Notification of Certification Bodies operating Certification of SGEC and/or PEFC

Regarding the above, the guidelines are determined for SGEC and PEFC separately as bellow:

- Notification of Certification Bodies conducting SGEC certification
- Notification of Certification Bodies conducting PEFC certification


Notification of PEFC certification bodies operating PEFC COC certification in Japan is implemented by SGEC/PEFC Japan according to the standards mentioned above as the National Governing Body in Japan commissioned from the PEFC Council by the contract between SGEC/PEFC Japan and the PEFC Council on management of PEFC certification scheme based on PEFC GD 1004:2009 “Administration of PEFC scheme”.

Certification bodies applying for notification as SGEC/PEFC certification bodies shall submit SGEC/PEFC Japan tow copies of application documents including documents demonstrating compliance with “requirements for notification of certification bodies” defined in Clause 5.1 of SGEC Standard Document 1 “SGEC Operational Rules” or compliance with criteria required by the PEFC Council; documents describing “application of notification” defined in Clause 5.2 of “SGEC Operational Rules” or items
required by the PEFC Council; and the “SGEC Notification Contract” or the “PEFC Notification Contract” shown in Attachment 1 and 2 of this document respectively with signature.

○ Notification of Certification Bodies conducting SGEC certification

1. Objectives

This guideline describes the rules for the SGEC notification of certification bodies which undertake SGEC forest management certification and/or COC certification.

2. Normative references

- SGEC Standard Document 4: 2021 “SGEC Chain of Custody of Forest and Tree Based Products – Requirements”
- SGEC Standard Document 5-1:2021 “Requirements for Certification Bodies operating Certification under SGEC Forest Management Certification Standard”
- SGEC Standard Document 5-2: 2021 “Requirements for Certification Bodies operating Certification under SGEC/PEFC COC Certification Standard”
- SGEC Guide Document 7:2021 “SGEC Information and Registration System – Data Requirements”
- PEFC GD 1008:2021 “PEFC Information and Registration System – Data Requirements”

3. Scope

This guideline covers the SGEC notification of the certification bodies operating forest management certification and COC certification as stipulated in the Chapter 3 “Forest management Certification” and/or the Chapter 4 “Certified Products and Chain
4. Conditions for Notification

The certification body applying for SGEC notification shall meet the following conditions in addition to Section 5 of SGEC Standard Document 1:2021, SGEC Standard Document 5-1:2021, SGEC Standard Document 5-2:2021 and other relevant standards.

4.1 Organization

The certification body applying for SGEC notification shall be a legal entity defined in Clause 5.1 of SGEC Standard Document 1:2021.

4.2 Information disclosure

The certification body applying for SGEC notification shall agree to be listed on the publicly available internet database of SGEC website including the identification data of the certification body and/or other data as specified in the SGEC Guide Document 7:2021 and PEFC GD 1008:2019.

4.3 Accreditation of Certification Bodies

4.3.1 The certification bodies applying for SGEC forest management certification and COC certification shall have valid accreditation issued by the accreditation body by meeting the requirements given in Section 5 of SGEC Standard Document 1:2021.

4.4 Notification Contract

4.4.1 The certification bodies applying for SGEC forest management certification and COC certification shall sign a SGEC notification contract with the SGEC/PEFC Japan (attached sheet 1).
5. Notification issuance procedures

Applicant certification body submits a completed application form with the required documents to SGEC/PEFC Japan

SGEC/PEFC Japan assesses the application and the Secretary General decides on issuance of SGEC notification

YES

The applicant can appeal to SGEC/PEFC Japan to reconsider the Secretary General’s decision. The Board

NO

YES

The Secretary General of SGEC/PEFC Japan and the applicant sign the SGEC notification contract.

6 Obligations of the certification body with SGEC notification

The certification body with SGEC notification shall;

6.1 carry out the forest management certification and/or COC certification within the valid accreditation in accordance with Section 5 of SGEC Standard Document 1:20XX.

6.2 inform SGEC/PEFC Japan of any changes of the content of accreditation or scope of application of the forest management certification and COC certification.

