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PEFC notification of certification bodies operating forest management and chain of custody certification in the Slovak Republic



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1 Scope

This document describes procedures for the issuance of PEFC notification to certification bodies operating forest management and chain of custody certification in the Slovak Republic.

2 Normative references

TD SFCS 1001:2021 Slovak Forest Certification System – description and context

TD SFCS 1002:2021 *Group Forest Management Certification – Requirements*

TD SFCS 1003:2021 *Sustainable Forest Management – Requirements*

TD SFCS 1005:2021 *Requirements for certification bodies operating forest management certification*

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

PEFC ST 2003:2020 *Requirements for Certification Bodies Operating Certification against the PEFC International Chain of Custody Standard*

PEFC ST 2001:2020 *PEFC Trademarks Rules - Requirements*

ISO/IEC 1765:2012 *Conformity assessment – Requirements for bodies certifying products, processes and services*

ISO/IEC 17021 *Conformity assessment. Requirements for bodies providing audit and certification of management systems*

3 Terms and definitions

3.1 Accredited certificate

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

3.2 Authorised body

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

Note: The authorised body is the PEFC National Governing Body

4 Conditions for PEFC notification

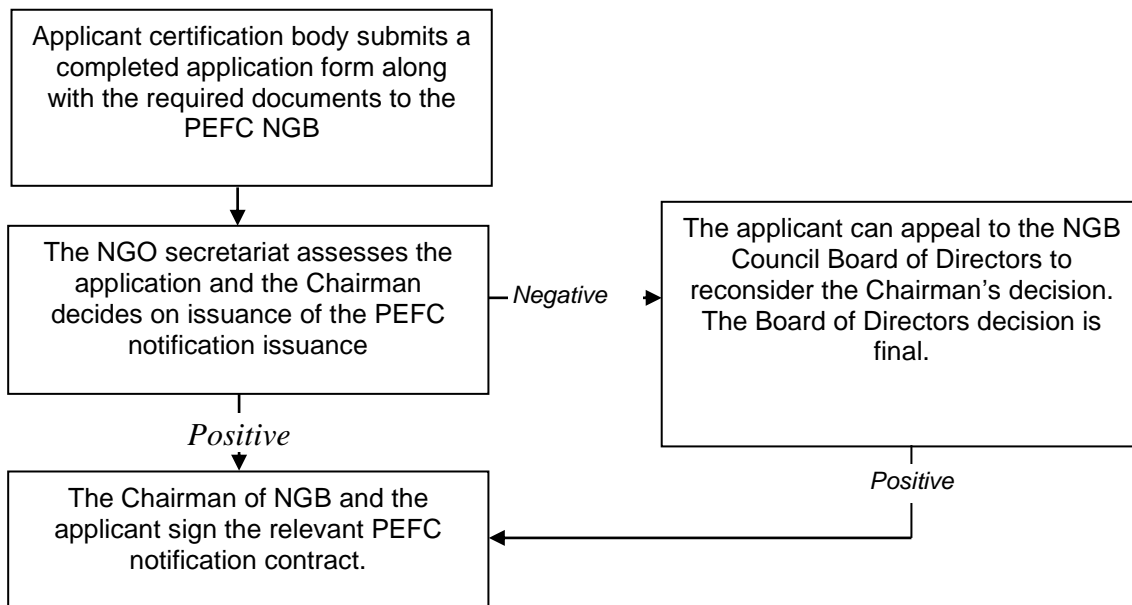
The certification body applying for PEFC notification from the National Governing Body shall:

- be a legal entity;
- agree to be listed on the publicly available PEFC Council Internet database including the certification body's identification data;
- have valid accreditation issued by an accreditation body that signatory of the Multilateral Recognition Arrangement (MLA) or IAF's Regional Accreditation Groups. The accreditation body shall be signatories to the IAF MLA with a main scope of ISO/IEC 17021-1 for certification bodies operating forest management certification. For certification bodies operating forest management certification, the scope of the

