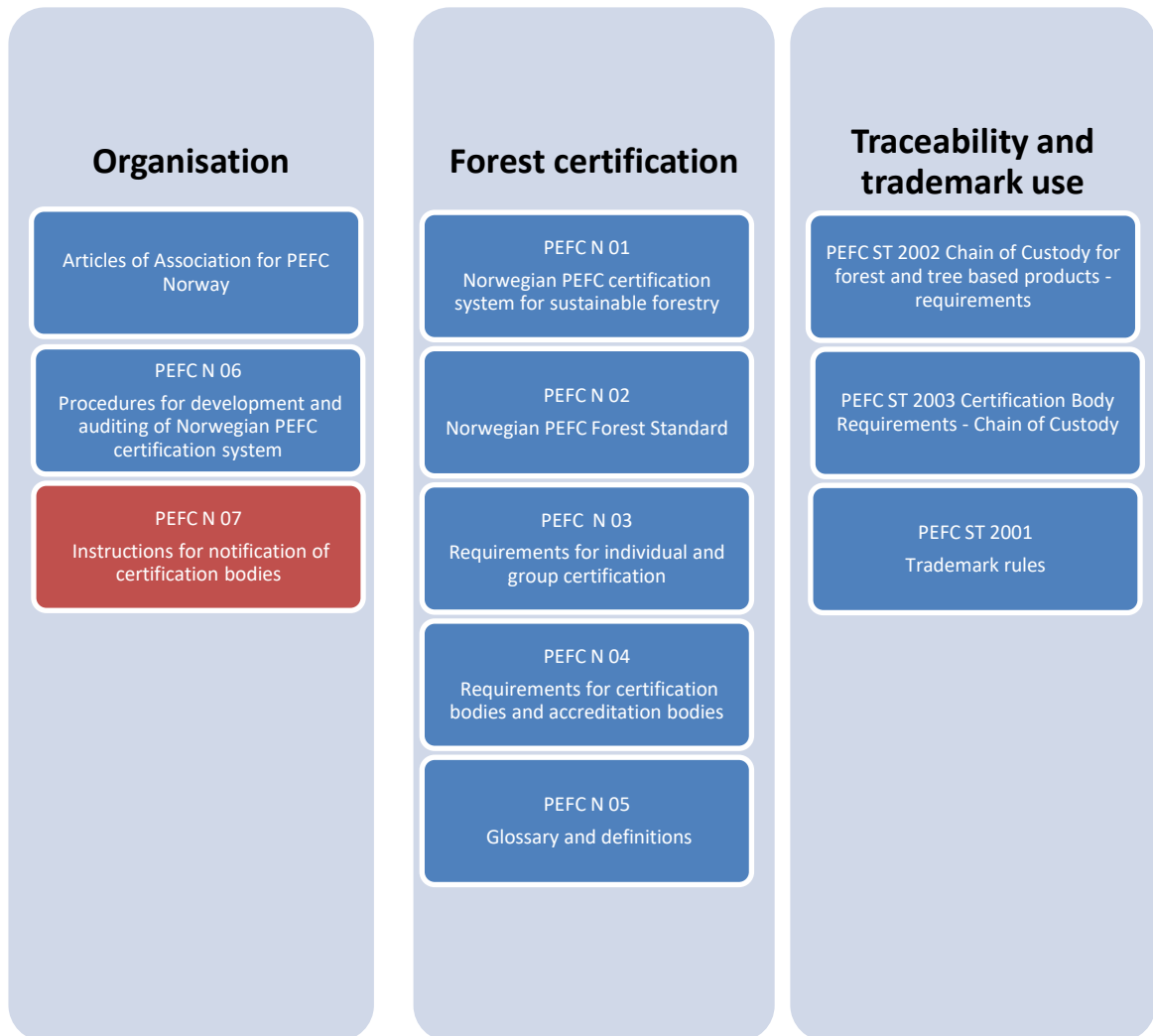


PEFC N 07:2022

Instructions for notification of certification bodies



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Title of the document:	Instructions for notification of certification bodies
Document number:	PEFC N 07:2022
Approved by:	PEFC Norway
Approval date:	18.08.2022
Application date:	01.03.2023

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1 Introduction

The instructions describe the rules for PEFC notification of certification bodies carrying out PEFC certification in Norway.

2 Scope

The instructions are based on the provisions of PEFC N 04 – Requirements for certification bodies and accreditation bodies, which demand that certification bodies carrying out PEFC forest certification must be notified by PEFC Norway.

