



## KFCC Notification of Certification Bodies by KFCC



**Korea Forestry Promotion Institute (Kofpi)**  
**Korean Forest Certification Council(KFCC)**

475, Gonghang-daero, Gangseo-gu, Seoul, Republic of Korea

Tel : 02-6393-2743

Fax : 02-6393-2718

HP : <https://kfcc.kofpi.or.kr>

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## <Contents>

|  |              |
|--|--------------|
| <b>Chapter 1 General Provisions .....</b>  | <b>1</b>     |
| Article 1. (Purpose) .....   | 1            |
| Article 2. (Scope) .....   | 1            |
| Article 3. (Responsibility and authority) .....  | 1            |
| <br><b>Chapter 2 Work Procedures .....</b>   | <br><b>1</b> |
| Article 4. (KFCC Notification issuance procedures) .....                                     | 1            |
| Article 5. (Annex) .....   | 2            |
| - Appendix 1. Application for KFCC Notification(KOR) .....                                   | 3            |
| - Appendix 2. Application for KFCC Notification(ENG) .....                                   | 4            |
| - Appendix 3. KFCC Notification Contract(KOR) .....  | 5            |
| - Appendix 4. KFCC Notification Contract(ENG) .....  | 8            |
| - Appendix 5. Report of Forest Certification Information By Certification<br>Body(KOR) ..... | 11           |
| - Appendix 6. Report of Forest Certification Information By Certification<br>Body(ENG) ..... | 12           |
| - Appendix 7. Notification Fee(Yearly) .....   | 12           |

# KFCC Notification of Certification Bodies by KFCC

Enacted on 22. 12. 2015

Revised on 21. 11. 2018

Revised on 17. 12. 2019

## Chapter 1 General Provisions

**Article 1 (Purpose)** This rule is to define procedures in detail of the notification as a certification body pertaining to operation of the Korea Forest Certification Scheme (hereinafter referred to as the "KFCC Scheme") run by the Korea Forestry Promotion Institute (hereinafter as the "Kofpi").

**Article 2 (Scope)** This rule shall be applicable to the Kofpi's procedures from reception, processing of an application to the notice of a result to an organization that applies for the notification as a certification body regarding operation of the KFCC Scheme in accordance with the Operation Guideline for Korea Forestry Certification Scheme.

**Article 3 (Responsibility and authority)** ① The chairman of the Korean Forest Certification Council (hereinafter referred to as the "Council") shall have the following responsibility and authority regarding the notification as a certification body.

- Decision regarding an application for a notification as a certification body

②The secretary general shall have the following responsibility and authority.

1. Reception and review of an application form for the notification as a certification body

2. Notice of the chairman's decision to an applicant

## **Chapter 2 Work Procedures**

**Article 4 (KFCC Notification Issuance Procedures)** ① An organization that applies for the notification as a certification body shall satisfy the following notification criteria as prescribed in Attached Table No. 1 of Operation Guideline for Korea Forest Certification Scheme.

② An organization which intends to apply for the notification as a certification body shall submit an application form (Form No .1) and required documents to the Kofpi.

③ The secretary general shall review the validity of an application form and documents submitted, and if they are insufficient, he or she may ask an applicant to send additional materials.

④ The secretary general shall report the relevant documents to the chairman once the validity of documents submitted has been verified after review.

⑤ The chairman shall deliberate on an applicant's conformity to application conditions such as qualifications and notification criteria, and then decide on notification.

⑥ The secretary general shall notify the chairman's decision to an applicant. If the chairman rejects the notification of an applicant, the secretary general shall provide the reason in a clear manner.

⑦ Once the notification of an applicant is approved, the secretary general shall sign a contract with the certification body according to Appendix 3.

⑧ If signing a contract with an applicant is completed, the secretary general shall register it to the registration system and disclose it to the interested

parties concerned.

**Article 4-2(Notification Fee)** The CBs shall pay the notification fee yearly for the notification contract and the use of the KFCC(PEFC) trademark in accordance with Appendix 7.