accreditation shall explicitly cover technical document TD SFCS 1003:2021 *Sustainable Forest Management – Requirements* and TD SFCS 1002:2021 *Group Forest Management Certification - Requirements*, based on PEFC ST 1003 and PEFC ST 1002 in its valid version and/or with reference to any future changes and amendments adopted by the PEFC Council and presented at the PEFC Council official website www.pefc.org. The scope of accreditation shall also explicitly state ISO/IEC 17021-1, TD SFCS 1005:2021 and other requirements against which the certification body has been assessed. The scope of the accreditation for certification bodies operating chain of custody certification shall explicitly cover PEFC ST 2002 *Chain of Custody of Forest and Tree Based Products – Requirements* and PEFC ST 2001 *PEFC Trademarks Rules – Requirements* in its valid version as presented at the PEFC website www.pefc.org. The scope of accreditation shall also explicitly state ISO/IEC 17065, PEFC ST 2003 (TD SFCS 1006) and other requirements against which the certification body has been assessed.

- sign a PEFC notification contract with the PEFC National Governing Body (*Appendix 1*).

5 PEFC notification issuance procedures



6 Obligations of the PEFC notified certification body

The PEFC notified certification body shall:

1. Have and keep valid accreditation issued in compliance with TD SFCS 1005:2021 and/or PEFC ST 2003:2020 and inform the PEFC National Governing Body immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.

2. Carry out the forest certification against TD SFCS 1001:2021, TD SFCS 1002:2021 and TD SFCS 1003:2021 and/or chain of custody certification against TD SFCS 1004:2020 (PEFC ST 2002:2020) and TD SFCS 1007:2020 (PEFC ST 2001:2020) in the Slovak Republic within the scope of the valid accreditations.
3. Provide the PEFC National Governing Body immediately and truthfully with a completed reporting form for each PEFC forest management and/or chain of custody certificate and every member/site covered by a group or multisite certificate, issued within the scope of PEFC National Governing Body notification and on changes concerning reported certificates.
4. Provide the PEFC National Governing Body, upon request, with a list on its issued PEFC forest management or chain of custody certificates in the Slovak Republic, including information on certificate number, name of the certificate holder, certificate status, date of issuance, date of expiry and date of surveillance audits carried out.
5. Pay the PEFC National Governing Body the annual PEFC notification fee for every certificate when invoiced by the PEFC National Governing Body. The amount of the fee is specified in *Appendix 3* and can be changed by the PEFC National Governing Body during the validity of the contract. Any change to the contract between PEFC National Governing Body and the PEFC notified certification body will take effect the year following that in which the PEFC National Governing Body has informed the PEFC notified certification body, in writing, of the change.
6. Agree to be listed on the publicly available PEFC Council internet database including the certification body's identification data.
7. Inform PEFC forest management and/or chain of custody certificate holders about the range of information it is reporting to the PEFC National Governing Body and that this information (except the certificate holders turnover) will be made publicly available on the PEFC Information Register.
8. Inform the certificate holder how to obtain a PEFC trademarks use licence.

7 Validity of the PEFC notification

The PEFC notification is valid for the period of the validity of the certification body's accreditation. The PEFC notification can be terminated or suspended by the PEFC National Governing Body if the notification contract is violated.

PEFC Notification Contract

Between

- (1) **PEFC Slovakia**, hereafter the “PEFC SK”, having its registered office at T. G. Masaryka 24, SK-960 01 Zvolen, Slovak Republic

And

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

Whereas *name of the certification body* is a PEFC Notified Certification Body operating chain of custody certification which is recognised by the PEFC SK;

Whereas the PEFC SK is the governing body of the Slovak Forest Certification System (PEFC endorsed) and is a licensed user of the PEFC trademarks;

Whereas the PEFC Notified Certification Body is to be granted a PEFC notification and will be allowed to issue the PEFC recognised chain of custody certificates within the scope of the valid accreditation to organisations which are registered in the Slovak Republic;

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

Article 1

Definitions:

