



PEFC

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PEFC RED III GD 5004:2025

Operations of the PEFC RED III Scheme



**PEFC RED III
PROCEDURE
DOCUMENT**

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The official version of the document is in English. Translations of the document can be obtained from the PEFC Council or PEFC National Governing Bodies. When there is doubt in regard to language interpretation, the English version is the reference.

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Foreword

PEFC, the Programme for the Endorsement of Forest Certification, is a worldwide organisation promoting sustainable forest management through forest certification and labelling of forest-based products. Products with a PEFC claim and/or label offer assurances that the raw materials used in their manufacture originate from sustainably managed forests and Trees outside Forests (TOF) areas, recycled and controlled sources.

The PEFC Council endorses national and regional forest certification systems that comply with PEFC Council requirements. Systems are subject to regular evaluations.

The PEFC Council is the owner of the PEFC forest certification scheme. The PEFC Council has extended the existing scheme developing new technical documentation (the PEFC RED scheme), to be used by PEFC chain of custody certified organisations to comply with the obligations from the Renewable Energy Directive (RED) of the European Commission. The RED recognises the use of forest biomass and ligno-cellulosic material from residues and waste for the production of electricity, heating and cooling.

The European Commission assessed the PEFC RED scheme and granted its recognition as a RED II recognised voluntary scheme on 20 December 2024. The PEFC RED III scheme achieved positive technical assessment from the European Commission on 8 April 2025.

Introduction

To ensure the scheme's continued operation and ongoing recognition by the European Commission, PEFC has developed this procedure document which outlines procedures, processes, actions, and activities to conduct the operations of the PEFC RED III scheme by the PEFC Council, the PEFC RED authorised bodies, PEFC RED III notified certification bodies, and PEFC RED III certified organisations. PEFC GD 5004 also introduces the PEFC RED fee system.

This procedure document builds upon a "Bridging Document" previously submitted to the European Commission to demonstrate the alignment of the PEFC scheme with the RED III Voluntary Scheme Assessment Protocol Requirements, as required for the assessment conducted by the European Commission. The Bridging Document synthesised existing PEFC framework elements, including governance, internal monitoring, certification scheme approach, complaint resolution, documented information procedure, information publication, acceptance of other certification systems, supervision mechanisms, annual reporting, and market data collection.

The governance of the PEFC scheme is based on the principle of a subsidiarity and decentralised organisational structure. The operations of the PEFC scheme are therefore executed by the PEFC Council and the PEFC authorised bodies.

The PEFC Council is responsible for ensuring the harmonised implementation of the PEFC scheme to satisfy the needs and expectations of PEFC scheme users, to ensure consistency for those users operating in more than one country, and to avoid discrimination of PEFC scheme users operating in different countries.

1. Scope

This procedure document covers requirements for the operations of the PEFC RED III scheme, including the following:

- a) operation of the PEFC RED III scheme by PEFC RED authorised bodies
- b) procedure for the PEFC RED III notification of certification bodies
- c) procedure for the PEFC RED III notification of organisations
- d) quality management system:
 - i. resources management
 - ii. internal monitoring
 - iii. complaint procedures
 - iv. conflict of interest
 - v. documented management system
 - vi. performance evaluation
 - vii. management review
 - viii. nonconformity and corrective action
- e) PEFC RED database
- f) reporting and maintenance of the RED III recognition by the European Commission
- g) communication and promotion
- h) PEFC RED fee structure and tariffs and process

The requirements of this guidance are applicable to the PEFC Council and the PEFC RED authorised bodies operating the PEFC RED III tasks on behalf of the PEFC Council. In addition, some requirements are also applicable to PEFC RED III notified certification bodies and PEFC RED III certified organisations.

In this document, the following verbal forms are used: “shall” indicates a requirement; “should” indicates a recommendation; “may” indicates a permission; “can” indicates a possibility or a capability. Further details can be found in the ISO/IEC Directives, Part 2.

2. Normative references

PEFC ST 2002, *Chain of Custody of Forest and Tree Based Products, Requirements*

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

PEFC GD 1004, *Administration of PEFC scheme*

PEFC ST 5002, *Additional requirements for organisations sourcing forest biomass - RED III*

PEFC ST 5003, *Additional requirements for certification bodies providing certification against PEFC ST 5002 – RED III*

PEFC ST 5004, *Requirements for the development of Level A risk assessments and its recognition by PEFC as per Article 29 (6a) and (7a) of the RED III Directive*

PEFC GD 5005, *PEFC Council complaints procedure for the PEFC RED II/III scheme*

PEFC Council Statutes

ISO 19011, *Guidelines for auditing management systems*

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

ISO 14065 *General principles and requirements for bodies validating and verifying environmental information*

Directive (EU) 2018/2001 *on the promotion of the use of energy from renewable sources (RED II Directive)*

Directive (EU) 2023/2413 of the European Parliament and of the Council of 18 October 2023 amending Directive (EU) 2018/2001, Regulation (EU) 2018/1999 and Directive 98/70/EC as regards the promotion of energy from renewable sources, and repealing Council Directive (EU) 2015/652 (RED III Directive)

Commission Implementing Regulation (EU) 2022/2448 of 13 December 2022 *on establishing operational guidance on the evidence for demonstrating compliance with the sustainability criteria for forest biomass laid down in Article 29 of Directive (EU) 2018/2001 of the European Parliament and of the Council (IR 2022/2448)*

Commission Implementing Regulation (EU) 2022/996 of 14 June 2022 *on rules to verify sustainability and greenhouse gas emissions saving criteria and low indirect land-use change-risk criteria apply and its annexes (IR 2022/996)*

Commission Implementing Regulation (EU) 2025/196 of 3 February 2025 *amending Implementing Regulation (EU) 2022/996 as regards the accreditation of certification bodies and correcting Annex VII to that Regulation (IR 2025/196)*

Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 *on waste and repealing certain Directives.*

3. Terms and Definitions

3.1 Certification body

A certification body is an independent accredited conformity assessment body that concludes an agreement with a voluntary scheme or national scheme recognised by the European Commission in accordance with Article 30(4)-(6) of Directive (EU) 2018/2318/2410013001, as amended by Directive (EU) 2023/2413 to provide certification services for raw materials or fuels by carrying out audits of **economic operators** and issuing certificates on behalf of the voluntary or national scheme's certification system.

Note 1: Certification bodies shall sign a **PEFC RED III notification contract** with the PEFC Council. A certification body holding a valid **PEFC RED III notification contract** is referred to as PEFC RED III notified certification body.

Note 2: PEFC RED notified certification body refers to both PEFC RED II and RED III notified certification body.

3.2 Economic operator/Organisation

A producer of raw material, a collector of waste and residues, an operator of installations processing raw material into final fuels or intermediate products, an operator of installations producing energy (electricity, heating or cooling) or any other operator, including of storage facilities or traders that are in physical possession of raw material or fuels, provided that they process information on the sustainability and greenhouse gas emissions saving characteristics of those raw materials or fuels.

Note 1: Organisations shall sign a **PEFC RED III contract** with the **PEFC RED authorised body** or with the PEFC Council in countries without a **PEFC RED authorised body**.

Note 2: The term “economic operator” is equivalent to the term “organisation” used in PEFC ST 2002.

Note 3: An organisation that holds a valid **RED III certificate** issued under the **PEFC RED III scheme** (a **PEFC RED III certificate**) is called a PEFC RED III certified organisation.

Note 4: PEFC RED certified organisation refers to both PEFC RED II and RED III certified organisation.

3.3 First gathering point

A storage or processing facility managed directly by an **economic operator** or other counterpart under contractual agreement that is sourcing raw material directly from producers of agricultural biomass, forest biomass, wastes, and residues or, in the case of renewable fuels of non-biological origin, the plant producing such fuels.

Note 1: The first gathering point for waste and residues is the collection point. A collection point is a storage or processing facility managed directly by an **economic operator** that is sourcing ligno-cellulosic material from wastes and residues.

Note 2: Within the scope of PEFC ST 5002, the first gathering point only covers **organisations** sourcing raw material directly from producers of forest biomass and waste and residues from ligno-cellulosic material.

3.4 PEFC authorised body

An entity authorised by the PEFC Council to perform the administration of the PEFC scheme on behalf of the PEFC Council.

Note: The authorised body is either the **PEFC National Governing Body** operating within its country or other entity which has been authorised by the PEFC Council to perform the administration of the PEFC scheme.

3.5 PEFC National Governing Bodies (NGBs)

The PEFC National Governing Bodies (PEFC NGBs) are independent, national organisations established to develop and implement a PEFC system within their country(ies). A list of the PEFC NGBs and their contact details can be found on the [PEFC website](#).

3.6 PEFC RED authorised body

A PEFC RED authorised body is authorised by the PEFC Council to perform the operations of the **PEFC RED III scheme** on behalf of the PEFC Council.

Note 1: The PEFC RED authorised body is either the **PEFC National Governing Body** (PEFC NGB) operating within its country(ies) or other entity which has been authorised by the PEFC Council to perform the operations of the **PEFC RED III scheme**.

Note 2: In countries where the PEFC Council has not authorised a PEFC RED authorised body, the PEFC Council secretariat, on behalf of the PEFC Council, operates the tasks assigned to the PEFC RED authorised bodies.

3.7 PEFC RED database

The PEFC RED database is a central repository of information related to the **PEFC RED II and III scheme** to help ensure its integrity and operability. PEFC RED database users are the PEFC Council secretariat, **PEFC RED authorised bodies**, **PEFC RED III notified certification bodies**, and PEFC RED II/III certified organisations.

3.8 PEFC RED III contract

The PEFC RED III contract is a formal agreement between the PEFC Council or the **PEFC RED authorised body** and the **organisation** applying for PEFC RED III certification. It defines the respective obligations and responsibilities of both parties in relation to the organisation's participation in the **PEFC RED III scheme**.

Note: The PEFC RED III contract can be found in Appendix 3 of this document.

3.9 PEFC RED III notification contract

The PEFC RED III notification contract is a formal agreement between the PEFC Council and a PEFC notified **certification body** that wants to operate PEFC RED III certification. It defines the respective obligations and responsibilities of both parties in relation to the certification body's participation in the **PEFC RED III scheme**.

Note: The PEFC RED III notification contract can be found in Appendix 2 of this document.

3.10 PEFC RED III scheme

Set of rules and procedures for the management of the PEFC RED III conformity assessment system, and the maintenance of its recognition by the European Commission. The PEFC RED III certification scheme is owned and maintained at the PEFC Council level and adopted by the corresponding bodies of the PEFC endorsed national and regional certification systems.

3.11 PEFC RED operations contract

The PEFC RED operations contract is a formal agreement between the PEFC Council and a **PEFC authorised body** that grants the **PEFC authorised body** the authority to operate the tasks outlined in PEFC GD 5004 related to the **PEFC RED III scheme** within a specific country, and to receive a portion of the PEFC RED III fee for those **PEFC RED III certificates** issued in its country.

Note: The PEFC RED operations contract can be found in Appendix 1 of this document.

3.12 Recognised voluntary scheme

A voluntary scheme recognised pursuant to Article 30(4) of RED III:

The Commission may decide that voluntary national or international schemes setting standards for the production of biofuels, bioliquids or biomass fuels, or other fuels that are eligible for counting towards the numerator referred to in point (b) of Article 27(1), provide accurate data on greenhouse gas emission savings for the purposes of Article 25(2) and Article 29(10), demonstrate compliance with Article 27(3) and Article 28(2) and (4), or demonstrate that consignments of biofuels, bioliquids or biomass fuels comply with the sustainability criteria laid down in Article 29(2) to (7). When demonstrating that the criteria laid down in Article 29(6) and (7) are met, the operators may provide the required evidence directly at sourcing area level.

The Commission may recognise areas for the protection of rare, threatened or endangered ecosystems or species recognised by international agreements or included in lists drawn up by intergovernmental organisations or the International Union for the Conservation of Nature for the purposes of point (c)(III) of the first subparagraph of Article 29(3). The Commission may decide that those schemes contain accurate information on measures taken for soil, water and air protection, for the restoration of degraded land, for the avoidance of excessive water consumption in areas where water is scarce, and for certification of biofuels, bioliquids and biomass fuels with low indirect land-use change-risk.

3.13 RED III certificate

A conformity statement by a **certification body** within the framework of a voluntary scheme, certifying that an **economic operator** complies with the requirements of RED III.

Note 1: A conformity statement by a **certification body** within the framework of the PEFC voluntary scheme recognised by the European Commission under the RED III, certifying that an **economic operator** complies with the requirements of RED III is called a PEFC RED III certificate. An **organisation** holding a valid PEFC RED III certificate is referred to as a PEFC RED III certified **organisation**.

Note 2: RED certificate refers to both RED II and RED III certificate.

3.14 Trading data

Market updates of the scheme, the amount of feedstock, biofuels, bioliquids and biomass fuels certified according to PEFC in the previous calendar year by country of origin and type.