**Article 5(Relevant Forms)**

1. Appendix 1 Application for KFCC Notification\_KOR
2. Appendix 2 Application for KFCC Notification\_ENG
3. Appendix 3 KFCC Notification Contract\_KOR
4. Appendix 4 KFCC Notification Contract\_ENG
5. Appendix 5 Report of Forest Certification Information By Certification Body\_KOR
6. Appendix 6 Report of Forest Certification Information By Certification Body\_ENG
7. Appendix 7 Notification Fee(Yearly)

## **APPEND<2015. 12. 22.>**

1. This rule shall take into effect from the data when it is approved by the chairman.
2. The notification fee(yearly) under Article 4-2 shall be suspended until November 30, 2024.

[Appendix 1]

## 산림인증기관 공시(Notification) 신청서

### I. 신청기관 일반정보

|                |       |      |  |
|----------------|-------|------|--|
| 신청기관 명         |       |      |  |
| 사업자등록번호 및 법인번호 |       |      |  |
| 신청기관 대표자 성명    |       |      |  |
| 신청기관 주소 및 웹 주소 |       |      |  |
| 신청기관 담당자 및 연락처 | 전화 :  | 팩스 : |  |
|                | 이메일 : |      |  |

### II. 신청 프로세스의 정보 및 문서

|                   |  |
|-------------------|--|
| 인정번호 및 인정유효기간     |  |
| 인정기관 명            |  |
| 첨부 : 인정기관의 인정서 사본 |  |

### III. 자체 선언

신청기관은 다음 사항을 확인합니다.

- 본 기관은 운영기관의 산림인증기관 공시(Notification) 조건 및 등록 절차와 인증기관 공시협약서의 내용을 충분히 이해하였으며 모든 내용을 수락함을 확인함.
- 신청서에 기재한 모든 내용은 완전하며 사실임을 확인함.

신청기관 대표

서명

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|  |
|  |

한국산림인증위원장 귀하



[Appendix 2]

## APPLICATION FORM FOR KFCC NOTIFICATION

### I . Applicant's Identification Data

|                                  |                   |
|----------------------------------|-------------------|
| Organisation Name                |                   |
| Organisation Registration Number |                   |
| Organisation's Representative    |                   |
| Address                          |                   |
| Contact Person                   |                   |
|                                  | Telephone : Fax : |
|                                  | E-mail :          |

### II . Information and Documents for Application Processing

|  |  |
|--|--|
| Accreditation Number/expiry date of validity   |  |
| Accreditation Body Name  |  |
| Documents required to process the application : Copy of the accreditation atestation |  |

### III . Self-Declaration:

I hereby confirm that:

- I have read the KFCC regulations concerning KFCC certification and notification and accept them,
- The data included in this application is complete and truthful.

Name of applicant's representative

Signature

|  |
|--|
|  |
|  |

To Chairman of KoFPI's Korea Forest Certification Council

## 산림인증기관 공시(Notification) 계약서

|                  |   |
|------------------|---|
| 인증기관명            |   |
| 인증 유형<br>(인증 표준) | <input type="checkbox"/> FM (KFCC-S-01)<br><input type="checkbox"/> CoC (KFCC-S-03)<br><input type="checkbox"/> CoC (PEFC ST 2002:2020) |

본 기관은 한국산림인증제도 운영지침에 따라 IAF 회원으로 MLA에 등록된(FM 인증을 제공하기 위한 17021과 CoC 인증을 제공하기 위한 17065) 인정기구인 \_\_\_\_\_로부터 인정된 기관으로 인증기관 공시(Notification) 등록을 위해 한국산림인증제도 운영기관인 한국임업진흥원의 한국산림인증위원회 (이하 “위원회”라 한다)에서 정한 기준 및 절차를 포함한 다음의 사항을 준수할 것을 서약한다.

### 계약 조건

당사자는 다음 조건들이 인증기관의 등록에 적용되는 것을 동의한다.

### 적용표준

KFCC-S-01 산림경영인증표준

KFCC-S-03 임산물 생산·유통(CoC)표준

PEFC ST 2002:2020 Chain of Custody of Forest Based Products – Requirements

### 제1조(한국산림인증제도 운영기준 및 인정기준 등의 준수)

1. 인증기관은 한국산림인증위원회와 PEFC위원회의 요구사항을 준수해야 한다.
2. 인증기관은 산림인증표준(산림경영인증 KFCC-S-01 및 CoC인증 KFCC-S-03 또는 PEFC ST 2002:2013)의 요구사항에 따라 공정하고 신뢰 있는 인증심사 및 관련 업무를 성실히 수행해야 한다.