1. Chain of Custody of Forest and Tree Based Products – Requirements -
This is PEFC ST 2002:2020, which forms part of the contractual documentation and is found in the annex of this contract. PEFC ST 2002:2020 can be altered or replaced with another document by the PEFC Council.
2. Certification and Accreditation Procedures
This is PEFC ST 2003:2020 *Requirements for certification bodies operating certification against the PEFC international chain of custody standard* which forms part of the contractual documentation and is found in the annex of this contract. PEFC ST 2003:2020 can be altered or replaced with another document by the PEFC Council.
3. Tariffs of PEFC Notification Fee
These are tariffs defined in Appendix 3 to the ND SFCS 003 *PEFC notification of certification bodies operating forest management and chain of custody certification in the Slovak Republic*, which forms part of the contractual documentation and is found in the annex of this contract.
4. PEFC Council Reporting Form
This is appendix 4 to the PEFC Council Guide PEFC GD1006:2012 *Notification of Certification bodies for operating chain of custody certification in countries without authorised bodies*, which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the PEFC Notified Certification Body

The PEFC Notified Certification Body is obliged to:

9. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2020 and inform the PEFC National Governing Body immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
10. Carry out chain of custody certification against PEFC ST 2002:2020 in the Slovak Republic within the scope of the valid accreditations.
11. Provide the PEFC National Governing Body immediately and truthfully with a completed reporting form for each PEFC chain of custody certificate and every member/site covered by a group or multisite certificate, issued within the scope of PEFC National Governing Body notification and on changes concerning reported certificates.
12. Provide the PEFC National Governing Body, upon request, with a list on its issued PEFC chain of custody certificates in the Slovak Republic, including information on certificate number, name of the certificate holder, certificate status, date of issuance, date of expiry and date of surveillance audits carried out.
13. Pay the PEFC National Governing Body the annual PEFC notification fee for every certificate when invoiced by the PEFC National Governing Body. The amount of the fee is specified in *Appendix 3* and can be changed by the PEFC National Governing Body during the validity of the contract. Any change to the contract between PEFC National Governing Body and the PEFC notified certification body will take effect the year following that in which the PEFC National Governing Body has informed the PEFC notified certification body, in writing, of the change.
14. Agree to be listed on the publicly available PEFC Council internet database including the certification body's identification data.
15. Inform PEFC chain of custody certificate holders about the range of information it is reporting to the PEFC National Governing Body and that this information (except the certificate holders turnover) will be made publicly available on the PEFC Information Register.
16. Inform the certificate holder how to obtain a PEFC trademarks use licence.

Article 3: Responsibilities of PEFC SK

1. The PEFC Council recognises the certificates issued by the PEFC Notified Certification Body notified by PEFC SK in compliance with this contract and provides holders of the certificates with access to the PEFC trademarks usage license under the conditions specified by the PEFC Council.
2. PEFC SK is obliged to inform the PEFC Notified Certification Body of any changes to the PEFC Council and PEFC SK regulations and documentation which affect this contract.

Article 4: Data processing

1. To notify a certification body, the PEFC SK may collect some personal data on the individuals working for certification bodies. The personal data collected includes: full name of the contact person, email address and telephone number. This information is necessary for the normal operations of the PEFC certification system. They are made publicly available on the PEFC websites (www.pef.org, www.pefc.sk), and the PEFC SK may share them with third parties limited to and exclusively for certification purposes. These data are indispensable to ensure the PEFC certification system operations, such as to trace validity of certificates, certification bodies notification and accreditation.
2. Personal data on individuals working for certification bodies are kept public for a duration of five years after the end of the notification contract validity. Data will then be deleted. Upon request, the PEFC SK and PEFC Council 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 the individuals working for certification bodies would like to exercise one of these data protection rights, they can contact PEFC SK at info@pefc.sk.
3. By signing the PEFC notification contract, the individuals working for certification bodies agree to this data treatment procedure. In case the individuals working for certification bodies do not want this information to be publicly available, we encourage to provide generic contact details or the PEFC notification contract shall be cancelled.

Article 5: Contract Termination

1. PEFC SK as well as the PEFC Notified Certification Body may terminate the contract with three-months prior notice by a registered letter.
2. PEFC SK may terminate the contract in the case of the cancellation of the contract between the PEFC Council and the PEFC Slovakia.
3. PEFC SK may suspend the contract with the immediate effect if there are reasons to believe that any provision of the PEFC notification contract is not being adhered to.
4. Withdrawal, suspension or the end of the validity of the PEFC Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
5. No PEFC notification fee is refunded to the PEFC Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
6. PEFC SK is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the PEFC Notified Certification Body.