4. Operations of the PEFC RED III scheme by the PEFC Council secretariat and PEFC RED authorised bodies

4.1 General requirements

- 4.1.1 The PEFC Council is the owner of the **PEFC RED III scheme** and shall be the only body allowed to issue clarifications, interpretations, and guidance on the PEFC RED III technical documentation.
- 4.1.2 The PEFC RED III scheme operations are performed by the PEFC Council secretariat and **PEFC RED authorised bodies** according to the procedural requirements described in this document.
- 4.1.3 For a **PEFC National Governing Body** to become the **PEFC RED authorised body** for the **PEFC RED III scheme** in a country, the corresponding decision body at the **PEFC National Governing Body** shall adopt the PEFC RED III technical documentation as part of their national or regional system.
- 4.1.4 The PEFC Council authorises each **PEFC authorised body** to conduct the specific tasks of the **PEFC RED III scheme** within their respective countries. This authorisation is based on a **PEFC RED operations contract** signed between the PEFC Council and the **PEFC authorised body** to become the **PEFC RED authorised body**. The template of the contract can be found in Appendix 1 of this document.
- 4.1.5 In countries where the PEFC Council has not authorised a **PEFC authorised body** for PEFC RED III operations purposes, the PEFC Council secretariat, on behalf of the PEFC Council, shall conduct the tasks assigned to the **PEFC RED authorised body** within the country.
- 4.1.6 **PEFC RED authorised bodies** based in the European Union shall maintain regular contact with the competent authorities in their country.
- 4.1.7 The PEFC Council may temporarily suspend the **PEFC RED operations contract** with a **PEFC RED authorised body** if there are reasons to believe that any of the terms of the contract are not being adhered to. If the suspension is lifted, this contract will be valid again. If the suspension is not lifted, the contract will be automatically terminated.
- 4.1.8 The PEFC Council may terminate the **PEFC RED operations contract** with a **PEFC RED authorised body** with immediate effect if there is evidence that any of the terms of the contract are not being adhered to.
- 4.1.9 Either party may terminate the **PEFC RED operations contract** with three month's prior notice by a registered letter.
- 4.1.10 If the **PEFC RED operations contract** is terminated, all **PEFC RED III contracts** signed between that **PEFC RED authorised body** and PEFC RED III certified **organisations** shall be replaced by new **PEFC RED III contracts** signed between the PEFC Council and the PEFC RED III certified **organisations**, within three months, using the template in Appendix 3 of this document.
- 4.1.11 If a PEFC RED III certified **organisation** refuses to sign the new **PEFC RED III contract** with the PEFC Council, the PEFC Council secretariat shall immediately inform the PEFC RED III notified **certification body** so it can take necessary measures.
- 4.1.12 The PEFC Council is not obliged to pay compensation for any costs or other damages that a temporary suspension or termination of the **PEFC RED operations contract** with a **PEFC RED authorised body** causes to that body or any other body.

4.2 Financing of the PEFC RED III scheme

- 4.2.1** The maintenance of the European Commission's recognition and the operations and running of the **PEFC RED III scheme** shall be primarily financed through the PEFC RED fees.
- 4.2.2** The PEFC RED fee structure, tariffs, and process detailed in Appendix 4 of this document shall apply to all PEFC **RED III certificates** issued globally.
- 4.2.3** The PEFC Council shall be responsible for collecting the PEFC RED III fees from the PEFC RED III certified **organisations** globally, in accordance with the process outlined in Appendix 4 of this document.
- 4.2.4** The PEFC Council shall pay back a portion of such fees to the **PEFC RED authorised bodies** according to the tasks conducted and the cost incurred, as determined on an annual basis by the Board of Directors of the PEFC Council, after consultation with the **PEFC RED authorised bodies**.

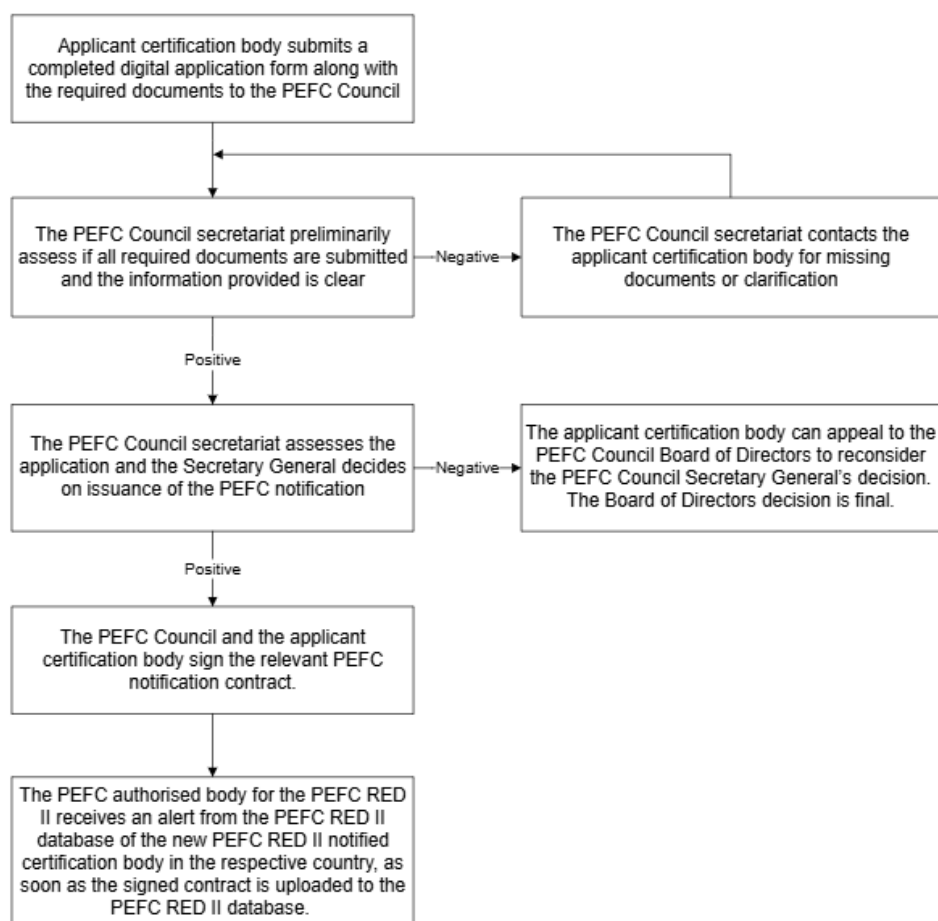
5. Procedure for the PEFC RED III notification of certification bodies

5.1 General

- 5.1.1** PEFC RED III notification of **certification bodies** is conducted globally by the PEFC Council secretariat, on behalf of the PEFC Council.
- 5.1.2** PEFC RED III notification of **certification bodies** shall be based on the signature of a **PEFC RED III notification contract** between the PEFC Council and the **certification body**.
- 5.1.3** The **PEFC RED III notification contract** with a **certification body** shall be signed before the **certification body** starts operating PEFC RED III certification.
- 5.1.4** The content of the **PEFC RED III notification contract** between the PEFC Council and the **certification body** shall include all the requirements outlined in Appendix 2 of this document.
- 5.1.5** The PEFC notification of a **certification body** shall not include any discriminatory measures, such as the certification body's country of origin, affiliation to an association, etc.
- 5.1.6** To notify a **certification body**, the PEFC Council secretariat shall receive proof of evidence from the **certification body** that the **certification body**:
- a) Is a legal entity and can legally operate in the country/ies where they want to operate PEFC RED III certification.
 - b) Is accredited to operate PEFC chain of custody certification in compliance with *PEFC ST 2003, Requirement for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard* and holds a valid PEFC chain of custody notification from the country/ies where they want to operate PEFC RED III certification.
 - c) Holds a valid accreditation issued by a national accreditation body against ISO/IEC 17065 and in accordance with Regulation (EC) 765/2008 and shall cover the specific scope of certification of the voluntary or national scheme within the scope of Directive (EU) 2018/2001, as amended by Directive (EU) 2023/2413
- Note:** The proof of evidence of the accreditation related requirements described in c) may be postponed if and during the time that the European Commission may postpone the accreditation related requirements. Once the European Commission reinstates the accreditation requirements, the PEFC Council secretariat will make sure to receive in due course the proof of evidence of the accreditation for the **PEFC RED III notification contract** with the **certification body** to remain valid.
- 5.1.7** In addition, when a **certification body** conducts verification activities, either with its internal resources or with other resources under its direct control, it shall also meet the applicable requirements of EN ISO/IEC 17029 and EN ISO 14065. The **certification body** shall only use other resources for verification activities from accredited bodies that meet the applicable requirements of EN ISO/IEC 17029 and EN ISO 14065.
- 5.1.8** The PEFC Council secretariat shall monitor regularly that the **certification body** complies with the requirements to be PEFC RED III notified and with the conditions outlined in the **PEFC RED III notification contract**.
- 5.1.9** The PEFC Council secretariat shall take immediate action if there is evidence of a violation of the **PEFC RED III notification contract** by a **certification body**.

5.2 PEFC RED III notification of certification body issuance procedures

Figure 1: PEFC RED III notification of certification body issuance procedures



5.2.1 To start a PEFC RED III notification process, the PEFC Council shall receive an application from the applicant **certification body**, including all required documents listed in 5.1.6 and 5.1.7 of this document. The application will be made by the **certification body** using an [online application form](#).

Note: An existing PEFC RED II notified **certification body** who would like to become PEFC RED III notified **certification body** does not need to fill in the online application form. They shall follow the procedure under 5.1.3 of this document.

5.2.2 The PEFC Council secretariat shall carry out a preliminary assessment of the application to ensure that all the required documents are submitted, and that the information provided is clear.

5.2.3 If any documents are missing or clarifications are needed, the PEFC Council secretariat shall contact the applicant **certification body** to request the missing documents or clarification.

5.2.4 The PEFC Council secretariat shall assess the application, and the Secretary General will decide on the issuance of the PEFC RED III notification of the **certification body**.

5.2.5 If the PEFC Council secretariat rejects the application, the applicant **certification body** can appeal to the PEFC Council Board of Directors to reconsider the decision. The Board of Directors' decision is final.

5.2.6 If the PEFC Council approves the application, the PEFC Council and the applicant **certification body** shall proceed to sign a **PEFC RED III notification contract**.

6. Procedure for the PEFC RED III notification of organisations

6.1 General

- 6.1.1 PEFC RED III notification of **organisations** is conducted by the **PEFC RED authorised body** for their respective country/ies, on behalf of the PEFC Council, and by the PEFC Council in countries without a **PEFC RED authorised body**.
- 6.1.2 The PEFC RED III notification of **organisations** shall not include discriminatory measures, such as the organisation's country of origin, affiliation to an association, etc.
- 6.1.3 The PEFC RED III notification of **organisations** shall be based on the signature of a contract between the **PEFC RED authorised body** and the **organisation**.
- 6.1.4 The **PEFC RED III contract** between the **PEFC RED authorised body** and the **organisation** applying for the PEFC RED III certification shall be signed before the issuance of the initial **PEFC RED III certificate** by the **certification body**.
- 6.1.5 The content of the **PEFC RED III contract** between the **PEFC RED authorised body** and the **organisation** shall include all the requirements outlined in Appendix 3 of this document.
- 6.1.6 To notify the **organisation**, the **PEFC RED authorised body**, as applicable, shall ensure that the **organisation** holds a valid PEFC chain of custody certificate, or obtains a PEFC chain of custody certificate at the same time as the **PEFC RED III certificate**.
- 6.1.7 The **PEFC RED authorised body** shall upload the signed **PEFC RED III contract** to the **PEFC RED database**.
- 6.1.8 The PEFC Council secretariat or the **PEFC RED authorised body**, as applicable, shall take immediate action if there is evidence of a violation of the **PEFC RED III contract** by an **organisation**.

6.2 Responsibilities of the PEFC RED authorised body

- 6.2.1 **PEFC RED authorised bodies** may translate the **PEFC RED III contract** into their language. However, the contract signed by the **organisation** shall always include the English version together with the translated version and indicate that the English version is the official one.
- 6.2.2 **PEFC RED authorised bodies** shall adapt Article 8 of the **PEFC RED III contract** in Appendix 3 of this document to the jurisdiction of the country/ies where they operate the **PEFC RED III scheme**.
- 6.2.3 **PEFC RED authorised bodies** are responsible for ensuring that the **PEFC RED III contract** complies with applicable legislation in their countries.

7. Quality management system

7.1 General

- 7.1.1** The PEFC Council secretariat shall establish a quality management system to maintain the European Commission's recognition of the **PEFC RED III scheme**.
- 7.1.2** **PEFC RED authorised bodies** shall support the PEFC Council secretariat to maintain the quality management system.
- 7.1.3** The quality management system shall verify PEFC RED III certified organisations' compliance with the scheme's provisions and ensure the quality of the work carried out by the PEFC RED III notified certification body auditors.

