

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

Document name: Notification of Certification Bodies for Chain of Custody and Forest Management Certification

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Approved by:
The Council for Sustainable Forest Management in Republic of Macedonia

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Introduction

Certification under the PEFC Balkan Forest Certification System (BFCS) shall be carried out by Certification Body (CB) that possesses accreditation issued by Accreditation Body (AB) that is a member of the International Accreditation Forum (IAF) and/or European co-operation for Accreditation (EA) that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF).

In the process of building the PEFC BFCS, three PEFC National Governance Bodies (NGB's) were participating and accepted the PEFC Balkan Forest Certification System. In case a new member is joining to PEFC BFCS, this document shall not be revised, if they decide to accept the principles of the PEFC BFCS, and to adopt the scheme documentation outside of the FM standard.

The PEFC BFCS is facilitating the efforts of new countries willing to join the Balkan FC System and to support the PEFC global efforts for sustainable forest management.

In principle, Certification Bodies carrying out forest management certification shall be accredited by the AB that is a member of the International Accreditation Forum (IAF) and/or European co-operation for Accreditation (EA) that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF).

In the countries participating in the PEFC BFCS and where national AB have not yet developed accreditation procedures, any AB that is a member of the International Accreditation Forum (IAF) and/or European co-operation for Accreditation (EA) that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF) is eligible to operate forest management certification.

PEFC Notification establishes a necessary link between the accredited certification bodies and The Council for SFM and allows certification bodies to issue PEFC recognised certificates.

1. Scope

This document describes procedures for the issuance of notification by The Council for SFM to certification bodies operating:

- a) Forest Management certification against the requirements of the PEFC National Standard for Sustainable Forest Management in North Macedonia
- and/or
- b) Chain of Custody certification in North Macedonia.

This document was approved by The Council for SFM and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification in North Macedonia.

2. Normative references

The following referenced documents are indispensable for the application of this document. For both dated and undated references, the latest edition of the referenced document (including any amendment) or the document which replaced the referred document applies.

- PEFC National Standard for Sustainable Forest Management in North Macedonia – PEFC MK 03:2021;
- PEFC BS 04:2021, Certification and accreditation procedures;
- PEFC BS 06:2021, Group Certification Rules and Procedures;
- PEFC ST 2002, Chain of Custody of Forest and Tree Based Products – Requirements, most recent version;

- PEFC ST 2003, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard, most recent version;
- PEFC ST 2001, PEFC Trademarks Rules –Requirements, most recent version;
- PEFC BS 07:2021, PEFC logo usage procedures;
- ISO/IEC 17021-1, Conformity assessment – requirements for bodies providing audit and certification of management systems, most recent version;
- ISO/IEC 17065, Conformity assessment — Requirements for bodies certifying products, processes and services, most recent version;
- PEFC Guide, Administration of PEFC scheme, most recent version

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 PEFC 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 either the PEFC National Governing Body (NGB) operating within its country or another entity which has been authorised by the PEFC Council to administer the PEFC scheme.

4. Conditions for notification by The Council for SFM

The certification body applying for notification by The Council for SFM shall:

- be a legal entity;
- agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and / or other data as specified by the PEFC Council and/or The Council for SFM;
- sign a notification contract with The Council for SFM (Appendix 1).