3. 인증제도 운영업무가 원활히 이루어지고 대내외적으로 한국산림인증제도의 신뢰 확보와 이해관계자 만족 증진을 위해 위원회가 요청하는 자료에 성실히 제공해야 한다.
4. 인증기관은 유효한 인정의 범위 내에서 국내에 등록된 조직들에 대해 KFCC SFM 인증서를 발급하고 이 조직들의 국·내외 복수사업장에 대해 CoC 인증을 발급해야 한다.

## 제2조(인증기관의 책임)

인증기관은 다음 사항을 준수해야 한다.

1. 인증기관은 유효한 인정상태를 유지해야하며, 인증기관의 어떠한 인정상태의 변경에 대해서 즉시 위원회에 알려야 한다. 요청을 받는 경우, 인증기관은 인정기관으로부터 유효한 인정 요구사항을 충족시키고 있다는 최신의 증거를 제공하여야 한다.
2. 인증기관은 인정기관에서 인정을 받은 범위 내에서만 인증활동을 하여야 하며, 한국산림인증제도 운영지침에서 정한 산림인증표준(산림경영인증 KFCC-S-01 및 CoC인증 KFCC-S-03)에 따라 인증심사를 하여야 한다.
3. 인증기관은 발행한 모든 인증정보를 제3호 서식에 따라 보고하여야 하며, 모든 인증변경사항에 대한 정보도 함께 보고하여야 한다. 또한 위원회가 인증조직에 대한 정보를 추가 요청 시 이에 적극 협조하여야 한다.
4. 인증기관은 인증조직이 적합한 인증로고 사용을 위해 위원회가 정한 '인증로고 사용표준(PEFC ST 2001:2020 및 KFCC-S-04) 및 인증로고 라이선스 사용서약(PEFC GD 1005:2020 및 KFCC-R-06)'이 적용됨을 보장하여야 한다.
5. 인증기관은 한국산림인증위원회의 웹사이트와 PEFC 웹사이트를 통해 인증기관 및 인증조직의 정보가 공개될 수 있는 것에 동의하여야 하며, 인증조직에게 정보가 공개됨을 알려야 한다.
6. 인증기관은 위원회가 인증제도 운영 실태를 파악하기 위한 인증기관 혹은 인증기업의 현장조사에 적극적으로 협조해야 한다.

## 제3조(진흥원의 책임)

1. 위원회는 본 계약서에 동의한 인증기관이 발행한 인증서를 인정한다.
2. 위원회는 '인증로고 라이선스 사용계약'을 체결한 모든 인증조직에게 인증로고

의 사용을 허용해야 한다.

3. 위원회는 한국산림인증제도 운영지침 및 관련 문서 등의 변경사항을 인증기관에 제공하여야 한다.

#### 제4조(계약 종료)

1. 본 계약서는 인증기관이 인정기관으로부터 인정이 유효한 경우에 한해서 효력이 있으며, 인정이 유효하지 않은 경우 운영기구인 위원회에 의한 인증기관 공시(Notification)는 취소 될 수 있다.
2. 위원회는 인증기관이 책임과 의무를 다하지 못하거나 한국산림인증위원회 및 PEFC위원회의 요구사항을 만족하지 못한다고 판단한 경우 본 계약을 취소할 수 있다.
3. 인증기관이 인정기관으로부터 인정정지, 취소 또는 인정 유효성이 종료가 된다면 자동으로 본 계약은 종료되는 것으로 본다.
4. 인증기관과 한국산림인증위원회 및 PEFC위원회 간의 계약의 철회, 중지 또는 종료는 자동으로 본 계약이 종료되는 것으로 본다.
5. 위원회는 일시적인 계약의 중지 또는 종료로 인해 인증기관에 미치는 어떠한 비용, 손실, 손상에 대한 보상의 의무를 갖지 않는다.

#### 제5조(계약의 유효성)

1. 본 계약은 양 기관의 서명과 함께 발효된다.
2. 계약의 효력은 유효기간은 3년으로 한다.
3. 본 공시는 국내에 등록된 조직들에 대해 KFCC SFM 인증서비스를 제공하고 이 조직들의 국·내외 복수사업장에 CoC 인증 서비스를 제공하는 인증기관을 대상으로 한다.