7.2 Resource management

- 7.2.1** The PEFC Council secretariat and **PEFC RED authorised bodies** shall determine and provide the resources needed to establish, implement, maintain, and continually improve the quality management system.
- 7.2.2** The PEFC Council secretariat and **PEFC RED authorised bodies** shall define roles and assign responsibilities related to the operations of the **PEFC RED III scheme** to staff members, to ensure the effective implementation of the **PEFC RED III scheme** and the operation and control of the process.
- 7.2.3** The PEFC Council secretariat and **PEFC RED authorised bodies** shall ensure that the assigned staff is competent to conduct the assigned tasks.
- 7.2.4** Each **PEFC RED authorised body** shall ensure that PEFC RED authorised body's staff participate and coordinate with the PEFC Council secretariat.

7.3 Internal monitoring

7.3.1 General

7.3.1.1 Responsibilities of the PEFC Council secretariat

- 7.3.1.1.1** The PEFC Council secretariat shall have in place a monitoring system to verify compliance of **organisations** with the provisions of the scheme and to ensure the quality of work carried out by the certification body auditors.
- 7.3.1.1.2** The PEFC Council secretariat shall coordinate with the **PEFC RED authorised bodies** to keep regular contact with external stakeholders.
- 7.3.1.1.3** The PEFC Council Secretariat shall share any clarification, interpretations, guidance, or information with the relevant stakeholders.
- 7.3.1.1.4** The PEFC Council secretariat shall collect and evaluate information on the scheme compliance.
- 7.3.1.1.5** The PEFC Council secretariat shall summarise and report the results of internal monitoring to the European Commission on an annual basis.
- 7.3.1.1.6** The PEFC Council secretariat shall use the results of internal monitoring for various activities that allow the strengthening of the PEFC certification system, including, providing technical guidance and interpretations on certification requirements, and improving training content.

7.3.1.2 Responsibilities of the PEFC RED authorised body

- 7.3.1.2.1 **PEFC RED authorised bodies** shall keep regular contact and support stakeholders based in their country, in coordination with the PEFC Council secretariat, as per 7.3.1.1.2.
- 7.3.1.2.2 **PEFC RED authorised bodies** should share any technical clarification, interpretation, guidance, or information provided by the PEFC Council secretariat to the relevant stakeholders in their country/ies.
- 7.3.1.2.3 **PEFC RED authorised bodies** should inform PEFC RED III certified **organisations** of any changes to the PEFC requirements and documentation issued by the PEFC Council concerning the **PEFC RED III scheme** that affect the **PEFC RED III contract** with the **organisation**.

7.3.2 Monitoring of accreditation

7.3.2.1 Responsibilities of the PEFC Council secretariat

- 7.3.2.1.1 The PEFC Council secretariat shall maintain regular contact with accreditation bodies through meetings, trainings, exchanges, and webinars in coordination with the **PEFC RED authorised bodies**.
- 7.3.2.1.2 The PEFC Council secretariat shall organise annual meetings with accreditation bodies who accredit PEFC RED III notified **certification bodies** providing certification services against the **PEFC RED III scheme**. The PEFC Council secretariat shall make sure that during these meetings, PEFC RED III notified certification body performance in relation to PEFC RED III certification is discussed.
- 7.3.2.1.3 The PEFC Council secretariat shall maintain a training programme for accreditation bodies.

7.3.3 Monitoring of certification bodies

7.3.3.1 Responsibilities of PEFC Council secretariat

- 7.3.3.1.1 The PEFC Council secretariat shall maintain regular contact with PEFC RED III notified **certification bodies** and coordinate with the **PEFC RED authorised bodies**.
- 7.3.3.1.2 The PEFC Council secretariat shall publish a list of PEFC RED III notified **certification bodies** with their associated notification and accreditation status on the **PEFC RED database**.
- 7.3.3.1.3 The PEFC Council secretariat shall maintain a specific training programme for **certification bodies**.
- 7.3.3.1.4 The PEFC Council secretariat shall monitor the training status of the auditors providing PEFC RED III audits.
- 7.3.3.1.5 The PEFC Council secretariat shall organise regular (at least twice per year) meetings with all PEFC RED III notified **certification bodies**. These meetings shall cover scheme effectiveness, appropriateness of the scheme, harmonisation of verification services by the PEFC RED III notified **certification bodies**, potential conflict of interest of PEFC RED III notified **certification bodies** identified through the PEFC internal monitoring system, as well as the performance of PEFC RED III certified **organisations**, and their potential nonconformities, and complaints raised by third parties.
- 7.3.3.1.6 The PEFC Council secretariat shall review annual internal audit reports of the PEFC RED III notified **certification bodies**, limited to the performance of the PEFC RED III certification activities, mentioned in 4.2.6 of PEFC ST 5003 on an annual basis and act accordingly, for example, by contacting **certification bodies** if there are any issues, or clarifications needed.

- 7.3.3.1.7 The PEFC Council secretariat shall make sure the PEFC RED III notified certification body's internal audit reports include information on the declaration of free from conflict of interest of auditors, certification reviewers, and decision-makers.
- 7.3.3.1.8 The PEFC Council secretariat shall monitor to ensure that **certification bodies** send the audit report, the summary audit report, and all relevant documents and GHG emission calculations, including related background evidence on the application of GHG emission saving credits where applicable, together with the certificate, to the PEFC Council and/or the **PEFC RED authorised body**, in English, and any other language as appropriate. Any other necessary audit records may need to be provided, under request, in English, to the PEFC Council and/or a **PEFC RED authorised body**, in accordance with requirement 4.5 of PEFC ST 2003:2020.

7.3.3.2 Responsibilities of the PEFC RED authorised body

- 7.3.3.2.1 When a PEFC RED III notified **certification body** operates PEFC RED III certification in one country, or in countries where the same language is spoken other than English, the tasks mentioned under 7.3.3.1.6, 7.3.3.1.7, and 7.3.3.1.8 can be conducted by the **PEFC RED authorised body** of the country/ies where the PEFC RED III notified **certification body** operates.

7.3.4 Monitoring of organisations

7.3.4.1 Responsibilities of the PEFC Council secretariat

- 7.3.4.1.1 The PEFC Council secretariat shall conduct, with the support of the **PEFC RED authorised bodies**, annual reviews of PEFC RED III certified organisations' performance, based on the annual certification audit reports provided by PEFC RED III notified **certification bodies**, using a random and risk-based sample basis.
- 7.3.4.1.2 The PEFC Council shall determine the sample considering, as minimum, the following criteria:
- a) geographical and raw material coverage of the scheme
 - b) the level of risk of the activities conducted by the PEFC RED III certified **organisations**
- 7.3.4.1.3 When selecting the sample, the PEFC Council secretariat shall consider PEFC RED III certified **organisations** to which major and critical nonconformities have been raised by the PEFC RED III notified **certification body** during the audit.
- 7.3.4.1.4 The PEFC Council secretariat shall determine the tasks that the **PEFC RED authorised bodies** shall conduct to support the review of the audit reports and inform the respective **PEFC RED authorised bodies**.
- 7.3.4.1.5 If the review identifies nonconformities, the PEFC Council secretariat shall inform the PEFC RED III certified **organisation** and the PEFC RED III notified **certification body**, in coordination with the **PEFC RED authorised body** from the country where the **organisation** is based.
- 7.3.4.1.6 The PEFC Council secretariat and/or the **PEFC RED authorised body** shall participate as observers during internal audits or management system reviews, with prior agreement and coordination with the PEFC RED III certified **organisation**, or during external audits, with prior agreement and coordination with the PEFC RED III certified **organisation** and the PEFC RED III notified **certification body**.

7.3.4.2 Responsibilities of the PEFC RED authorised body

- 7.3.4.2.1 **PEFC RED authorised bodies** shall support the PEFC Council secretariat in the review of the PEFC RED III certified organisation's performance.

7.3.5 Monitoring of corruption

7.3.5.1 Responsibilities of the PEFC Council secretariat

7.3.5.1.1 The PEFC Council secretariat shall put in place a process to detect corruption.

7.3.5.2 Responsibilities of the PEFC RED authorised body

7.3.5.2.1 **PEFC RED authorised bodies** shall report to the PEFC Council secretariat if they are aware of any substantiated concerns of corruption and support the PEFC Council secretariat with the investigation.

7.3.6 Results of internal monitoring

7.3.6.1 The PEFC Council secretariat shall use the results of the PEFC internal monitoring for, and not limited to, the following:

- a) Discuss and exchange with PEFC RED III notified **certification bodies** and auditors on key issues during the regular meetings between PEFC and PEFC RED III notified **certification bodies** and during training sessions, to improve effectiveness and appropriateness of the schemes and verification activities.
- b) Issue technical guidance and/or interpretations on the certification process, as required, and communicate them through appropriate channels.
- c) Revise and develop training materials to improve the PEFC RED III training framework.
- d) Implement corrective measures, if applicable, including suspension or termination of the **PEFC RED III notification contract** with the PEFC RED III notified **certification body**.
- e) Use the internal monitoring results as inputs for strengthening PEFC governance and structure and technical framework for the continuous improvement process.
- f) Report and establish the relevant resolutions to the PEFC Board of Directors and the PEFC members, as appropriate.

7.4 Complaint procedure

7.4.1 General

7.4.1.1 The PEFC Council shall have in place a consistent, impartial, non-discriminatory, and effective procedure for dealing with complaints relating to the decisions and/or activities of the **PEFC RED III scheme**, made by a third party against PEFC RED III certified **organisations**, PEFC RED III notified **certification bodies**, the PEFC Council, and **PEFC RED authorised bodies**.

7.4.1.2 The PEFC RED II/III complaints procedure shall only consider complaints against PEFC RED II/III-related decisions and/or activities of the following:

- a) The PEFC Council secretariat or the **PEFC RED authorised body** that implements the **PEFC RED III scheme** in their territory, including the recognition and approval process of Level A risk assessments.
- b) PEFC RED III notified **certification bodies**
- c) PEFC RED III certified **organisations**.

7.4.1.3 Handling of any complaints against PEFC RED II/III-related decisions and/or activities listed under 7.4.1.2 of this document shall follow the procedure described under PEFC RED II/III GD 5005 - *PEFC Council complaint procedure for the PEFC RED II/III scheme*.

7.4.2 Responsibilities of the PEFC Council secretariat

- 7.4.2.1 The PEFC Council secretariat shall keep a register of all complaints, including complaints against **PEFC RED authorised bodies**, PEFC RED III notified **certification bodies**, and the RED III certified **organisations**, on the **PEFC RED database**.
- 7.4.2.2 The PEFC Council secretariat shall provide a summary of all complaints and documents related to the complaints and their handling, within the scope mentioned under 7.4.1.2 of this document, to the European Commission in the annual activity report.
- 7.4.2.3 The PEFC Council secretariat shall ensure that personal data processed to handle complaints are processed in compliance with applicable data protection legislation.
- 7.4.2.4 The PEFC Council secretariat shall follow the procedure described under PEFC RED II/III GD 5005 - *PEFC Council complaint procedure for the PEFC RED II/III scheme*, when dealing with PEFC RED II/III related complaints.
- 7.4.2.5 The PEFC Council secretariat shall monitor to ensure that all complaints within the scope of the PEFC RED II/III complaint procedure are registered correctly in the **PEFC RED database**.

7.4.3 Responsibilities of the PEFC RED authorised body

- 7.4.3.1 **PEFC RED authorised bodies** shall follow the procedure described under PEFC RED II/III GD 5005 - *PEFC Council complaint procedure for the PEFC RED II/III scheme*, when dealing with PEFC RED II/III related complaints.
- 7.4.3.2 **PEFC RED authorised bodies** shall ensure that personal data processed to handle complaints are processed in compliance with the applicable data protection legislation.
- 7.4.3.3 **PEFC RED authorised bodies** shall register a summary of each complaint handled by them in the **PEFC RED database**, together with all documents related to the complaint and its handling process, including any declaration of conflict of interests.

7.4.4 Responsibilities of the PEFC RED III notified certification body

- 7.4.4.1 PEFC RED III notified **certification bodies** shall have in place a consistent, impartial, non-discriminatory, and effective procedure for dealing with complaints relating to their decisions and/or activities under the **PEFC RED III scheme**, made by a third party.
- 7.4.4.2 PEFC RED III notified **certification bodies** shall ensure that personal data processed to handle complaints are processed in compliance with the applicable data protection legislation.
- 7.4.4.3 PEFC RED III notified **certification bodies** shall register a summary of each complaint handled by them in the **PEFC RED database**, together with all documents related to the complaint and its handling process, including any declaration of conflict of interests.