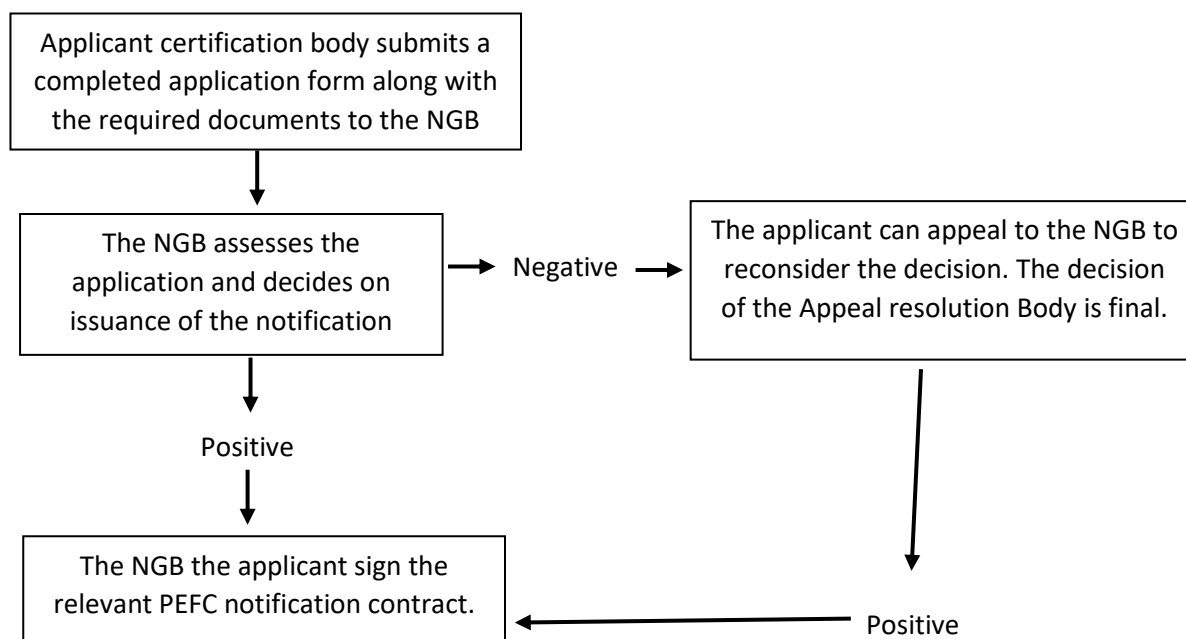
a) The certification body applying for notification for Forest Management certification under the Balkan Forest Certification System shall have valid accreditation, issued by Accreditation Body (NAB) that is a member of the International Accreditation Forum (IAF) and/or European co-operation for Accreditation (EA) that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF).

The accreditation shall be issued against ISO/IEC 17021-1 (most recent version) and the scope of the accreditation shall explicitly include PEFC National Standard for Sustainable Forest Management in North Macedonia.

b) The certification body applying for notification for Chain of Custody certification under the BFCS shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17065 (most recent version) and the scope of the accreditation shall explicitly include PEFC Standard, Chain of Custody of Forest and Tree Based Products – Requirements (most recent version), in its valid version.

The notification procedure does not include any discriminatory measures, such as the certification body's country of origin, affiliation to an association, etc.

5. Notification issuance procedures



6. Obligations of the notified certification body

The certification body (CB) notified by the The Council for SFM shall:

1. Pay The Council for SFM an annual notification fee for every certificate when issued by the CB. The amount of the fee is specified in Appendix 3, *Tariffs of the Notification Fee* and can be changed by The Council for SFM during the validity of the contract. Any change to the contract between The Council for SFM and the notified certification body resulting from a change in the rates will take effect the year following that in which The Council for SFM has informed the certification body, in writing, of the change.
2. Agree to be listed on the PEFC Find Certified online database, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or The Council for SFM.
3. Inform certificate holders about the range of information it is reported to The Council for SFM and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Find Certified online database.
4. Inform the certificate holder how to obtain a PEFC trademarks usage licence from The Council for SFM.

