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Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Turkey



SOYDER

Sürdürülebilir Orman Yönetimi, Ürün ve Hizmetleri Belgelendirme
Derneği

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Foreword

SOYDER (PEFC: Programme for the Endorsement of Forest Certification schemes) is a national organisation with the purpose of facilitating sustainable forest management through forest certification and labelling of wood products. Consumers can trust that products carrying the PEFC label are made of raw material from sustainably managed forests, from recycling and/or non-controversial sources. SOYDER is a work group responsible for the standard setting and the administration of the Turkey PEFC scheme.

SOYDER standards are developed within an open and transparent procedure based on consensus and supported by consultation of a variety of stakeholders. Since 2020, PEFC Turkey is *full member* of PEFC International whose strict endorsement procedure guarantees international recognition.

To improve the readability, the male form is used for all denominations of persons. It refers to both, males and females.

Introduction

The PEFC Council (the Programme for the Endorsement of Forest Certification schemes) is a worldwide organisation promoting sustainable forest management through Forest Management certification, Chain of Custody certification and labelling of forest-based products.

Certification against the Turkey PEFC scheme shall be carried out by third party certification bodies, which are accredited by a national accreditation body which is a member of the International Accreditation Forum (IAF) in order to demonstrate their competence and independence. The PEFC notification establishes a necessary link between the accredited certification bodies and SOYDER and allows certification bodies to issue certificates recognised by SOYDER. Subject to a valid contract between the PEFC Council and SOYDER on the Administration of the PEFC scheme, the notification issued by SOYDER is recognised as PEFC notification.

Note: PEFC recognition of chain of custody certification against PEFC-TR-ST 2002 is subject to a valid contract between the PEFC Council and SOYDER on Administration of PEFC scheme.

In Turkey SOYDER is acting on the PEFC Council's behalf as PEFC authorised body, based on an administration contract signed with the PEFC Council in accordance with Guide PEFC GD 1004:2009.

The term "shall" is used throughout this document to indicate those provisions that, reflecting the requirements that are mandatory. The term "should" is used to indicate guidance that, although not mandatory, is provided as a recognised means of meeting the requirements. The term "may" used throughout this standard indicates permission expressed by this standard whereas "can" refers to the ability of a user of this standard or to a possibility open to the user.

1 Scope

1.1 This procedure sets out the rules for the issuance of notification by SOYDER to certification bodies operating:

a) Forest Management certification against the requirements of the PEFC-TR-ST-1001

and/or

b) Chain of Custody certification in *Turkey*.

1.2 This *procedure* was approved by the top management of the SOYDER and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the PEFC-TR-ST-2002.

1.2 The notification for forest management certification covers certification in Turkey according to the PEFC-Standard for Sustainable Forest Management in Turkey (PEFC-TR-ST-1001) and Group Certifications according to the PEFC-System in Turkey – Requirements (PEFC-TR-ST-1003) in case of group certification.

1.3 The notification for chain of custody covers certification of entities registered in Turkey against PEFC ST 2002. In case of multi-site cross-country certification, the notification covers certification of entities with the chain of custody head-office registered in Turkey.

2 Normative References

The following internal and external referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies:

PEFC-TR-ST-1001 *PEFC-Standard for Sustainable Forest Management in Turkey*

PEFC-TR-ST-1003 *Group Forest Certifications according to the PEFC-System in Turkey – Requirements*

PEFC-TR-ST-1004 *Requirements for Certification Bodies for Forest Management Certification*

PEFC-TR-ST-2002 *Chain of Custody of Forest Based Products - Requirements*

PEFC-TR-ST-2003 *Requirements for Certification Bodies operating CoC- Certification*

PEFC-TR-PR-4004 *Complaint & Appeals Procedure and Rules of Arbitration*

PEFC GD 1004:2009, *Administration of PEFC Scheme*

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

PEFC ST 2003:2012, *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard*

ISO/IEC 17021:2011, *Conformity assessment – requirements for bodies providing audit and certification of management systems*

ISO/IEC 17065:2012, *Conformity assessment — Requirements for bodies certifying products, processes and services*

3 Terms & Definitions

3.1 Accredited Certificate

A certificate issued by a certification body within the scope of its accreditation, which bears the accreditation body's symbol.

3.2 PEFC Authorized Body

An entity is authorized by the PEFC Council to administer the PEFC scheme on behalf of the PEFC Council.

3.3 Notification

Notification is a formal recognition of a certification body to operate forest management and / or chain of custody certification against the Turkish PEFC scheme in Turkey.

4 Conditions of Notification

4.1 General Conditions

4.1.1 An entity applying for the notification shall:

- a) be a legal entity;
- b) agree to be listed on the publicly available Internet database operated by PEFC Council, *SOYDER* or another body, including the certification body's identification data and / or other data as specified by *SOYDER*;
- c) sign a notification contract with *SOYDER* (Appendix 1a or 1b).