7.4.5 Responsibilities of the PEFC RED III certified organisation

- 7.4.5.1 PEFC RED III certified **organisations** shall have in place a consistent, impartial, non-discriminatory, and effective procedure for dealing with complaints relating to their decisions and/or activities under the **PEFC RED III scheme**, made by a third party.
- 7.4.5.2 PEFC RED III certified **organisations** shall ensure that personal data processed to handle complaints are processed in compliance with the applicable data protection legislation.
- 7.4.5.3 PEFC RED III certified **organisations** shall register a summary of each complaint handled by them in the **PEFC RED III database**, together with all documents related to the complaint and its handling process, including declarations of conflict of interest.

7.5 Conflict of interest

7.5.1 Responsibilities of the PEFC Council

- 7.5.1.1 The PEFC Council shall have in place a process to ensure personnel having a potential conflict of interest are excluded from decision-making in the **PEFC RED III scheme**. The process shall require personnel involved in decision making to declare any conflict of interest, and to commit to be independent and free from conflict of interest, prior to making any decision.
- 7.5.1.2 The PEFC Council secretariat shall monitor all declarations of conflict of interest with the **PEFC RED III scheme** and document them as part of the internal monitoring system.
- 7.5.1.3 The PEFC Council secretariat shall request from **certification bodies** information on their declaration of conflict of interest and document on the internal monitoring system, as appropriate.
- 7.5.1.4 The result of the internal monitoring system in relation to potential conflict of interest at the certification body level will be discussed at the bi-annual meetings between PEFC and PEFC RED III notified **certification bodies**.

7.6 Documented information

7.6.1 Responsibilities of the PEFC Council secretariat

- 7.6.1.1 The PEFC Council secretariat shall have a documented information procedure in place that ensures control of all the documents and records related to the **PEFC RED III scheme**.
- 7.6.1.2 The PEFC Council secretariat shall follow *PEFC GD 1001, Structure of the PEFC technical documentation – general requirements*, and *PEFC GD 1003, Development of PEFC technical documentation* to ensure control of all documents and records under the **PEFC RED III scheme** across all stages from development, management, and revision.
- 7.6.1.3 The PEFC Council secretariat shall keep the PEFC RED III scheme documentation for a minimum of five (5) years or longer where it is required by the relevant national authority.
- 7.6.1.4 The PEFC Council secretariat may develop guidance documents and additional documents for **certification bodies** and their auditors and the PEFC RED III certified **organisations**, if required.
- 7.6.1.5 The PEFC Council secretariat shall notify the European Commission of any adjustments or changes related to the PEFC RED III scheme documentation that were recognised by the European Commission.
- 7.6.1.6 The PEFC Council secretariat shall communicate all changes and adjustments of the **PEFC RED III scheme** to relevant stakeholders.
- 7.6.1.7 The PEFC Council secretariat shall ensure that all the latest PEFC RED III scheme documentation is available on the PEFC International website.

7.7 Performance evaluation

7.7.1 Responsibilities of the PEFC Council secretariat

- 7.7.1.1 The PEFC Council secretariat shall determine key performance indicators to monitor the performance of PEFC RED III certified **organisations** on at least an annual basis.
- 7.7.1.2 The PEFC Council secretariat shall analyse, evaluate, and make aware of those key performance indicators during regular meetings with **PEFC RED authorised bodies**.
- 7.7.1.3 The PEFC Council secretariat shall use the result of the key performance indicators to evaluate the performance and effectiveness of the quality management system and the internal monitoring and the need for improvements to the quality management system.
- 7.7.1.4 The PEFC Council secretariat shall complete progress reports on a quarterly basis, including an analysis of the evolution of the planned tasks according to time. This progress report is provided to the PEFC Board of Directors for review. In cases where tasks may not have been conducted (nonconformities), reviews are conducted to identify the reason and any measures to be taken.
- 7.7.1.5 The PEFC Council secretariat shall retain appropriate documented information as evidence of the results.

7.7.2 Responsibilities of the PEFC RED authorised body

- 7.7.2.1 **PEFC RED authorised bodies** shall support the PEFC Council secretariat in monitoring the performance of PEFC RED III operations, as indicated by the secretariat.

7.8 Management review

7.8.1 Responsibilities of the PEFC Council secretariat

- 7.8.1.1 The PEFC Council secretariat shall organise regular meetings of the RED III management team to discuss and review the performance of the PEFC RED III certified **organisations**.
- 7.8.1.2 Any staff member can raise concerns regarding PEFC RED III management at any time to the corresponding line manager or the Secretary General.
- 7.8.1.3 The PEFC Council secretariat shall establish a top management review of the management system.
- 7.8.1.4 The PEFC Council secretariat shall use the results of the top management review to include decisions and actions related to:
 - a) opportunities for improvement
 - b) any need for changes to the quality management system
 - c) resource needs
- 7.8.1.5 The PEFC Council secretariat shall retain documented information as evidence of the results of top management reviews.
- 7.8.1.6 The PEFC Council secretariat shall organise twice per year a meeting with the **PEFC RED authorised bodies** that have adopted PEFC RED III certification to discuss and assess the PEFC RED III scheme operations and various topics. Those meetings may happen as part of the PEFC Alliance Online/PEFC Forest Forum organised by the PEFC Council twice per year.

7.9 Nonconformity and corrective action

7.9.1 Responsibilities of the PEFC Council secretariat

7.9.1.1 When a nonconformity with the requirements of this procedure document is identified, including any arising from complaints, the PEFC Council secretariat shall:

- a) React to the nonconformity and, as applicable:
 - i. take action to control and correct it
 - ii. deal with the consequences
- b) Evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not reoccur or occur elsewhere, by:
 - i. reviewing and analysing the nonconformity
 - ii. determining the causes of the nonconformity
 - iii. determining if similar nonconformities exist, or could potentially occur
- c) Implement any action needed.
- d) Review the effectiveness of any corrective action taken.
- e) Make changes to the quality management system, if necessary.

7.9.1.2 The PEFC Council secretariat shall ensure that the corrective actions shall be appropriate to the effects of the nonconformities encountered.

7.9.1.3 The PEFC Council secretariat shall retain documented information as evidence of:

- a) the nature of the nonconformities and any subsequent actions taken
- b) the results of any corrective action

7.9.2 Responsibilities of the PEFC RED authorised body

PEFC RED authorised bodies shall cooperate with the PEFC Council secretariat to react to any nonconformities that may be identified, implement any actions as requested by the PEFC Council secretariat, support evaluation, review of effectiveness and make any changes to their management system, as appropriate.

8. PEFC RED database

8.1 General

- 8.1.1** To access the **PEFC RED database**, and for the PEFC RED III notified **certification body** and the PEFC RED III certified **organisation** to appear under the PEFC RED database public search, the following requirements shall be met:
- a) The **PEFC RED authorised body** shall sign a **PEFC RED operations contract** and respect the terms and conditions outlined under the contract in Appendix 1 of this document.
 - b) The PEFC RED III notified **certification body** shall sign a **PEFC RED III notification contract** and respect the terms and conditions outlined under the contract in Appendix 2 of this document.
 - c) The PEFC RED III certified **organisation** shall sign a **PEFC RED III contract**, pay the PEFC RED III fee, and respect the terms and conditions outlined under the contract in Appendix 3 of this document.
- 8.1.2** The PEFC Council secretariat shall grant access to the **PEFC RED database** to the **PEFC RED authorised body** and the PEFC RED III notified **certification body** upon signature of their respective contracts.
- 8.1.3** The PEFC RED III notified **certification body** shall register the contact information of the PEFC RED certified **organisation** as the designated user for database access.
- 8.1.4** The **PEFC RED authorised body** activates the PEFC RED III certified organisation's access to the **PEFC RED database** by uploading the signed **PEFC RED III contract** with the corresponding PEFC RED III certified **organisation** in their country.
- 8.1.5** The PEFC Council secretariat, **PEFC RED authorised body**, PEFC RED III notified **certification body**, and PEFC RED III certified **organisation** shall register, verify the accuracy and maintain the required information listed in Appendix 5 of this document in the **PEFC RED database**.
- 8.1.6** The PEFC Council secretariat, **PEFC RED authorised body**, PEFC RED III notified **certification body**, and PEFC RED III certified **organisation** shall monitor to ensure that all complaints related to the **PEFC RED III scheme** are registered correctly in the **PEFC RED database**.

9. Reporting and maintenance of the RED III recognition by the European Commission

9.1 Responsibilities of the PEFC Council secretariat

- 9.1.1** To maintain the RED III recognition, the PEFC Council secretariat shall prepare an annual activity report to submit to the European Commission, latest by 30 April of each year.
- 9.1.2** The PEFC Council secretariat shall make the annual activity report public to provide information about the PEFC RED III operations on the PEFC International website.
- 9.1.3** The PEFC Council secretariat shall provide the following information for the annual activity report to the European Commission:
- a) Rules on the independence, method, and frequency of audits as approved by the Commission upon accreditation of the voluntary scheme and any changes to them over time to reflect Commission guidance, the modified regulatory framework, findings from internal monitoring on the auditing process of PEFC RED III notified **certification bodies** and evolving industry best practice.
 - b) Rules and procedures for identifying and dealing with noncompliance by **economic operators**.
 - c) Evidence of fulfilling the legal requirements on transparency and publication of information in line with Article 6 of Implementing Regulation (EU) 2022/996.
 - d) Stakeholder involvement, in particular on the consultation of indigenous and local communities prior to decision-making during the drafting and review of the scheme as well as during audits and the response to their contributions.
 - e) Overview of the activities carried out by the voluntary scheme authorised bodies in cooperation with the **certification bodies** to improve the overall certification process and the qualification and independence of auditors and relevant scheme bodies.
 - f) Market updates of the scheme, the amount of feedstock, biofuels, bioliquids and biomass fuels certified, by country of origin and type, and the number of participants.
 - g) Overview of the effectiveness of the implementing system put in place by the voluntary scheme to track proof of conformity with the sustainability criteria that the scheme gives to its member(s). This shall cover, in particular, how the system effectively prevents fraudulent activities by ensuring timely detection, treatment and follow-up of suspected fraud and other irregularities and where appropriate, the number of cases of fraud or irregularities detected.
 - h) Criteria for the recognition of **certification bodies**.
 - i) Rules on how the internal monitoring system is conducted and the results of its periodic review, specifically on oversight of the work of **certification bodies** and their auditors as well as on the system of handling complaints against **economic operators** and **certification bodies**.
 - j) Possibilities to facilitate or improve the promotion of best practices.
 - k) Voluntary schemes certifying forest biomass must include information on the way the risk assessment required in article 29 (6) and (7) of the Directive (EU) 2018/2011 is made.
 - l) Summary of every complaint made against PEFC RED II/III-related decisions and/or activities

Note: From 9.4 a) to k) of this document, the term “**certification body**” is understood as “PEFC RED III notified **certification body**” and the term “**economic operator**” is understood as “PEFC RED certified **organisation**”.

9.2 Responsibilities of the PEFC RED authorised body

PEFC RED authorised bodies shall support the PEFC Council secretariat in the preparation of the annual activity report.

10. Communication and promotion

10.1 General

10.1.1 To ensure effective communication on PEFC RED III scheme operations and news, the PEFC Council secretariat and the **PEFC RED authorised body** shall determine:

- a) what it will communicate (the content)
- b) when to communicate
- c) with whom to communicate
- d) how to communicate (the various channels and tools to use)

10.2 Responsibilities of the PEFC Council secretariat

10.2.1 The PEFC Council secretariat shall make the marketing and communication materials readily available for **PEFC RED authorised bodies** to access on an internal communication platform.

10.2.2 The PEFC Council secretariat shall provide marketing and communication materials through different communication platforms and events to keep stakeholders up to date with information relating to the **PEFC RED III scheme**.

10.3 Responsibilities of the PEFC RED authorised body

10.3.1 **PEFC RED authorised bodies** shall be proactive and keep up to date with the information and materials related to the **PEFC RED III scheme** shared by the PEFC Council secretariat.

10.3.2 **PEFC RED authorised bodies** shall inform the PEFC Council secretariat immediately if any miscommunication at national level could potentially have an impact on PEFC integrity.

Appendix 1:

Template – Content of PEFC RED operations contract between the PEFC Council and the PEFC RED authorised body (PEFC RED Operations Contract)

Between

- (1) **PEFC Council**, hereafter the “PEFC Council”, having its registered office at ICC Building C, Route de Pré-Bois 20, 1215 Geneva 15, Switzerland

And

- (2) **[Name of the PEFC authorised body]**, hereafter “the PEFC RED authorised body”, having its registered office at

Whereas the PEFC Council is the governing body of the Programme for the Endorsement of Forest Certification schemes, including the PEFC RED III scheme, and is the owner of the registered PEFC trademarks and PEFC claims.

Whereas the PEFC Council achieved the formal recognition as a voluntary scheme under the 2023 Renewable Energy Directive (RED III) by the European Commission.