6.1. Forest management certification

The certification body notified by The Council for SFM for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC BS 04:2021, Certification and accreditation procedures and inform The Council for SFM 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 Forest Management certification against PEFC National Standard for Sustainable Forest Management in North Macedonia within the scope of the valid accreditation.
3. Provide The Council for SFM immediately and truthfully with a completed reporting form, as required by the PEFC Council, for each PEFC Forest Management certificate issued within the scope of notification and on changes concerning reported certificates.
4. Provide The Council for SFM, upon request, with a list of Forest Management certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

6.2. Chain of Custody certification

The certification body notified by The Council for SFM for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC Standard, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard (most recent version) and inform The Council for SFM 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 PEFC chain of custody certification against PEFC Standard, Chain of Custody of Forest and Tree Based Products – Requirements (most recent version) within the scope of the valid accreditation.
3. Provide The Council for SFM immediately and truthfully with a completed reporting form, as required by the PEFC Council, for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by The Council for SFM and on changes concerning reported certificates.
4. Provide The Council for SFM, upon request, with a list on certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

6.3. Check on fulfillment of requirements of PEFC Trademarks Usage Rules

The certification body notified by The Council for SFM for Chain of Custody certification shall:

1. Carry out PEFC trademarks usage verification against PEFC Standard, PEFC Logo Usage Rules – Requirements (most recent version) and PEFC BS 07:2020 within the scope of the valid accreditation.
2. Provide The Council for SFM immediately and truthfully for PEFC trademarks use by certified entities issued under the scope of notification by The Council for SFM and on changes concerning reported certificates.

7. Validity of notification

The notification is valid for the period of the validity of the certification body's accreditation. The notification can be terminated or suspended immediately by The Council for SFM, if the notification contract is violated.

Annex 1

PEFC NOTIFICATION CONTRACT FOR FOREST MANAGEMENT

Between

- 1) The Council for sustainable forest management in the Republic of Macedonia, address Nikola Parapunov 41, building 5/III/307, Skopje
and
- 2) *“Name and address of the certification body”* (hereafter certification body)

Whereas the Notified Certification Body is operating Forest Management certification recognised by The Council for sustainable forest management in the Republic of Macedonia (hereafter The Council for SFM);

Whereas The Council for SFM is the governing body of the PEFC Council, Programme for the Endorsement of Forest Certification schemes in North Macedonia, based on an administration contract signed with the PEFC Council;

Whereas the Notified Certification Body is to be granted notification, and The The Council for SFM recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in North Macedonia.
Now, therefore the above said parties agree to the following:

Article 1: Definitions

1. Forest Management certification

This is PEFC MK 03:2021, PEFC National Standard for Sustainable Forest Management in North Macedonia which forms part of the contractual documentation. The PEFC MK 03:2021 can be altered or replaced with another document by The Council for SFM.

2. Certification and Accreditation Procedures – Forest Management certification

This is PEFC BS 04:2021, Certification and accreditation procedures which forms part of the contractual documentation. PEFC BS 04:2021 can be altered or replaced with another document by The Council for SFM.

3. Tariffs of the Notification Fee of The Council for SFM.

These are the tariffs defined in Appendix 3 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification against the requirements of the Balkan forest certification system” which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification against the requirements of the Balkan Forest Certification System” which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the Notified Certification Body

The Notified Certification Body is obliged to:

- a) Pay The Council for SFM an annual notification fee for every certificate when invoiced by The Council for SFM. The amount of the fees is specified in Appendix 3, *Tariffs of the Notification Fee of The Council for SFM* and can be changed by The Council for SFM during the validity of the contract.

Any change to the contract between The Council for SFM and the Notified Certification Body resulting from a change in the rates will take effect the year following that in which The Council for SFM has informed the Notified Certification Body, in writing, of the change.

- b) Agree to be listed on the PEFC Find Certified online database, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or The Council for SFM.
- c) Inform certificate holders about the range of information it is reporting/reported to The Council for SFM and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Find Certified online database.
- d) Inform the certificate holder how to obtain a PEFC trademarks usage licence from The Council for SFM.

The Notified Certification Body carrying out Forest Management certification is obliged to:

- e) Have and keep valid accreditation issued in compliance with PEFC BS 04:2021 and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- f) Carry out Forest Management certification against PEFC MK 03:2021 within the scope of the valid accreditation.
- g) Provide The Council for SFM immediately and truthfully with a completed reporting form, as required by the PEFC Council, for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
- h) Provide The Council for SFM, upon request, with a list of Forest Management certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

Article 3: Responsibilities of The Council for SFM

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

Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. The Council for SFM may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.