The instructions cover PEFC-notified certification bodies which:

- a. carry out certification of sustainable forestry and/or
- b. certification of group certificate holders and/or
- c. certification of traceability in Norway

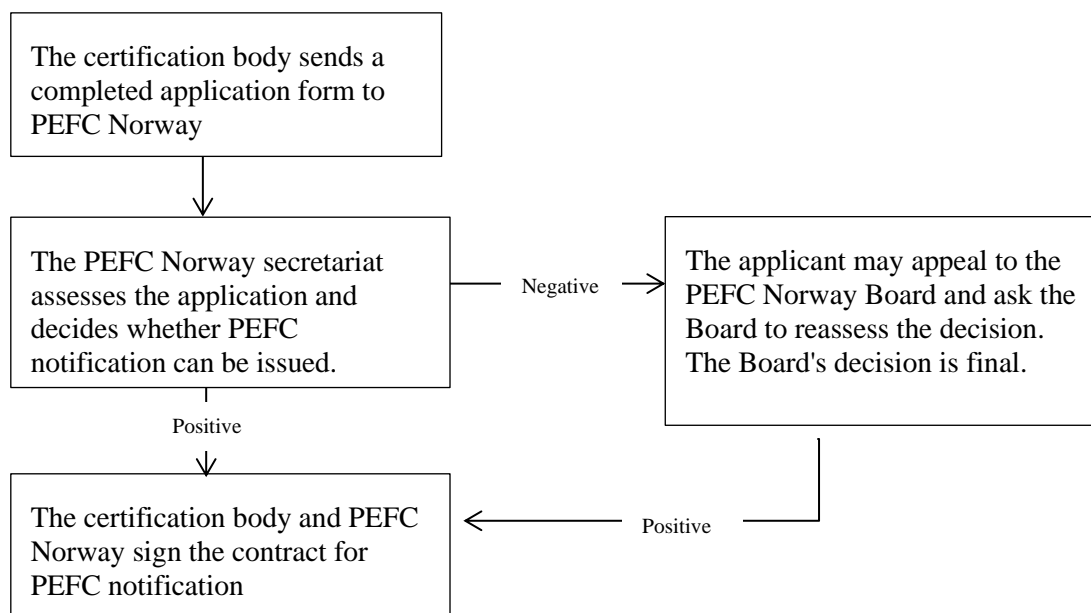
according to PEFC Norway's certification system for sustainable forestry.

3 Conditions for notification

The certification body applying for PEFC notification from PEFC Norway must:

- a. Be registered as a legal entity.
- b. Agree to be registered on the PEFC Council's publicly accessible database.
- c. Have valid accreditation issued by a national accreditation body which is a member of the European Cooperation for Accreditation, (EA) and/or the International Accreditation Forum (IAF). Accreditation for forest certification must be issued pursuant to the current edition of NS/EN ISO/IEC 17021 and supplementary requirements defined by PEFC Norway in PEFC N 04 – Requirements for certification bodies and accreditation bodies. For traceability certification, accreditation must be issued pursuant to NS/EN ISO/IEC 17065.
- d. Fulfil the requirements specified in Annex 6 – Certification and Accreditation Procedures and PEFC ST 2003 – Requirements for certification bodies operating certification against the PEFC International Chain of Custody Standard.
- e. Accreditation must include the Norwegian PEFC Forest Standard – PEFC N 02 and PEFC N 03 Requirements for group certification and/or traceability certification, PEFC ST 2002 Chain of Custody of Forest Based Products – Requirements.
- f. Sign a PEFC notification contract with PEFC Norway (Appendix 1)

4 Procedure for application for and issue of PEFC notification



5 The certification body's obligations

PEFC notified certification bodies must:

- a. Carry out certification of sustainable forestry and/or certification of group certificate holders and/or certification of traceability in Norway pursuant to PEFC Norway's certification system and within the application specified in the accreditation.
- b. Inform PEFC Norway of changes to the application for the accreditation which covers the certification of sustainable forestry and/or certification of group certificate holders and/or traceability certification in Norway.
- c. Submit information to PEFC Norway without delay concerning all issued certificates in Norway and amendments to these. The scope of the information to be reported is established by PEFC Norway.
- d. Pay PEFC Norway the annual PEFC notification fee. See Appendix 3 for PEFC notification charge tariffs. The tariffs are set and can be changed by the Council for PEFC Norway. The certification body is also responsible for ensuring that the certificate holder has paid the annual certification fee to PEFC Norway.
- e. Verify that certificate holders's use of the PEFC logo is in line with the rules for use of the logo, cf. PEFC N 01 Chapter 10. Logo usage rules are given in PEFC ST 2001- PEFC Trademark Rules.

6 Validity of notification

PEFC notifications are valid in accordance with the validity period for accreditation. PEFC notification may be terminated or suspended by PEFC Norway if the contract is breached or if

the terms for accreditation are no longer valid or in the case of cancellation of the contract between PEFC Council and PEFC Norway.

Appendix 1 – PEFC Notification Contract

Appendix 2 – Application form for PEFC notification

Appendix 3 – PEFC Notification fee - tariffs