Whereas the PEFC RED authorised body is an entity authorised by the PEFC Council to perform the operations of the PEFC RED III scheme on behalf of the PEFC Council in [name of the country].

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

Article 1: Normative references

1. These normative references, form part of the contractual documentation that the PEFC RED authorised body acknowledges having read:

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

PEFC ST 2003:2020, *Requirements for Certification Bodies providing certification against the PEFC International Chain of custody Standard*

PEFC ST 5002, *Additional requirements for organisations sourcing forest biomass - RED III*

PEFC ST 5003, *Additional requirements for certification bodies providing certification against PEFC ST 5002 – RED III*

PEFC ST 5004, *Requirements for the Development of Level A Risk Assessments and its Recognition by PEFC as per Article 29 (6a) and (7a) of the RED III Directive*

PEFC GD 5004, *Operations of the PEFC RED III scheme*

PEFC GD 5005, *PEFC Council complaints procedure for the PEFC RED II/III scheme*

Directive (EU) 2018/2001 *on the promotion of the use of energy from renewable sources (RED II Directive)*

Commission Implementing Regulation (EU) 2022/2448 of 13 December 2022 *on establishing operational guidance on the evidence for demonstrating compliance with the sustainability criteria for forest biomass laid down in Article 29 of Directive (EU) 2018/2001 of the European Parliament and of the Council (IR 2022/2448)*

Commission Implementing Regulation (EU) 2022/996 of 14 June 2022 *on rules to verify sustainability and greenhouse gas emissions saving criteria and low indirect land-use change-risk criteria apply and its annexes (IR 2022/996)*

Commission Implementing Regulation (EU) 2025/196 of 3 February 2025 *amending Implementing Regulation (EU) 2022/996 as regards the accreditation of certification bodies and correcting Annex VII to that Regulation (IR 2025/196)*

Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 *on waste and repealing certain Directives*.

Directive (EU) 2023/2413 of the European Parliament and of the Council of 18 October 2023 *amending Directive (EU) 2018/2001, Regulation (EU) 2018/1999 and Directive 98/70/EC as regards the promotion of energy from renewable sources, and repealing Council Directive (EU) 2015/652 (RED III Directive)*

2. The rights and obligations contained in these normative references are valid and binding for PEFC RED authorised body as stated now, and as those normative references may be from time to time altered by the PEFC Council and the European Commission respectively. The PEFC RED authorised body undertakes to keep itself informed of any amendments that may be made to them, if necessary, by requesting this information directly from the PEFC Council and accepts that the said modifications will be enforceable against it.

Article 2: Operations of the PEFC RED III scheme

1. The PEFC RED authorised body is obligated to perform the PEFC RED III scheme operations according to the procedural requirements described in the PEFC GD 5004, *Operations of the PEFC RED III scheme*.
2. The PEFC RED authorised body is obligated to implement and apply the PEFC RED III technical documentation as part of their national or regional system and in accordance with its national and regional legal framework.
3. PEFC RED III notification of organisations is conducted by the PEFC RED authorised body in its country/ies on behalf of the PEFC Council, and by the PEFC Council in countries without a PEFC RED authorised body.
4. The PEFC Council shall be responsible for invoicing and collecting the PEFC RED III fee from organisations having entered a PEFC RED III contract with the PEFC RED authorised body. PEFC Council shall pay back a portion of such fee to the PEFC RED authorised body, as determined on an annual basis by the Board of Directors of PEFC Council after consultation with PEFC RED authorised bodies.

Article 3: Contract termination and penalties

1. Either party may terminate the contract with three (3) months prior notice provided in writing and/or by registered letter to the latest known address. Article 404 of Swiss code of Obligations is reserved.
2. The PEFC Council may suspend this contract temporarily if there are reasons to believe that any of the terms of the contract is not being adhered to. If the suspension is lifted this contract will once again be in full effect. If the suspension turns into a termination, this contract will be automatically terminated.
3. The PEFC Council may terminate the contract with immediate effect if there is evidence that any of the terms of the contract is not being adhered to.
4. The parties agree that the PEFC Council shall not be liable for any costs or damages incurred directly or indirectly to the PEFC RED authorised body as a result of the suspension or termination of this contract by the PEFC Council, except in the case of misconduct.

Article 4: Data processing

1. For the purpose of the signature of this contract, the PEFC RED authorised body accepts data collection and processing by the PEFC Council of personal data of its employees and other auxiliaries.

2. The PEFC RED authorised body agrees that:
 - i. The personal data collected includes full name of the contact person, job title, signature, and email address.
 - ii. Individual's name, job title and email address may be published on the PEFC Council website and shared with limited third parties that are directly involved in the implementation of the PEFC RED III certification scheme. This sharing is strictly limited to the purpose of the PEFC RED III certification programme operation.
 - iii. Personal data on individuals working for the PEFC RED authorised body are kept public as long as this contract is valid, and that data will then be kept for a maximum of 10 years.
3. PEFC RED authorised body informs its employees and other auxiliaries of the above (art. 4.1 and 4.2) and that:
 - i. This information is necessary for the transfer of the operations of the PEFC RED III scheme from the PEFC Council to the PEFC RED authorised body.
 - ii. Upon request, data subjects have the right to access or verify their personal data and to have them modified, transferred, corrected, or deleted at any time.
 - iii. If they would like to exercise one of these data protection rights, they can contact the PEFC Council at privacy@pefc.org.
4. The PEFC RED authorised body undertakes to incorporate the foregoing commitments (art. 4.1, 4.2 and 4.3) into its contracts with its employees and auxiliaries.

Article 5: Entry into force and duration

1. The present contract enters into force when it has been signed by all parties.
2. It is concluded for an undetermined period and shall remain valid, unless (i) fulfilment of Article 2 is not confirmed by PEFC at the end of one year, or (ii) suspension or termination according to Article 3.

Article 6: Applicable law and place of jurisdiction

1. This contract is subject to Swiss law
2. This contract must be signed by a representative of the PEFC RED authorised body who has the authority to legally bind the PEFC RED authorised body.
3. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Canton of Geneva, subject to a right of appeal to the Swiss Federal Supreme Court.

Signed in duplicate.

In

on

In

on

For and on behalf of the PEFC Council

For and on behalf of the PEFC RED authorised body

Organisation name, position

Organisation name, position

Appendix 2:

Template - Content of PEFC RED III notification contract between the PEFC Council and certification body (PEFC RED III Notification Contract)

Between

- (1) **PEFC Council**, hereafter the “PEFC Council” having its officially registered address at ICC Building C, Route de Pré-Bois 20, 1215 Geneva 15, Switzerland

And

- (2) **[Name of the certification body]**, hereafter the “PEFC RED III notified certification body”, having its officially registered office at *[legal address of the certification body]*

Whereas the PEFC Council is the governing body of the Programme for the Endorsement of Forest Certification schemes, including the PEFC RED III scheme, and is the owner of, and holds the copyright for the registered PEFC trademarks and PEFC claims.

Whereas the PEFC Council achieved the formal recognition as a voluntary scheme under the 2023 Renewable Energy Directive (RED III) by the European Commission.

Whereas the PEFC RED III notified certification body operates PEFC chain of custody certification with a valid PEFC chain of custody notification contract signed with the PEFC Council or by a PEFC authorised body.

Whereas the PEFC RED III notified certification body is to be granted the PEFC RED III notification.

Whereas the PEFC Council recognises PEFC RED III certificates issued to PEFC RED III certified organisations worldwide by the PEFC RED III notified certification body within the scope of its valid accreditation.

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

Article 1: Normative references

1. These normative references, appended to this contract, form part of the contractual documentation that the PEFC RED III notified certification body acknowledges having read:

PEFC ST 2002, *Chain of Custody of Forest and Tree Based Products – Requirements*

PEFC ST 2003, *Requirements for Certification Bodies providing certification against the PEFC International Chain of custody Standard*

PEFC ST 5002, *Additional requirements for organisations sourcing forest biomass - RED III*

PEFC ST 5003, *Additional requirements for certification bodies providing certification against PEFC ST 5002 – RED III*

PEFC GD 5004, *Operations of the PEFC RED III scheme*

PEFC GD 5005, *PEFC Council complaints procedure for the PEFC RED II/III scheme*

Directive (EU) 2018/2001 *on the promotion of the use of energy from renewable sources (RED II Directive)*

Commission Implementing Regulation (EU) 2022/2448 of 13 December 2022 *on establishing operational guidance on the evidence for demonstrating compliance with the sustainability criteria for forest biomass laid down in Article 29 of Directive (EU) 2018/2001 of the European Parliament and of the Council (IR 2022/2448)*

Commission Implementing Regulation (EU) 2022/996 of 14 June 2022 *on rules to verify sustainability and greenhouse gas emissions saving criteria and low indirect land-use change-risk criteria apply and its annexes (IR 2022/996)*

Commission Implementing Regulation (EU) 2025/196 of 3 February 2025 *amending Implementing Regulation (EU) 2022/996 as regards the accreditation of certification bodies and correcting Annex VII to that Regulation (IR 2025/196)*

Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 *on waste and repealing certain Directives.*

Directive (EU) 2023/2413 of the European Parliament and of the Council of 18 October 2023 *amending Directive (EU) 2018/2001, Regulation (EU) 2018/1999 and Directive 98/70/EC as regards the promotion of energy from renewable sources, and repealing Council Directive (EU) 2015/652 (RED III Directive)*

Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, 'GDPR')

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

ISO/IEC 17029, *Conformity assessment – General principles and requirements for validation and verification bodies*

ISO 14065, *General principles and requirements for bodies validating and verifying environmental information*

2. These normative references are valid and binding for the PEFC RED III notified certification body and the PEFC Council as stated now and as may be from time to time altered by the PEFC Council, the European Commission and ISO respectively, which the PEFC RED III notified certification body accepts, so that the said modifications will be enforceable against it.

Article 2: Definitions

1. Chain of Custody of Forest and Tree Based Products – Requirements

This is PEFC ST 2002:2020, *Chain of Custody of Forest and Tree Based Products – Requirements*. PEFC ST 2002:2020 can be altered or replaced with another document by the PEFC Council.

2. Certification and accreditation procedures

These are PEFC ST 2003, *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard*, and PEFC ST 5003, *Additional requirements for certification bodies providing certification against PEFC 5002 – RED II*. PEFC ST 2003 and PEFC ST 5003 can be altered or replaced with another document by the PEFC Council.

3. Certification body

A certification body is an independent accredited conformity assessment body that concludes an agreement with a voluntary or national scheme recognised by the European Commission in accordance with Article 30(4)-(6) of Directive (EU) 2023/2413, to provide certification services for raw materials or fuels by carrying out audits of economic operators and issuing certificates on behalf of the voluntary or national schemes using the voluntary or national scheme's certification system.

Note 1: Certification bodies shall sign a PEFC RED III notification contract with the PEFC Council.

Note 2: A certification body holding a valid PEFC RED III notification contract is referred to as PEFC RED III notified certification body.

4. PEFC authorised body

An entity authorised by the PEFC Council to perform the administration of the PEFC scheme on behalf of the PEFC Council.

Note: The authorised body is either the PEFC National Governing Body (PEFC NGB) operating within its country(ies) or another entity that has been authorised by the PEFC Council to perform the administration of the PEFC scheme.

5. PEFC RED authorised body

A PEFC authorised body authorised by the PEFC Council to perform the operations of the PEFC RED III scheme on behalf of the PEFC Council.

Note 1: The authorised body is either the PEFC National Governing Body (PEFC NGB) operating within its country(ies) or another entity that has been authorised by the PEFC Council to perform the operations of the PEFC or PEFC RED III scheme.

Note 2: In countries where the PEFC Council has not authorised a PEFC authorised body, the PEFC Council secretariat, on behalf of the PEFC Council, operates the tasks assigned to the PEFC authorised bodies.

6. RED III certificate

A conformity statement by a certification body within the framework of a voluntary scheme, certifying that an economic operator complies with the requirements of RED III.

Note: A conformity statement by a certification body within the framework of the PEFC voluntary scheme recognised by the European Commission under RED III certifying that an economic operator complies with the requirements of RED III is called a PEFC RED III certificate. An organisation holding a valid PEFC RED III certificate is referred to as a PEFC RED III certified organisation.

Article 3: Responsibilities of the PEFC RED III notified certification body

The PEFC RED III notified certification body shall:

1. Comply with requirements pertaining to certification bodies, including submission to the competent authorities of the European Union Member States and the European Commission, upon their request, of all relevant information necessary for the supervision of the certification body operation, as specified by PEFC RED III requirements, RED III Directive, IR on establishing operational guidance, IR on rules to verify sustainability and greenhouse and Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives.
2. Hold and maintain a valid accreditation, issued by a national accreditation body against ISO/IEC 17065 and in accordance with Regulation (EC) 765/2008 and shall cover the scope of Directive (EU) 2018/2001, as amended by Directive (EU) 2023/2413.
3. When a certification body conducts verification activities, either with its internal resources or with other resources under its direct control, it shall also meet the applicable requirements of EN ISO/IEC 17029 and EN ISO 14065. The certification body shall only use other resources for verification activities from accredited bodies that meet the applicable requirements of EN ISO/IEC 17029 and EN ISO 14065.
4. Carry out and ensure the processing of the PEFC RED III certification within the scope of the valid accreditation and the agreed geographical scope, by issuing, renewing, or revoking PEFC RED III certificates in accordance with the requirements in the normative references highlighted in this contract.
5. Inform the PEFC Council immediately about any changes in its accreditations. After regular surveillance by the relevant national accreditation body or upon request, it shall provide evidence that it still meets the requirements of valid accreditation.