0000년 00월 00일

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**한국산림인증위원회**

**주소**

**[대표자 이름 및 서명]**

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**인증기관명**

**주소**

**[대표자 이름 및 서명]**

## KFCC Notification Contract

|   |   |
|---|---|
| Name of Certification Body                      |   |
| Type of Certification (Certification Standards) | <input type="checkbox"/> FM (KFCC-S-01)<br><input type="checkbox"/> CoC (KFCC-S-03)<br><input type="checkbox"/> CoC (PEFC ST 2002:2020) |

This organization pledges to observe the following matters including standards and procedures prescribed by the Korea Forest Certification Council of the Korea Forestry Promotion Institute (hereinafter referred to as “the KFCC”), an operating body of the Korean Forest Certification System, to register the notification of a certification body accredited by \_\_\_\_\_, an accreditation body which must be a member of the IAF and must have signed the MLA for 17065 to provide CoC certification and 17021 to provide FM.

### Contract Terms and Conditions

Parties concerned agree that the following terms and conditions are applicable to the registration of a certification body.

### Normative references

KFCC-S-01 Forest Management Certification Standard

KFCC-S-03 Chain of Custody(CoC) Standard

PEFC ST 2002:2020 Chain of Custody of Forest Based Products – Requirements

### Article 1 (Observance of operating and accreditation standards of the Korean Forest Certification System)

1. The certification body shall comply with KFCC Council’s and PEFC Council’s requirements

2. The organization sincerely performs fair and trustful evaluation and deliberation on certification and other relevant affairs in accordance with requirements based on the forest certification standards(KFCC-S-01 for Forest Management Certification and KFCC-S-03 or PEFC ST 2002 : 2020 for Chain of Custody (CoC) Certification).
3. The organization sincerely provides materials requested by the KoFPI to ensure smooth operation of the certification system, secure trust in the Korean Forest Certification System at home and abroad and promote satisfaction of stakeholders.
4. The certification body shall issue KFCC SFM certificates to organizations which are registered as a corporation in Korea and CoC certification to organisations which are registered in [country], and international sites participating in multi-site Chain of Custody certifications of these organisations, within the scope of a valid accreditation.

## **Article 2 (Responsibilities of the KFCC Notified Certification Body)**

**The KFCC Notified Certification Body is obliged to:**

1. The certification body shall maintain a valid accreditation and immediately inform the KoFPI of any change in its accreditation status. If requested, a certification body shall provide the updated evidence that it satisfies requirements for valid accreditation from an accreditation body.
2. Perform within the range in which it is accredited by an accreditation body and conduct evaluation on certification according to the forest certification standards (KFCC-S-01 for Forest Management Certification and KFCC-S-03 or PEFC ST 2002:2020 for Chain of Custody(CoC) Certification) prescribed in the operating guidelines of the Korean Forest Certification System.
3. Report all certification information issued in accordance with the Form No. 5, along with any amendment regarding certification. In addition, a certification body shall be cooperative if the KoFPI requests additional information regarding a certified organization.
4. Guarantee that certified organizations are covered by the “Usage Standard of Certification Logo (KFCC-S-04 and PEFC ST 2001:2020), Certification Logo License Agreement(KFCC-R-06), and Issuance of PEFC Logo use licenses by the PEFC Council(PEFC GD 1005:2020)” to ensure proper use

of the certification logo.

5. Agree that information of a certification body or a certified organization may be disclosed on the KoFPI's website and the PEFC website and inform certified organizations of such disclosure of information.
6. Actively cooperate the field study at a certification body or a certified enterprise conducted by the KoFPI to find out operating status of the certification system.

### **Article 3(Responsibilities of the KFCC)**

1. The KFCC recognizes a certificate issued by a certification body which agrees to this contract.
2. The KFCC shall permit all certified organizations that have signed the "Certification Logo License Agreement" to use the certification logo.
3. The KFCC shall provide changes in operating guidelines of the Korean Forest Certification System and relevant documents to a certification body

### **Article 4(Contract Termination)**

1. This contract will be effective only when the accreditation a certification body has obtained from an accreditation body is valid; and, if not, the KoFPI, the operator of the certification system, may cancel the notification as a certification body.
2. The KFCC may cancel this contract if a certification body fails to fulfil its responsibilities and duties or to meet the PEFC and the KFCC's requirements.
3. Withdrawal, suspension or the end of the validity of the KFCC Notified 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. Withdrawal, suspension or the end of the contract between the PEFC Council and KFCC will result in automatic termination of the KFCC notification with effect on the same date as the withdrawal, suspension or the end of the contract between the PEFC Council and KFCC.
5. The KFCC is not obliged to pay compensation for any costs or other damages which may temporary suspension or termination causes to the KFCC Notified Certification Body.