4. The notification contract may be terminated in case of cancellation of the administration contract between The Council for SFM and the PEFC Council.

5. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.

6. The Council for SFM is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

Article 5: Validity of the Contract

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

Article 6: Data protection

To notify a certification body, The Council for SFM 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 (PEFC Council website and PEFC National Governing Body websites), and The Council for SFM 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.

Personal data on individuals working for certification bodies are kept public for a duration of five (5) years after the end of the notification contract validity. Data will then be deleted. Upon request, The Council for SFM 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 the technical secretary or President of The Council for SFM at pefcmk@gmail.com.

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 7: Governing Law - Jurisdiction

1. This contract is subject to the law of the country where The Council for SFM is registered.

2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of North Macedonia.

Signed in duplicate.

In _____ on _____

In _____ on _____

For and on behalf of
The Council for SFM

For and on behalf of the
The Notified Certification Body

Annex 2

PEFC NOTIFICATION CONTRACT FOR CHAIN OF CUSTODY

Between

- 1) 1) The Council for sustainable forest management in the Republic of Macedonia, address Nikola Parapunov 41, building 5/III/307, Skopje
and
- 2) Name and address of the certification body (hereafter certification body)

Whereas the Notified Certification Body is operating Chain of Custody certification recognised by The Council for sustainable forest management in the Republic of Macedonia (hereafter The Council for SFM);

Whereas The Council for SFM is the national governing body in North Macedonia, based on an administration contract signed with the PEFC Council;

Whereas the Notified Certification Body is to be granted notification, and The Council for SFM recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in North Macedonia, and international sites participating in multi-site Chain of Custody certifications of these organisations.
Now, therefore the above said parties agree to the following:

Article 1: Definitions

1. Chain of Custody of Forest Based Products – Requirements -

This is PEFC ST 2002:2020, Chain of Custody of Forest Based Products – Requirements, which forms part of the contractual documentation. PEFC ST 2002:2020 can be altered or replaced with another document by The Council for SFM.

2. Certification and Accreditation Procedures – Chain of Custody certification

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 2003:2020 can be altered or replaced with another document by The Council for SFM.

3. Tariffs of the Notification Fee of The Council for SFM

These are the tariffs defined in Appendix 3 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification in North Macedonia against the requirements of the Balkan forest certification system” which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification in North Macedonia against the requirements of the Balkan forest certification system” which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the Notified Certification Body

The Notified Certification Body is obliged to:

a) Pay The Council for SFM an annual notification fee for every certificate when invoiced by The Council for SFM. The amount of the fees is specified in Appendix 3, *Tariffs of the Notification Fee of The Council for SFM* and can be changed by The Council for SFM during the validity of the contract. Any change to the contract between The Council for SFM and the notified certification body resulting from a change in the rates will take effect the year following that in which The Council for SFM has informed the Notified Certification Body, in writing, of the change.

b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.

c) Inform certificate holders about the range of information it is reporting to The Council for SFM and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.

d) Inform the certificate holder how to obtain a PEFC Logo use license from The Council for SFM.

The Notified Certification Body carrying out PEFC Forest Management certification is obliged to:

e) Have and keep valid accreditation issued in compliance with PEFC ST 2003:2020 and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.

f) Carry out Chain of Custody certification against PEFC ST 2002:2020 within the scope of the valid accreditation.

g) Provide The Council for SFM immediately and truthfully with a completed reporting form for each PEFC Chain of Custody certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.

h) Provide The Council for SFM, upon request, with a list of Chain of Custody certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

Article 3: Responsibilities of The Council for SFM

1. The Council for SFM recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC trademarks usage licence under the conditions specified by The Council for SFM.