6. Cooperate with the Commission and the competent authorities of the European Union Member States, including granting access to them when requested as well as making available to the Commission and the competent authorities of the European Union Member States all information needed to fulfil their tasks under Directive (EU) 2023/2413. For those purposes, the PEFC RED III notified certification bodies shall also be required to:
 - a) provide the information needed by European Union Member States to supervise the operation of certification bodies pursuant to Article 30(9) of Directive (EU) 2023/2413, including submitting upon the request of competent authorities the exact date, time, and location of audits
 - b) provide the information required by the Commission to comply with Article 30(10) of Directive (EU) 2023/2413
7. Verify the accuracy of information entered into the Union database or relevant database pursuant to Article 31(a) of the Directive (EU) 2023/2413.
8. Provide the information required by the European Commission to comply with Article 30(8) of Directive (EU) 2018/2001.
9. Conduct a cross-check of the applicant organisation against other recognised voluntary schemes or recognised national systems and undertake Customer Due Diligence.
10. Ensure that a PEFC RED III contract between the organisation and the PEFC RED authorised body has been signed by both parties before issuing the PEFC RED III certificate.
11. Comply with all relevant requirements outlined in PEFC GD 5004, *Operations of the PEFC RED III scheme*.
12. Register in the PEFC RED database, immediately and truthfully, every time after they have conducted a PEFC RED audit, a copy of PEFC RED III certificate, together with a copy of the audit report, the summary audit report, all relevant documents and GHG emission calculations including related background evidence on the application of GHG emission saving credits where applicable for each certificate, for the purpose of maintaining the PEFC recognition as a RED III voluntary scheme by the European Commission, implementing its internal monitoring system and other specific tasks as per the Implementation Regulation and Directive (EU) 2023/2413.
13. Verify the trading data provided by the PEFC RED III certified organisation immediately after each annual audit in the PEFC RED database. This trading data will be used to calculate the PEFC RED fee that the PEFC RED III certified organisation must pay.
14. Participate in activities organised by the PEFC Council or PEFC RED authorised bodies for which PEFC RED III notified certification bodies are one of the target audiences.
15. Agree to be listed on the publicly available PEFC RED database including the PEFC RED III notified certification body's identification data, summaries of audit reports for each RED III certificate, and other data as may be specified by the PEFC Council with the exception of information considered as confidential.
16. Inform PEFC RED III certified organisations about the range of information that is required to report to the PEFC Council or PEFC RED III authorised body, and that this information (except the certified organisation's turnover) will be made publicly available on the PEFC RED database.
17. Inform PEFC RED III certified organisations about their obligation to cooperate with the European Commission and the competent authorities of the European Union Member States, including granting access to them where requested, as well as making available to the Commission and the competent authorities of the European Union Member States, all information needed to fulfil their tasks under Directive (EU) 2018/2001 and Directive (EU) 2023/2413.

18. In the event that the PEFC RED III notified certification body delegates all or part of its tasks to a third party, the PEFC RED III notified certification body shall be fully and totally responsible for the latter's actions and shall be liable for them as if they were its own.
19. Allow PEFC Council secretariat staff and/or PEFC RED authorised body staff to participate as observers during audits, with prior agreement and coordination with the PEFC RED III certified organisation and the PEFC RED III notified certification body.

Article 4: Responsibilities of the PEFC Council

The PEFC Council shall:

1. Recognise the PEFC RED III certificates issued by the PEFC RED III notified certification body in compliance with this contract once the contract has been signed by both parties and as long as the PEFC RED III fee and the PEFC chain of custody notification fee are paid within the timeframe indicated in the invoice.
2. Inform the PEFC RED III notified certification body of any changes to the PEFC RED III certification scheme recognition status, PEFC Council requirements, and documentation that affect this contract
3. Maintain a regular communication with the PEFC RED III notified certification body.

Article 5: Contract termination

1. The PEFC Council and the PEFC RED III notified certification body may terminate the contract with three (3) months prior notice provided in writing and/or by registered letter to the latest known address. Article 404 of Swiss code of Obligations is reserved.
2. The PEFC Council may revoke the contract with immediate effect if there are reasons to believe that any provision of the PEFC RED III notification contract is not being adhered to.
3. If the PEFC RED III notified certification body fails or is unwilling to comply with the requirement on supervision pertaining to certification bodies, set out in clause 7, 8, and 9 of Article 3 of this document, it shall be excluded from participating in and conducting RED III audits according to PEFC ST 5002 and PEFC ST 5003, and the PEFC RED III notification contract shall be suspended.
4. Suspension of validity of the PEFC RED III notified certification body's RED III accreditation, will result in automatic suspension of the contract with effect on the same date as the suspension of the validity of the accreditation.
5. Withdrawal or termination of validity of the PEFC RED III notified certification body's RED III accreditation will result in automatic termination of the contract with effect on the same date as the withdrawal or the end of the validity of the accreditation.
6. Withdrawal or termination of the PEFC RED III contract between a PEFC RED authorised body or the PEFC Council and an organisation certified by the PEFC RED III notified certification body shall result in the withdraw of the PEFC RED III certificate of the PEFC RED III certified organisation by the PEFC RED III notified certification body, with effect on the same date as the termination of the contract.
7. Suspension of the PEFC RED III contract between a PEFC RED authorised body or the PEFC Council and an organisation certified by the PEFC RED III notified certification body will result in automatic suspension of the validity of the PEFC RED III certificate by the PEFC RED III notified certification body with effect on the same date as the suspension of the PEFC RED III contract between the PEFC RED III certified organisation and the PEFC RED authorised body or the PEFC Council, until the suspension is lifted. If the suspension of the PEFC RED III contract between the PEFC RED III certified organisation and the PEFC RED authorised body or the PEFC Council is lifted, the PEFC RED III notified certification body will reinstall the validity of the PEFC RED III certificate on the same date as of the validity of the PEFC RED III contract between the PEFC RED III certified organisation and the PEFC RED authorised body or the PEFC Council.

8. If an organisation certified by the relevant PEFC RED III notified certification body fails to pay the PEFC RED III fee to the PEFC Council after the second reminder from the PEFC Council, the PEFC RED III notified certification body will suspend the validity of the PEFC RED III certificate of the organisation. If the PEFC RED III fee is paid after the second reminder, the PEFC RED III notified certification body will reinstate the validity of the PEFC RED III certificate of the organisation.
9. If an organisation certified by the relevant PEFC RED III notified certification body fails to pay the PEFC RED III fee to the PEFC Council after the third reminder from the PEFC Council, the PEFC RED notified certification body will withdraw the validity of the PEFC RED III certificate of the organisation.
10. The termination of validity of the certification body's PEFC chain of custody notification contract will result in automatic termination of this contract, with effect on the same date as the end of validity of its PEFC chain of custody notification contract.
11. The end of PEFC's recognition as a RED III voluntary scheme by the European Commission will result in automatic termination of this contract, and of all PEFC RED III certificates issued by the PEFC RED III notified certification body, with effect on the same date as the end of PEFC's recognition by the European Commission.
12. The PEFC Council is not obliged to pay compensation to the PEFC RED III notified certification body for any costs or other damages arising out whatsoever or in connection with a suspension or termination, provided such suspension or termination is given according to the Article 5, clause 3, 4, 5, 6, 7, 8, and 9.

Article 6: Data processing

1. The PEFC Council and/or the PEFC RED authorised body may collect some personal data on the individuals working for certification bodies. The personal data collected includes the full name of the contact person, email address, and telephone number. These data are indispensable to ensure the PEFC RED III certification system operations, such as to trace the validity of certificates, certification bodies notifications, and accreditation. For the purpose of PEFC RED certification, email addresses may be published on the public search of the PEFC RED database. In case the individuals working for certification bodies do not want this information to be published, we advise to provide generic email addresses.
2. Personal data on individuals working for certification bodies are kept and stored for a duration of a minimum of five (5) years, or longer where it is required by the relevant national authority of the European Union Member States, and for five (5) years after the end of the PEFC RED III notification contract validity. Upon request, the PEFC Council and the PEFC RED authorised body may provide data subjects with information about the personal data it holds. Individuals working for certification bodies have the right to access or verify their personal data and to have them modified, transferred, corrected, or deleted at any time. If individuals working for PEFC RED III notified certification bodies would like to exercise one of these data protection rights, they can contact the PEFC Council at data@pefc.org or the PEFC RED authorised body at [*PEFC RED III authorise body's email address*].
3. By signing the PEFC RED III notification contract, individuals working for PEFC RED III certification bodies agree to this data treatment procedure.
4. Further information on PEFC data processing is available from the PEFC Council or from the PEFC RED III authorised body.

Article 7: Entry into force and duration

1. The PEFC RED III notification contract between the PEFC Council and the PEFC RED III notified certification body enters into force when it has been signed by all parties and it is automatically renewed annually after fulfilment of Article 3, unless it is terminated according to Article 5.

Article 8: Applicable law and place of jurisdiction

1. This contract is subject to Swiss law Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Canton of Geneva, subject to a right of appeal to the Swiss Federal Supreme Court.

Signed in duplicate.

In _____ on _____

For and on behalf of the PEFC Council

In _____ on _____

For and on behalf of the PEFC RED III notified
certification body

Organisation name, position

Organisation name, position

Appendix 3:

Template - Content of the PEFC RED III Contract between PEFC Council or PEFC RED authorised body and the Organisation Applying for PEFC RED III Certification (PEFC RED III Contract)

Between

- (1) **PEFC Council [or Name of the PEFC RED authorised body]**, hereafter the “PEFC Council or PEFC RED III authorised body” having its officially registered address at **[legal address of the PEFC Council or the PEFC RED authorised body]**

And

- (2) **[Name of the organisation]**, hereafter the “organisation”, having its officially registered office at **[legal address of the organisation]**

Whereas the PEFC Council is the governing body of the Programme for the Endorsement of Forest Certification schemes, including the PEFC RED III scheme, and is the owner of, and holds the copyright for the registered PEFC trademarks and PEFC claims.

Whereas the PEFC Council achieved full recognition as a voluntary scheme under the 2023 Renewable Energy Directive (RED III) by the European Commission.

Whereas the PEFC Council secretariat or the PEFC RED authorised body who is authorised by the PEFC Council through a contractual agreement to perform operations of the PEFC RED III certification scheme on behalf of the PEFC Council in [name of the country], as per PEFC GD 5004, *Operations of the PEFC RED III Scheme*

Whereas [Name of the organisation] is a PEFC certified chain of custody organisation that is in the process to become a PEFC RED III certified organisation; or

Whereas [Name of the organisation] is in the process of becoming a PEFC certified chain of custody organisation and to become a PEFC RED III certified organisation at the same time.

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

Article 1: Normative references

1. These normative references, appended to this contract, form part of the contractual documentation that the organisation acknowledges having read:

PEFC ST 2002, *Chain of Custody of Forest and Tree Based Products – Requirements*

PEFC ST 2001, *Trademarks Rules – Requirements*

PEFC GD 1005, *Issuance of PEFC trademarks usage licences by the PEFC Council*

PEFC ST 5002, *Additional requirements for organisations sourcing forest biomass - RED II*

PEFC ST 5003, *Additional requirements for certification bodies providing certification against PEFC ST 5002 – RED II*

PEFC GD 5004, *Operations of the PEFC RED III scheme*

PEFC GD 5005, *PEFC Council complaints procedure for the PEFC RED II/III scheme*

Directive (EU) 2018/2001 on the promotion of the use of energy from renewable sources (RED II Directive)

Commission Implementing Regulation (EU) 2022/2448 of 13 December 2022 on establishing operational guidance on the evidence for demonstrating compliance with the sustainability criteria for forest biomass laid

down in Article 29 of Directive (EU) 2018/2001 of the European Parliament and of the Council (IR 2022/2448)

Commission Implementing Regulation (EU) 2022/996 of 14 June 2022 on rules to verify sustainability and greenhouse gas emissions saving criteria and low indirect land-use change-risk criteria apply and its annexes (IR 2022/996)

Commission Implementing Regulation (EU) 2025/196 of 3 February 2025 amending Implementing Regulation (EU) 2022/996 as regards the accreditation of certification bodies and correcting Annex VII to that Regulation (IR 2025/196)

Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives.