## Article 5(Validity of the Contract)

1. This contract enters into forces when it has been signed by both parties.
2. The contract will be effective for three years.
3. The notification shall cover certification bodies which provide SFM certification services to companies registered in Korea and CoC certification to companies registered in Korea and international sites participating in multi-site Chain of Custody certifications of these organisations.

YYYY. MM. DD

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**Korea Forest Certification Council**  
**Kang oh, LEE**  
**[Name and Signature of Representative]**

---

**Name of Certification Body**  
**Address**  
**[Name and Signature of Representative]**



[Appendix 5]

## 산림인증기관 산림인증정보 보고

### I. 신청기관 일반정보

|           |      |      |  |
|-----------|------|------|--|
| 조직명       |      |      |  |
| 조직 대표자 성명 |      |      |  |
| 주소        |      |      |  |
| 담당자       |      |      |  |
| 연락처       | 전화 : | 팩스 : |  |
| 이메일       |      | 웹 주소 |  |

※ 복수사업장의 경우, 모든 사업장의 정보를 기재

### II. 인증정보

|                 |                |
|-----------------|----------------|
| 인증기관명           |                |
| 인증번호            | ※ 인증서 사본 첨부할 것 |
| 인증서 발행일자        |                |
| 인증유효기간          |                |
| 인정기관명           |                |
| 전년도 인증된 조직의 매출액 |                |

### III. 인증제품의 정보

#### ☐ 산림경영 인증

| 인증 산림형태(ha)             | 비목재 임산물 | 주요 목재 종류 | 비고 |
|-------------------------|---------|----------|----|
| 예) 저강도 산림, 보존림, 수자원 함양림 |         |          |    |
|                         |         |          |    |
|                         |         |          |    |

#### ☐ 임산물 생산·유통인증의 경우

| 제품명 | 제품군 | 제품설명 | 비고 |
|-----|-----|------|----|
|     |     |      |    |
|     |     |      |    |

※ 참고 : 제품군

[Appendix 6]

## Report of Forest Certification Information by Certification Body

### I . Contact Details

|                               |             |      |       |
|-------------------------------|-------------|------|-------|
| Organisation Name             |             |      |       |
| Organisation's Representative |             |      |       |
| Address                       |             |      |       |
| Contact Person                |             |      |       |
| Contact Information           | Telephone : |      | Fax : |
| E-mail                        |             | http |       |

※ to be completed for every certificate and every site covered by a multi-site certificate

### II . Certificate Information

|   |  |
|---|--|
| Certification Body Name                               |  |
| Certificate number                                    | ※ Please attach a copy of the certificate. |
| Certificate issuance date                             |  |
| Certificate expiry date                               |  |
| Accreditation Body Name                               |  |
| Certified entity turnover<br>for the last year in WON |  |

### III. Certified product information

☐ Forest Management

| Type of Certified Forests(ha)  | Non-timber<br>Forest Product | Type of Major<br>Timber | Note |
|--|------------------------------|-------------------------|------|
| ex) low-intensity managed forests, forest<br>reserves , water conservation forests |                              |                         |      |
|  |                              |                         |      |
|  |                              |                         |      |

☐ Chain of Custody(CoC)

| Product Name | Product category | Product Description | Note |
|--------------|------------------|---------------------|------|
|              |                  |                     |      |
|              |                  |                     |      |

※ See codes of product categories and species

[Appendix 7]

### Notification fee(Yearly)

| Turnover(yearly, Won) | KFCC/PEFC Notification fee |
|-----------------------|----------------------------|
| 5M - 10M              | 50,000                     |
| 10M - 100M            | 150,000                    |
| 100M - 1B             | 300,000                    |
| 1B - 10B              | 600,000                    |
| 10B - 50B             | 1,000,000                  |
| 50B - 100B            | 2,000,000                  |
| 100B - 1T             | 3,000,000                  |
| 1T Or More            | 4,000,000                  |

Caution. Turnover(yearly) is the annual turnover of certified products by certified entities.