Article 6: Validity of the Contract

The contract enters into force when it has been signed by both parties.

Article 7: Governing Law - Jurisdiction

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

Signed in duplicate.

In Zvolen on

In on

For and on behalf of PEFC SK

For and on behalf of
the PEFC Notified Certification Body

APPLICATION FOR PEFC Notification

I. Applicant's Identification Data

Organisation name			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

II. Information and Documents for Application Processing:

Accreditation number / expire date of validity	
Accreditation Body Name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012, with the scope explicitly covering certification against PEFC ST 2002:2020 and PEFC 2001:2020.	

IV. Self-Declaration:

I hereby confirm that:

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

Signature of applicant's representative
(given in Section I)

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APPLICATION PROCESSING FORM

(Completed by PEFC SK Secretariat)

I. Application Processing:

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the PEFC SK requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract sent to the applicant	<input type="checkbox"/> Yes		
Contract signed by PEFC SK sent to the applicant	<input type="checkbox"/> Yes		
Both parties signed contract received	<input type="checkbox"/> Yes		

II. PEFC Notification Fee Payment:

Year	Amount	Paid on Date	Signature

III. Application Appeal Process:

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal processed with decision	<input type="checkbox"/> Positive <input type="checkbox"/> Negative		

IV. Suspension and Termination of the PEFC notification:

Statutes of Decision	Date	Penalty

Price list C-002	Tariffs of PEFC Notification Fee	PEFC Slovakia
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Valid as of January 1, 2016

Turnover of the PEFC certified organisation		PEFC notification fee
Forest related industries	up to 1 Mill EUR	250 EUR
	over 1 Mill to 5 Mill EUR	500 EUR
	over 5 Mill to 10 Mill EUR	1 000 EUR
	over 10 Mill to 20 Mill EUR	2 000 EUR
	over 20 Mill to 33 Mill EUR	3 500 EUR
	over 33 Mill EUR turnover	5 000 EUR

In case of multisite certification the PEFC notification fee the multi-site organisation's turnover is calculated as a sum of turnovers of sites covered by the multisite organisation.

PEFC Council Certificate Reporting Form

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

Contact details:

Organisation name			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

Certificate information:

Certification Body Name	
Certificate number	
Subcertificate number (if applicable)	
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Accreditation Number	
Certified entity turnover for the last year in EUR	

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Code	Product categories		
01000	Roundwood		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
02000	Fuelwood and charcoal		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020		Charcoal	
03000	Sawnwood and sleepers		
03010		Railway sleepers	
03020		Sawnwood	
04000	Engineered wood products		
04010		Laminated Lumber Products	
04020		Finger Jointed Lumber	
04030		Glue Laminated Products (Glulam)	
04040		Laminated Veneer Lumber (LVL)	
04050		Parallel Strand Lumber (PSL)	
04060		I-Joists / I-Beams	
04070		Trusses & Engineered Panels	
04080		Other	
05000	Wood based panels		
05010		Veneer sheets	
05020		Plywood	
05030		Particle board	
05031			OSB
05032			Other particle board
05040		Fibreboard	
05041			MDF
05042			HDF
05043			Softboard
05043			Hardboard
05044			Insulating board
06000	Pulp		
06010		Mechanical	
06020		Semichemical	
06030		Dissolving	
06040		Chemical	
06041			Unbleached sulphite pulp
06042			Bleached sulphite pulp
06043			Unbleached sulphate (kraft) pulp
06044			Bleached sulphate (kraft) pulp
06050		Recovered paper	
07000	Paper and paper board		
07010		Graphic papers	
07011			Newsprint
07012			Uncoated mechanical
07013			Uncoated woodfree
07014			Coated papers
07020		Household and sanitary paper	
07030		Packaging materials	
07031			Case materials

07032			Folding boxboards
07033			Wrapping papers
07034			Other papers mainly for packaging
07040		Other paper and paperboard	
07050		Converted paper products	
07060		Printed matter	
08000	Wood manufacturers		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
09000	Exterior products		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
11000	Cork and cork products		
11010		Natural cork and cork waste	
11020		Cork manufactures	
12000	Energy		
13000	Non-wood products		
14000	Other		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), ligum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		