2. The The Council for SFM is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.

2. The The Council for SFM may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.

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

4. The notification contract may be terminated in case of cancellation of the administration contract between The Council for SFM and the PEFC Council.

5. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.

6. The The Council for SFM is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

Article 5: Validity of the Contract

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

Article 6: Data protection

To notify a certification body, The Council for SFM 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 (PEFC Council website and PEFC National Governing Body websites), and The Council for SFM 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.

Personal data on individuals working for certification bodies are kept public for a duration of five (5) years after the end of the notification contract validity. Data will then be deleted. Upon request, The Council for SFM 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 the Technical secretary or President of The Council for SFM at pefcmk@gmail.com.

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 7: Governing Law - Jurisdiction

1. This contract is subject to the law of the country where The Council for SFM is registered.

2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of North Macedonia.

Signed in duplicate.

In _____ on _____

In _____ on _____

For and on behalf of
The Council for SFM

For and on behalf of the
The Notified Certification Body

Annex 3: Application for PEFC Notification

APPLICATION FORM FOR NOTIFICATION BY THE _____

1. Applicant's Identification data

Organizations name			
Authorized Person			
Address	Street, no.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		website	

2. Type of certification

- a) Forest Management certification ☐
- b) Chain of Custody certification ☐

3. Information and documents for application processing

a) Forest management certification

Accreditation number / validity date expiry	
Accreditation body name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021-1 with the scope of the accreditation explicitly including PEFC MK or SL or B&H 03:2021.	

b) Chain of Custody certification

Accreditation number / validity date expiry	
Accreditation body name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065, with the scope of the accreditation explicitly including certification against PEFC ST 2002:2020.	

4. Self-Declaration

I hereby confirm that:

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

Signature of the applicant's representative
(according to the data in section 1)

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Appendix 4: Tariffs of the Notification Fee

a) Forest Management certification

The Council for SFM charges amount of 0.02 EURO annually per hectare of forest certified by PEFC Forest Management standard(s).

The use of PEFC logo must be approved with a logo usage contract.

Note: The calculation of the notification fee takes into account the total forest area, regardless of co-ownership.

b) Chain of Custody certification

PEFC Chain of Custody	
Turnover of the PEFC certified organisation (EURO)	PEFC notification fee (EURO)
Up to 250.000	200
250.000 - 500.000	250
500.000 - 1.000.000	300
1.000.000 - 2.500.000	350
2.500.000 - 5.000.000	450
5.000.000 - 10.000.000	550
10.000.000 - 20.000.000	650
20.000.000 - 30.000.000	850
30.000.000 - 100.000.000	1.200
over 100.000.000	2.000

In case of multi-site certifications, which are not producer groups, the multi-site organisation's turnover is calculated as a sum of turnovers of sites covered by the multisite organisation.

National governing body issues the PEFC logo to certified companies free of charge. The contribution of companies is paid through a certification body, which collects the contribution for the institution.

The use of PEFC trademarks is free for certified COC companies. The PEFC trademarks use must be authorised with a PEFC trademarks usage contract.

Appendix 5: (The Council for SFM) Certificate reporting form

Chain of Custody 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 [currency]	

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.

Appendix 5: [PEFC authorised body] Certificate Reporting Form

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), lignum 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		

Forest Management Certificate Reporting Form

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

[Note: Depending on the national situation, especially when a high number of small scale forest owners are participating in group Forest Management certification, the registration of forest owners participating in group certification can be registered by the PEFC authorised body itself, or even by a third party. In this case the data requested in this reporting needs to be collected by the PEFC authorised body or the third part from the forest owners directly, and not from the certification body.]

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	
Scope of the certificate (total area in hectares)	

Scope of Group forest certificate information:

[illegible]

*1 Primary, 2 natural, 3 semi-natural/planted or 4 forest plantation

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.

Appendix 5: [PEFC authorised body] Certificate Reporting Form

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

Appendix 5: [PEFC authorised body] Certificate Reporting Form

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.	
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3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		