6.3 provide SGEC/PEFC Japan with information, without delay, on every forest management and/or COC certificate issued to an organization in Japan and/or any changes to already issued certificates covered by the SGEC notification.

6.4 pay SGEC/PEFC Japan the annual SGEC notification fee defined in another document.

The annual SGEC notification fee defined in another document may be amended by the decision of the Board of Directors of SGEC/PEFC Japan. Payment shall be
carried out based on the invoice issued by SGEC/PEFC Japan, which covers all the certificates issued by the certification body concerned.

7. **Validity of the SGEC notification**
   
   7.1 The SGEC notification shall be valid during the valid accreditation period of the certification body.
   
   7.2 SGEC/PEFC Japan may terminate or suspend the SGEC notification, if the contract of the notification is violated.

**Supplementary article**

The next review of this standard shall be started on March 29th 2026 or before.
Attached Sheet 1

SGEC Notification Contract
Between

(1) Sustainable Green Ecosystem Council, hereafter the “SGEC/PEFC Japan”,

And

(2) Name and registered address of the certification body (hereafter the notified certification body)

Whereas name of the certification body is a SGEC Notified Certification Body operating forest management and/or chain of custody certification which is recognized by SGEC/PEFC Japan;

Whereas SGEC/PEFC Japan is the governing bodies of the SGEC certification scheme and is the owner of the SGEC logo and SGEC claims;

Whereas the Certification Body is to be allowed to issue the SGEC forest management certificates and SGEC chain of custody certificates to organizations registered in Japan within the scope of the valid accreditation, as presented at the website of SGEC/PEFC Japan.

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

Article 1 Definitions:
1.1 Requirements
1.1.1 Forest Management Certification
The relevant documents are SGEC Standard Document 3:2021 and SGEC Standard Document 3-1:2021, which form part of the contractual documentation and is found in the annex of this contract. SGEC Standard Documents are valid as stated now and as may be from time to time altered by SGEC/PEFC Japan.

1.1.2 COC Certification
The relevant document is SGEC Document 4:2021, which forms part of the contractual documentation and is found in the annex of this contract. SGEC Document 4 is valid as stated now and as may be from time to time altered by SGEC/PEFC Japan.

1.2 Certification and Accreditation Procedures
The relevant documents are SGEC Standard Document 5-1:2021 and SGEC
Standard Document 5-2:2021, which form part of the contractual documentation and is found in the annex of this contract. SGEC Standard Document 5-1 and 5-2 are valid as stated now and as may be from time to time altered by SGEC/PEFC Japan.

1.3 Tariffs of Notification Fee

The relevant document is the document “Tariffs of Notification Fee of Forest Management Certification and/or COC Certification”, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the Certification Body

2.1 The Certification Body is obliged to have and keep valid accreditation issued in compliance with Section 5 of SGEC Standard Document 1:2021 and to inform SGEC/PEFC Japan immediately about any changes in the accreditation. The Certification Body will provide, at the beginning of each year as well as each time it is so requested, updated evidence that it still meets the requirements of valid accreditation.

2.2 The Certification Body shall carry out the forest management certification or COC certification against SGEC Standard Document 3:2021 and SGEC Standard Document 4:2021 within the scope of the valid accreditation.

2.3 The Certification Body shall provide SGEC/PEFC Japan immediately with information on every forest management and/or COC certificates issued to a forest manager, organization or company in Japan as well as on any changes to already issued certificates within the range of date as specified by SGEC/PEFC Japan.

2.4 The Certification Body shall pay SGEC/PEFC Japan the annual notification fee for every certificate issued based on an invoice issued by SGEC/PEFC Japan. The amount of the fees is specified in the Tariffs of SGEC Notification Fee, which is determined separately, and can be changed by SGEC/PEFC Japan during the validity of the contract. The change concerning the fees takes effect from the date identified in a written report sent by SGEC/PEFC Japan to the certification body.

2.5 The Certification Body agrees to be listed on the publicly available internet database of SGEC/PEFC Japan including the certification body’s identification data and/or other data as specified in SGEC Guide Document 7:2021.