Directive (EU) 2023/2413 of the European Parliament and of the Council of 18 October 2023 amending Directive (EU) 2018/2001, Regulation (EU) 2018/1999 and Directive 98/70/EC as regards the promotion of energy from renewable sources, and repealing Council Directive (EU) 2015/652 (RED III Directive)

2. These normative references are valid and binding for PEFC RED III certified organisations as stated now and as may be from time to time altered by the PEFC Council and the European Commission respectively, which the organisation accepts, so that the said modifications will be enforceable against it.

Article 2: Definitions

1. Chain of Custody of Forest and Tree Based Products – Requirements

These are specified in PEFC ST 2002, *Chain of Custody of Forest and Tree Based Products – Requirements*. PEFC ST 2002 can be altered or replaced with another document by the PEFC Council.

2. Certification body

A certification body is an independent accredited conformity assessment body that concludes an agreement with a voluntary or national scheme recognised by the European Commission in accordance with Article 30(4)–(6) of Directive (EU) 2023/2413, to provide certification services for raw materials or fuels by carrying out audits of economic operators and issuing certificates on behalf of the voluntary or national schemes using the voluntary or national scheme's certification system

Note 1: Certification bodies shall sign a PEFC RED III notification contract with the PEFC Council.

Note 2: A certification body holding a valid PEFC RED III notification contract is referred to as PEFC RED III notified certification body.

3. Economic operator/Organisation

A producer of raw material, a collector of waste and residues, an operator of installations processing raw material into final fuels or intermediate products, an operator of installations producing energy (electricity, heating, or cooling), or any other operator, including of storage facilities or traders that are in physical possession of raw material or fuels, provided that they process information on the sustainability and GHG emissions saving characteristics of those raw materials or fuels.

Note 1: The term “economic operator” is equivalent to the term “organisation” used in PEFC ST 2002.

Note 2: An organisation that holds a valid PEFC RED III certificate issued under the PEFC RED III scheme is called a PEFC RED III certified organisation.

4. RED III certificate

A conformity statement by a certification body within the framework of a voluntary scheme, certifying that an economic operator complies with the requirements of RED III.

Note: A conformity statement by a certification body within the framework of the PEFC voluntary scheme recognised by the European Commission under RED III certifying that an economic operator complies with the requirements of RED III is called a PEFC RED III certificate. An organisation holding a valid PEFC RED III certificate is referred to as a PEFC RED III certified organisation.

5. PEFC RED III certified organisation

An organisation holding a valid PEFC RED III certificate is referred to as a PEFC RED III certified organisation.

6. PEFC authorised body

An entity authorised by the PEFC Council to perform the administration of the PEFC scheme on behalf of the PEFC Council.

Note: The authorised body is either the PEFC National Governing Body (PEFC NGB) operating within its country(ies) or another entity that has been authorised by the PEFC Council to perform the administration of the PEFC scheme.

7. PEFC RED authorised body

A PEFC authorised body authorised by the PEFC Council to perform the operations of the PEFC RED III scheme on behalf of the PEFC Council.

Note 1: The authorised body is either the PEFC National Governing Body (PEFC NGB) operating within its country(ies) or other entity which has been authorised by the PEFC Council to perform the operations of the PEFC or PEFC RED III scheme.

Note 2: In countries where the PEFC Council has not authorised a PEFC authorised body, the PEFC Council secretariat, on behalf of the PEFC Council, operates the tasks assigned to the PEFC authorised bodies.

8. PEFC RED III scheme

Set of rules and procedures for the management of the PEFC RED III conformity assessment system, and the maintenance of its recognition by the European Commission. The PEFC RED III scheme is owned and maintained by the PEFC Council level and adopted by the corresponding bodies of the PEFC endorsed national and regional certification systems.

Article 3: Responsibilities of the PEFC RED III certified organisation

The PEFC RED III certified organisation shall:

1. Comply with requirements pertaining to the PEFC RED III certified organisation as specified by PEFC RED III requirements, RED III Directive, IR 2022/2448, IR 2022/996, and Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives.
2. Sign the PEFC RED III contract with the PEFC RED authorised body **before** obtaining the PEFC RED III certificate.

3. Cooperate with the European Commission and the competent authorities of the European Union Member States, including granting access to them where requested, as well as making available to the European Commission and the competent authorities of the European Union Member States, all relevant and necessary information needed to fulfil their tasks under Articles 30(8), 30(9) and 30(10) of Directive (EU) 2018/2001, Directive (EU) 2023/2413 and Article 17 of the Implementing Regulation 2022/996.
4. Inform the PEFC Council or PEFC RED III authorised body immediately and truthfully on any changes concerning the organisation's identification data including contact details and certification status.
5. Provide any related information to the PEFC Council or the PEFC RED authorised body for the purpose of maintaining the PEFC recognition as a RED III voluntary scheme by the European Commission, implementing its internal monitoring system and other specific tasks as per the Implementation Regulation, Directive (EU) 2018/2001 and Directive (EU) 2023/2413.
6. Comply with the relevant requirements outlined in PEFC GD 5004, *Operations of the PEFC RED III scheme*.
7. Register in the PEFC RED database trading data once per year before each PEFC RED III annual audit for PEFC RED fee calculation.
8. Pay the PEFC RED III fee for the PEFC RED III certificate, once per year after each annual PEFC RED III audit, through the PEFC RED database. The annual amount of the fees is specified in Appendix 4 of PEFC GD 5004, *Operations of the PEFC RED III scheme*. The tariff can be changed by the PEFC Council during the validity of the contract. Any changes to the contract between the PEFC Council or the PEFC RED authorised body and the PEFC RED III certified organisation resulting from changes related to the PEFC RED III fee tariff will take effect the year following that in which the PEFC Council or the PEFC RED authorised body has informed the organisation, in writing, of the change. The PEFC RED III fee is independent of the PEFC chain of custody notification fee.
9. Be responsible for keeping themselves informed and adapt their compliance to any changes to PEFC RED III documents made by the PEFC Council.
10. Agree to be listed on the PEFC Council database, which is publicly available, including the organisation's identification data, summary of audit report of the PEFC RED III certificate, and/or other data that may be specified by the PEFC Council, with the exception of information considered as confidential.
11. In the event that the PEFC RED III certified organisation delegates all or part of its tasks to a third party, the PEFC RED III certified organisation shall be fully and totally responsible for the latter's actions and shall be liable for them as if they were its own.
12. Allow PEFC Council secretariat staff and/or PEFC RED authorised body staff to participate as observers during internal audits or management systems reviews, with prior agreement and coordination with the PEFC RED III certified organisation; or during external audits, with prior agreement and coordination with the PEFC RED III certified organisation and PEFC RED III notified certification body.

Article 4: Responsibilities of the PEFC Council or the PEFC RED authorised body

The PEFC Council or the PEFC RED authorised body shall:

1. Inform the PEFC RED III certified organisation of any changes to the PEFC requirements and documentation concerning the PEFC RED III certification scheme that affect this contract in writing and/or by registered letter to the latest known address. If the PEFC RED III certified organisation does not accept the modification, the PEFC RED III certified organisation can terminate the contract, as per article 5, clause 1.

2. Recognise the organisation's PEFC RED III certificate issued by the PEFC RED III notified certification body within its validity and as long as PEFC RED III contract has been signed, and the PEFC RED III fee and the PEFC chain of custody fee have been paid within the timeframe indicated in the invoice.
3. Ensure information of the organisation's certificate is up to date on the PEFC website.

Article 5: Official language of the contract

1. The official and legally binding language of the contract is English. If a translation of the contract into the local language of the PEFC RED authorised body is provided, the version is for information purposes only to facilitate understanding of the content of the contract.
2. The PEFC RED authorised body is responsible for certifying that the present version of the contract accurately reflects the English language version of the contract issued by PEFC Council, which version is also part of the present contract. Both versions will be considered equally valid provided that the local language version of the contract faithfully reflects the content of the attached English model contract.

Article 6: Contract termination

1. The PEFC Council or the PEFC RED authorised body and the PEFC RED III certified organisation may terminate the contract with three (3) months prior notice provided in writing and/or by registered letter to the latest known address. Article 404 of Swiss code of Obligations is reserved [Only for PEFC Council].
2. The PEFC Council or the PEFC RED authorised body may suspend the contract with immediate effect while a suspicion of contravention of the contract or the PEFC ST 5002, *Additional requirements for organisations sourcing forest biomass – RED III*, is being investigated. The suspension will last until the certification body has finished its investigation.
3. The PEFC Council or the corresponding PEFC RED authorised body may suspend or terminate the contract, depending on the seriousness of the alleged breaches, with immediate effect if there are reasons to believe that the organisation is failing or unwilling to comply with the requirements on supervision (set out in clause 3 of Article 3 of this document).
4. The PEFC Council or the PEFC RED authorised body may suspend or terminate the contract, depending on the seriousness of the alleged breaches, with immediate effect when there is a suspicion of misuse of the PEFC RED III certification by the PEFC RED III certified organisation investigated by the PEFC RED III notified certification body. The suspension will last until the certification body has finished its investigation. If the certification body decides to keep the validity of the organisation's PEFC RED III certificate, the contract will be reinstated. On the contrary, this contract will be terminated on the same date as the termination date of the PEFC RED III certificate.
5. The PEFC Council or the corresponding PEFC RED authorised body may suspend or revoke the contract, depending on the seriousness of the alleged breaches, with immediate effect, if there are reasons to believe that any of the terms of the contract or PEFC ST 5002, *Additional requirements for organisations sourcing forest biomass – RED III*, in its valid version, are not being adhered to; or the PEFC RED III certified organisation may be bringing PEFC into disrepute.
6. The PEFC Council or the corresponding PEFC RED authorised body will suspend the contract if the PEFC RED III certified organisation fails to pay the PEFC RED III fee to the PEFC Council after the second reminder from the PEFC Council. If the PEFC RED III fee is paid after the reminder, the PEFC RED III contract will be reinstated.
7. The PEFC Council or the corresponding PEFC RED authorised body will terminate the contract if the PEFC RED III certified organisation fails to pay the PEFC RED III fee to the PEFC Council after the third reminder from the PEFC Council.

8. Withdrawal or termination of the validity of the PEFC recognised chain of custody certificate and/or PEFC RED III certificate will result in automatic termination of this contract, with effect on the same date as the termination of the validity of the PEFC recognised chain of custody certificate and/or the PEFC RED III certificate.
9. Suspension of either the PEFC recognised chain of custody certificate and/or of the PEFC RED III certificate will result in automatic suspension of this contract with effect on the same date as the suspension of the PEFC recognised chain of custody certificate and/or of the RED III certificate, until the suspension is lifted. If the suspension is lifted and the PEFC chain of custody certificate's validity is recognised, and therefore the PEFC RED III certificate is valid again, this contract's validity will be reinstated on the same date as of the PEFC RED III certificate. If the suspension turns into a termination or withdrawal of the PEFC recognised chain of custody certificate and/or of the PEFC RED III certificate, this contract will be automatically terminated on the same date of termination or withdrawal of the PEFC RED III certificate.
10. The end of PEFC's recognition as a RED III voluntary scheme by the European Commission will result in an automatic termination of this contract, and therefore, of the PEFC RED III certificate, with effect on the same date as the end of the European Commission's recognition.
11. No portion of PEFC RED III fee will be refunded to the PEFC RED III certified organisation in case of suspension or termination of the contract according to clauses 1 to 9 of this Article.
12. The PEFC Council or the PEFC RED authorised body is not obliged to pay compensation to the PEFC RED III certified organisation for any costs or other damages arising out or in connection with a suspension or termination, provided such suspension or termination is given in accordance with the clauses 1 to 9 of this Article.

Article 6: Data processing

1. The PEFC Council and the PEFC RED authorised body may collect some personal data on individuals working for the PEFC RED III certified organisation. The personal data collected include full name of the contact person, email address, and telephone number. These data are indispensable to ensure the PEFC RED III certification system operations, such as to trace the validity of PEFC RED III certified organisations, and certified products, by consumers and third parties. In case individuals working for the PEFC RED III certified organisation do not want this information to be publicly available, we encourage to provide generic contact details, or the contract shall be cancelled.
2. Personal data on the PEFC RED III certified organisation are kept for a duration of a minimum of five (5) years, or longer where it is required by the relevant national authority of the European Union Member States, after the end of the contract's validity. Data will then be stored in an in-house database to keep track of the trademarks licences. Upon request, the PEFC Council and the PEFC RED authorised body may provide the PEFC RED III certified organisation with information about the personal data it holds. The PEFC RED III certified organisation has the right to access or verify its personal data and to have them modified, corrected, or deleted at any time. If individuals working for the PEFC RED III certified organisation would like to exercise one of these data protection rights, they can contact the PEFC Council at data@pefc.org or the PEFC RED authorised body at [*PEFC RED authorised body's email address*]
3. By the signature of this contract, the PEFC RED III certified organisation agrees to this data processing procedure.
4. Further information on the PEFC Council or the PEFC RED authorised body data treatment is available from the PEFC Council or the PEFC RED authorised body.