4.1.2 Complaints and disputes relating to the notification shall be handled according *PEFC-TR-PR-4004 Complaint & Appeals Procedure and Rules of Arbitration*.

4.2 Specific Requirements

4.2.1 Forest management certification

4.2.1.1 An entity applying for the notification shall have valid accreditation according to ISO/IEC 17021-1 (or ISO/IEC 17065:2012, if carried out as product certification), issued by TÜRKAK (Turk Accreditation Agency) that is a member of the European co-operation for Accreditation.

4.2.1.2 The accreditation shall be issued against ISO/IEC 17021-1 (or ISO/IEC 17065:2012, if carried out as product certification) and PEFC-TR-ST-1004, and the scope of the accreditation shall explicitly cover documents of the *SOYDER* scheme relating to forest management certification in their valid version and/ or with reference to any future amendments adopted by *SOYDER* .(PEFC-TR-ST-1001, PEFC-TR-ST-1003).

4.2.2 Chain of custody certification

4.2.2.1 An entity applying for the notification shall have valid accreditation issued by an accreditation body that is a signatory of the Multilateral Recognition Arrangement (MLA) for product certification of IAF or IAF's Regional Accreditation Groups such as European co-operation for Accreditation (EA).

4.2.2.2 The accreditation shall be issued against ISO/IEC 17065 and the scope of the accreditation shall explicitly include PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements and / or PEFC-TR-ST-2002 scheme specific chain of custody standard, if applicable in its valid version.

5 Obligations of the Notified Certification Body

5.1 The certification body notified by *SOYDER* shall in general:

- a) Pay *SOYDER* an annual notification fee for every certificate when invoiced by the *SOYDER*. The amount of the fee is specified in Appendix 3 of this procedure, Tariffs of the Notification Fee of *SOYDER* and can be changed by *SOYDER* during the validity of the contract. Any change to the contract between the *SOYDER* and the notified certification body resulting from a change in the rates will take effect the year following that in which the *SOYDER* has informed the certification body, in writing, of the change.
- b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or the *SOYDER*.
- c) Inform certificate holders about the range of information it is reported *SOYDER* and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
- d) Inform the certificate holder how to obtain a PEFC Logo use license from *SOYDER*.

5.2 The certification body notified by *SOYDER* for Forest Management certification shall:

- a) Have and keep valid accreditation issued in compliance with PEFC-TR-ST-1001, PEFC-TR-ST-1003 and inform *SOYDER* immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- b) Carry out Forest Management certification against PEFC-TR-ST-1001, PEFC-TR-ST-1003 within the scope of the valid accreditation.
- c) Provide *SOYDER* immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
- d) Provide *SOYDER*, upon request, with a list of Forest Management certificates issued under the scope of notification by *SOYDER*, including information defined in the reporting form in the Appendix 5 to this document.

5.3 The certification body notified by *SOYDER* for Chain of Custody certification shall:

- a) Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and / or PEFC-TR-ST-2002 and inform *SOYDER* immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- b) Carry out PEFC chain of custody certification against PEFC ST 2002:2013 and / or PEFC-TR-ST-2002 within the scope of the valid accreditation.
- c) Provide *SOYDER* immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by *SOYDER* and on changes concerning reported certificates.
- d) Provide *SOYDER*, upon request, with a list on certificates issued under the scope of notification by *SOYDER*, including information defined in the reporting form in the Appendix 4 to this document.

6 Validity of the Notification

6.1 The notification is valid for the period of the validity of the relevant certification body's accreditation. The notification can be terminated by any party with three months' notice. The notification can be terminated or suspended immediately by *SOYDER* if the notification contract is violated.

6.2 The PEFC recognition of the notification is subject to a valid contract between *SOYDER* and the PEFC Council. *SOYDER* shall inform the notified certification body about any changes in the contract affecting the notification.

7 Documentation

- ❖ Appendix 1a – Notification Contract for FM Certification
- ❖ Appendix 1b – Notification Contract for CoC Certification
- ❖ Appendix 2 – Application Form for Notification
- ❖ Appendix 3 – Notification Fees
- ❖ Appendix 4 – CoC Certificate Reporting Form
- ❖ Appendix 5 – FM Certificate Reporting Form

8 Version History

8.1 The following list presents a list of changes to this quality document over time.

Revision Status	Revision Date	Description of Revision	Prepared by	Controlled by	Approved by
IFR	06.10.2020	Issued for review from PEFC Council	SYI	GKO	GKO
IFA	26.11.2020	"SOYDER" has been added instead of the "PEFC Turkey" statement. Issued for approval of PEFC Council	SYI	GKO	GKO
00	07.01.2021	Approved by PEFC	SYI	GKO	GKO

Figure 1: Notification Issuance Process