Article 3 Responsibilities of SGEC/PEFC Japan

3.1 SGEC recognizes the certificates issued by the Certification Body in compliance with this contract and accepts SGEC logo use applications from holders of the certificates under the conditions defined in SGEC Standard Document 6:202X.specified by SGEC.
SGEC accepts PEFC logo use applications from holders of the SGEC certificates under the conditions specified by SGEC/PEFC Japan and the PEFC Council.

3.2 SGEC is obliged to inform the Certification Body of any changes to the SGEC regulations and documentation which affect this contract.

**Article 4 Contract termination**

4.1 SGEC/PEFC Japan can terminate this contract with three-months prior notice by registered letter.

4.2 SGEC/PEFC Japan may suspend the contract with the immediate effect if there are reasons to believe that any provision of the SGEC notification contract is not being adhered to.

4.3 Withdrawal, suspension or the end of the validity of the Certification Body’s accreditation will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.

4.4 The notification fee will not be refunded to the Certification Body in case of temporary suspension or termination of the contract according to the Article 4.1, 4.2 or 4.3.

4.5 SGEC/ PEFC Japan is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Certification Body.

**Article 5: Governing Law - Jurisdiction**

This contract is subject to the law of Japan. Any disputes, or lawsuits concerning this contract may be brought before the courts in the judicial district of Japan.

Signed in Duplicate

In Japan on DD.MM.YYYY In on DD.MM.YYYY
Notification of Certification Bodies conducting PEFC certification

1 Objectives
This guideline describes the rules for the notification of certification bodies which undertake PEC COC certification.

2. Normative references
- PEFC GD 1004:2009 “Administration of PEFC scheme”
- PEFC ST 1003: 2018 “Sustainable Forest Management – Requirements”
- PEFC ST 1002:2018 “Group Forest Management – Requirements”
- PEFC ST 2002: 2020 “Chain of Custody of Forest and Tree Based Products – Requirements”
- PEFC GD 1008:2019 “PEFC Information and Registration System – Data Requirements”

3. Scope
This guideline covers the PEFC notification of the certification bodies operating PEFC COC certification (PEFC ST 2002: “Chain of Custody of Forest Based Products – Requirements”).

SGEC/PEFC Japan carries out the operation of the notification of the certification bodies operating PEFC COC certification in Japan on behalf of PEFC based on the contract between SGEC/PEFC Japan and PEFC Council.

4. Conditions for Notification
The certification body applying for PEFC notification shall meet the following conditions:

4.1 Organization
The certification body applying for PEFC notification shall be a legal entity.

4.2 Information disclosure;
The certification body applying for PEFC notification shall agree to be listed on the publicly available internet database of PEFC Council home page including the
identification data of the certification body and/or other data as specified in PEFC GD 1008:2019.

4.3 Accreditation of Certification Bodies

The certification bodies applying for COC certification shall have valid accreditation issued by the accreditation body by meeting the requirements given in PEFC 2003:2020.

4.4 Notification Contract

The certification bodies applying for PEFC COC certification shall sign a PEFC notification contract signed by SGEC/PEFC Japan on behalf of PEFC (attached sheet 2).

5. Notification issuance procedures

6. Obligations of the certification body with PEFC notification

The certification body with PEFC notification shall;

6.1 carry out the PEFC COC certification within the valid accreditation in accordance

6.2 inform SGEC/PEFC Japan of any changes of the content of accreditation or scope of application of the COC certification.

6.3 provide SGEC/PEFC Japan with information, without delay, on every COC certificate issued to an organization in Japan and/or any changes to already issued certificates covered by the PEFC notification.

6.4 pay SGEC/PEFC Japan the annual PEFC notification fee defined in another document.

Notwithstanding the above, the PEFC notification fee can be changed based on the decision of the Board of Directors of SGEC/PEFC Japan.

Payment shall be carried out based on the invoice issued by SGEC/PEFC Japan, which covers all the certificates issued by the certification body concerned.

7. Validity of the PEFC notification

7.1 The PEFC notification shall be valid during the valid accreditation period of the certification body.

Notwithstanding the above, validity of the PEFC notification shall be applied the shorter one of the either of the valid accreditation period of the certification body or the period of the contract between SGEC/PEFC Japan and PEFC Council.