Article 7: Entry into force and duration

1. The contract between the PEFC Council or the PEFC RED authorised body and the PEFC RED III certified organisation applying for PEFC RED III certification enters into force when it has been signed by all parties and it is automatically renewed annually after fulfilment of Article 3, unless it is terminated according to Article 6

Article 8: Applicable law and place of jurisdiction

1. This contract is subject to Swiss law /Or the law of the country where the corresponding PEFC RED authorised body is based.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of the Canton of Geneva, subject to a right of appeal to the Swiss Federal Supreme Court; or by the courts of the country where the corresponding PEFC RED authorised body is based.

Signed in duplicate.

In _____ on _____

For and on behalf of the PEFC Council or
the PEFC RED authorised body

In _____ on _____

For and on behalf of the PEFC RED III
certified organisation

Organisation name, position

Organisation name, position

Appendix 4:

PEFC RED fee structure, tariffs and process

1. General

- 1.1** The PEFC RED fee process, structure, and tariffs are established to cover the expenses of operating the **PEFC RED scheme** and maintaining the European Commission's recognition of the **PEFC RED scheme**.
- 1.2** This document sets up the PEFC RED fee structure, tariffs, and process globally.
- 1.3** The PEFC RED fees are charged and collected by the PEFC Council from PEFC RED certified **organisations** worldwide.
- 1.4** The PEFC RED fee process, structure, and/or tariffs can be changed by the PEFC Council Board of Directors. Any changes affecting the tariffs will take effect the year following that in which the PEFC Council has informed the PEFC RED certified **organisations** of the change.

2. PEFC RED fee structure and tariffs

- 2.1** Applicant **organisations** obtaining RED certification for the first time shall pay the PEFC Council a fee of 238 CHF upon the signature of the **PEFC RED contract**.

Note: An applicant **organisation** is an **organisation** that has applied for PEFC RED III certification and is in the process of obtaining a **PEFC RED certificate**.

- 2.2** For PEFC RED certified **organisations** declaring $\leq 5,000$ tons of total PEFC RED compliant biomass per year, the only applicable fee is an annual PEFC RED flat fee of 238 CHF.
- 2.3** For PEFC RED certified **organisations** declaring > 5000 tons of total PEFC RED compliant biomass per year, and for **organisations** transferring their RED certification from another RED recognised scheme to the **PEFC RED scheme**, the annual PEFC RED fee comprises two components:
- a) a basic fee
 - b) a quantity and type-based fee

Table 2: Summary of applicable PEFC RED fee from the second PEFC RED audit onwards and for organisations transferring their existing RED certification from other RED recognised schemes to PEFC RED certification

	PEFC RED fee composition	Amount
Organisations declaring $\leq 5,000$ tons of PEFC RED compliant biomass	Flat fee/per year	238 CHF
All other organisations	Basic fee + Quantity and type fee	Applicable amount in Table 3 + applicable amount in Table 4

2.4 The basic fee component is a flat fee amount that charges PEFC RED certified **organisations** according to the size of the business. The size of the business is measured through thresholds based on the annual tons of PEFC RED compliant biomass (total sum of woodchips, wood pellets and wood briquettes) declared by the PEFC RED certified **organisation**.

Note: The PEFC RED compliant biomass declared is registered by the PEFC RED certified **organisation** in the **PEFC RED database** and verified by the PEFC RED notified **certification body** during the annual audit.

Table 3: Basic fee according to size of business. Thresholds defined according to the PEFC RED compliant biomass declared by the organisation

Thresholds	BASIC FEE
	Fee tariff per year
> 5 000 tons and ≤ 10,000 tons of PEFC RED compliant biomass	100 CHF
≤ 20,000 tons of PEFC RED compliant biomass	150 CHF
≤ 25,000 tons of PEFC RED compliant biomass	200 CHF
≤ 50,000 tons of PEFC RED compliant biomass	500 CHF
≤ 100,000 tons of PEFC RED compliant biomass	1'000 CHF
> 100,000 tons of PEFC RED compliant biomass	2'000 CHF

2.5 The quantity and type-based fee component is obtained as follows:

- a) tons of PEFC RED compliant wood chips declared * 0.0286 CHF, and/or
- b) tons of PEFC RED compliant wood pellets and wood briquettes declared * 0.0858CHF

Note: The PEFC RED compliant biomass declared is registered by the PEFC RED certified **organisation** in the **PEFC RED database** and verified by the PEFC RED notified **certification body** during the annual audit.

Table 4: Quantity and type-based fee per ton and type of PEFC RED compliant biomass declared

TYPE OF BIOMASS/BIOFUEL	QUANTITY AND TYPE BASED FEE	
	PEFC (CHF) MULTIPLIER	UNIT
Wood chips	0.0286 CHF	Per Ton/per year
Wood pellets and wood briquettes	0.0858 CHF	Per Ton/per year

2.6 For PEFC RED certified **organisations** acting as **first gathering point** that do not directly produce wood chips or wood pellets and wood briquettes, the applicable multiplier from the previous table shall be the one for wood chips.

2.7 For PEFC RED certified **organisations** transferring their RED certification from another scheme to PEFC, the amount of RED wood chips and/or pellets or briquettes (RED compliant biomass) declared shall be based on the last RED annual declaration under the other RED scheme.

2.8 If a PEFC RED certified **organisation** did not trade any PEFC RED forest biomass during the year, the applicable PEFC RED fee shall be the annual flat fee of 238 CHF.

3. PEFC RED fee process

3.1 The year of the first PEFC RED audit, applicant **organisations** shall pay the PEFC RED fee before:

- a) the PEFC **RED certificate** is visible on the PEFC RED public search; and
- b) accessing full functionalities of their PEFC RED database account.

Note: An applicant PEFC RED certified **organisation** is an **organisation** that has applied for PEFC RED certification and is in the process of obtaining a PEFC **RED certificate**.

3.2 The applicant RED certified **organisation** shall pay the PEFC RED fee, upon the signature of the **PEFC RED contract** (Appendix 3)

Note: The **PEFC RED contract** is to be signed once the first PEFC RED audit has taken place.

3.3 In the following PEFC RED audits, PEFC RED certified **organisations** shall pay the PEFC RED fee straight after taking their annual PEFC RED audit through the PEFC RED database. The payment of the fee is required to maintain the validity of their PEFC **RED certificate**.

3.4 PEFC RED notified **certification body** shall verify the trading data registered by the relevant PEFC RED organisation during annual audits and confirm the results to the PEFC Council through the PEFC RED database, either during or after each annual audit.

3.5 PEFC RED notified **certification body** shall inform the relevant PEFC RED organisation of its payment obligation.

3.6 Applicant PEFC RED certified **organisations** and PEFC RED certified **organisations** shall log in to the **PEFC RED database** to proceed with the payment of the PEFC RED III fee. Access to the PEFC RED database for the PEFC RED III certified organisation is mentioned under 8.1.3 and 8.1.4 of this document.

3.7 Applicant PEFC RED certified **organisations** and PEFC RED certified **organisations** shall pay the PEFC RED fee by credit card, logging into their account on the **PEFC RED database**. Under certain circumstances, the **PEFC RED database** may accept the payment through bank transfer.

3.8 Failure to pay the PEFC RED fee on time shall result in a first payment reminder free of charge.

3.9 Failure to pay the PEFC RED fee after the first reminder shall result in a second reminder with an additional charge of 20 CHF over the corresponding PEFC RED fee.

3.10 Failure to pay the PEFC RED fee after the second reminder shall result in a third reminder with:

- a) an additional charge of 50 CHF over the corresponding PEFC RED fee
- b) suspension of the **PEFC RED contract**
- c) automatic change of the status of the PEFC **RED certificate** on the PEFC RED database public interface to "Not PEFC RED recognised", followed by a communication to the relevant PEFC RED notified **certification body** for the PEFC RED notified **certification body** to suspend the certificate until the PEFC RED fee is paid.

3.11 Failure to pay the PEFC RED fee after the third reminder shall result in:

- a) the termination of the **PEFC RED contract** between the PEFC RED certified **organisation** and the **PEFC RED authorised body**, and
- b) the withdrawal of the PEFC **RED certificate** by the relevant PEFC RED notified **certification body**.

Appendix 5:

Registration of information to the PEFC RED database

1. General

- 1.1** The PEFC Council secretariat, **PEFC RED authorised bodies**, PEFC RED notified **certification bodies**, and PEFC RED certified **organisations** shall register information required by the PEFC Council in the **PEFC RED database** to maintain the operation and recognition of the **PEFC RED scheme**.

2. Information required to be registered in the PEFC RED database

2.1 Responsibilities of the PEFC Council secretariat

- 2.1.1** The PEFC Council secretariat shall register and verify the accuracy of the following information in the **PEFC RED database**:

- a) **PEFC RED operations contracts**
- b) **PEFC RED notification contracts**
- c) Accreditation certificates against ISO/IEC 17065 and in accordance with Regulation (EC) 765/2008 and the scope of PEFC ST 5002.
- d) Proof that the **certification bodies** are recognised by a competent authority to cover the scope of PEFC ST 5002.
- e) Accreditation certificates against ISO 14065:2020 for **certification bodies** auditing against requirements for GHG emissions calculations based on actual values.
- f) Summary of all documents related to complaints against the PEFC Council, and the handling of those complaints, within the scope of the **PEFC RED scheme**.

- 2.1.2** To ensure data integrity within the **PEFC RED database**, the PEFC Council secretariat shall monitor all data registered by the PEFC Council secretariat, **PEFC RED authorised bodies**, PEFC RED notified **certification bodies**, and PEFC RED certified **organisations**, as required in Appendix 5.

2.2 Responsibilities of PEFC RED authorised bodies

- 2.2.1** The PEFC Council secretariat or the **PEFC RED authorised bodies** shall register and verify the accuracy of the following information in the **PEFC RED database**:

- a) **PEFC RED contracts** with **organisations**.
- b) Summary of all documents related to complaints against the **PEFC RED authorised body**, and the handling of those complaints, within the scope of **PEFC RED scheme**.

2.3 Responsibilities of PEFC RED notified certification bodies

- 2.3.1** PEFC RED notified **certification bodies** shall register and verify the accuracy of the following information in the **PEFC RED database**:

- a) Name, address, and contact details related to PEFC RED notified **certification bodies**.
- b) Information related to the PEFC RED certification. As a minimum, this includes:
 - i. type of audit (first RED audit, second RED audit, etc.)
 - ii. certificate number

- iii. certificate status
 - iv. copy of issued certificate
 - v. non-conformance data (critical and major non-conformities together with a respective action plan and timing for their correction as agreed with the PEFC RED certified organisation concerned)
 - vi. copy of annual audit reports
 - vii. copy of summary of audit reports for public use and the associated audit timeline against a specific audit year
- c) Copy of the report on the results of the annual internal audit of the PEFC RED notified **certification body** limited to the performance of the PEFC RED certification activities. The report shall include information on the declaration of free from conflict of interest of auditors, certification reviewers, and decision-makers and the declaration of conflict of interest and how it was addressed.
 - d) Summary of all documents related to complaints against the PEFC RED notified certification body, and the handling of those complaints, within the scope of the PEFC RED scheme.
 - e) Summary of stakeholder involvement, in particular on the consultation of indigenous and local communities, during audits and the response to stakeholders' contributions.

2.3.2 PEFC RED notified **certification bodies** shall verify trading data provided by the PEFC RED certified organisation immediately after each annual audit in the PEFC RED database. This trading data shall be used to calculate the PEFC RED fee that the PEFC RED certified organisation shall pay.

2.3.3 In addition, PEFC RED III notified **certification bodies** are required to verify the accuracy of the following information through the **PEFC database**:

- a) Trading data (market updates of the scheme, the amount of feedstock, biofuels, bioliquids and biomass fuels certified according to PEFC in the previous calendar year by country of origin and type) registered by organisations in the **PEFC RED database** and inform PEFC Council secretariat through the **PEFC RED database** once the verification is completed.
- b) Name, address, and contact details of PEFC RED III certified organisations.

2.4 Responsibilities of PEFC certified organisations

2.4.1 PEFC RED III certified **organisations** shall register and verify the accuracy of the following information in the **PEFC RED database**:

- a) Name, address, and contact details of the PEFC RED III certified **organisation**.
- b) Trading data (market updates of the scheme, the amount of feedstock, biofuels, bioliquids and biomass fuels certified according to PEFC in the previous calendar year by country of origin and type), once per year. The trading data shall be ready before their annual audit and shall be used to calculate the PEFC RED fee.
- c) Summary of all documents related to complaints against the PEFC RED III certified **organisation**, and the handling of those complaints, within the scope of **PEFC RED III scheme**.