7.2 SGEC/PEFC Japan may terminate or suspend the PEFC notification, if the contract of the notification is violated.
Attached Sheet 2

PEFC Notification Contract

Between

(1) Sustainable Green Ecosystem Council, hereafter the “SGEC”,

And

(2) Name and registered address of the certification body (hereafter the notified certification body)

Whereas name of the certification body is a PEFC Notified Certification Body operating forest chain of custody certification which is recognized by PEFC Council;

Whereas PEFC Council is the governing bodies of the PEFC certification scheme and is the owner of the PEFC logo and PEFC claims.;

Whereas SGEC/PEFC Japan is authorized by the PEFC Council to issue PEFC Notification to certification bodies operating PEFC recognized chain of custody certification in Japan.

Whereas the Certification Body is to be allowed to issue the PEFC recognized chain of custody certificates within the scope of the valid accreditation to organizations which are registered in Japan, as presented at the PEFC website;

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

Article 1 Definitions:

1.1 COC Certification Requirements

The relevant document is PEFC ST 2002: 2020 “Chain of Custody of Forest and Tree Based Products– Requirements”, which form part of the contractual documentation and are found in the annex of this contract. PEFC ST 2002 is valid as stated now and as may be from time to time altered by PEFC Council.

1.2 Certification and Accreditation Procedures

The relevant document is PEFC ST 2003:2020 “Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard”, which forms part of the contractual documentation and is found in the annex of this contract. PEFC ST 2003:2020 is valid as stated now and as may be from time to
time altered by PEFC Council.

1.3 Tariffs of Notification Fee

This is the document “Tariffs of COC Notification Fee”, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the Certification Body

2.1 The Certification Body is obliged to have and keep valid accreditation issued in compliance with PEFC ST 2003:2020 and to inform SGEC/PEFC Japan immediately about any changes in the accreditation. The Certification Body will provide SGEC/PEFC Japan, at the beginning of each year as well as each time it is so requested, with updated evidence that it still meets the requirements of valid accreditation.

2.2 The Certification Body shall carry out the COC certification against PEFC ST 2002:2020 within the scope of the valid accreditation.

2.3 The Certification Body shall provide SGEC/PEFC Japan immediately with information on every COC certificates issued to an organization or company in Japan as well as on any changes to already issued certificates within the range of date as specified by SGEC/PEFC Japan.

2.4 The Certification Body shall pay SGEC/PEFC Japan the annual notification fee for every certificate issued based on an invoice issued by SGEC/PEFC Japan. The amount of the fees is specified in the Tariffs of PEFC Notification Fee and can be changed by SGEC/PEFC Japan during the validity of the contract. The change concerning the fees takes effect from the date identified in a written report sent by SGEC/PEFC Japan to the certification body.

2.5 The Certification Body agrees to be listed on the publicly available database in the website of SGEC/PEFC Japan and the PEFC Council including the certification body’s identification data and/or other data as specified in PEFC GD 1008:2019.

Article 3 Responsibilities of SGEC/PEFC Japan

3.1 SGEC/PEFC Japan recognizes the certificates issued by the Certification Body in compliance with this contract and accepts PEFC logo use applications from holders of the certificates under the conditions specified by PEFC Council.

3.2 SGEC/PEFC Japan is obliged to inform the Certification Body of any changes to the PEFC regulations and documentation which affect this contract.

Article 4 Contract termination

4.1 SGEC/PEFC Japan can terminate this contract with three-months prior notice by
registered letter.

4.2 SGEC/PEFC Japan may suspend the contract with the immediate effect if there are reasons to believe that any provision of the PEFC notification contract is not being adhered to.

4.3 Withdrawal, suspension or the end of the validity of the Certification Body’s accreditation will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.

4.4 The notification fee will not be refunded to the Certification Body in case of temporary suspension or termination of the contract according to the Article 4.1, 4.2 or 4.3.

4.5 SGEC/PEFC Japan is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Certification Body.

Article 5: Governing Law - Jurisdiction

This contract is subject to the law of Japan. Any disputes, or lawsuits concerning this contract may be brought before the courts in the judicial district of Japan.

Signed in Duplicate

In Japan on DD.MM.YYYY  In on DD.MM.YYYY

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