

PEFC Denmark's guidance on notification of certification bodies



PEFC
**Descriptive
document**

PEFC Denmark

Amalievej 20

1875 Frederiksberg C
Denmark

info@pefc.dk
www.pefc.dk

Copyright notice

© PEFC Denmark 2020

This PEFC Denmark document is copyright protected by PEFC Denmark. This document is freely available from the PEFC Denmark website or upon request.

No part of this document covered by the copyright may be changed or amended, reproduced or copied for commercial purposes, in any form or by any means without the permission of PEFC Denmark.

The official version of this document is in Danish, but it has been translated into English. In case of any doubt the Danish version is definitive.

Document title: PEFC Denmark's guidance on notification of certification bodies

Document number: PEFC DK 006-4

Approved by: PEFC Denmark

Date: 25.11.2020

1. INTRODUCTION	3
2. SCOPE.....	3
3. CONDITIONS FOR PEFC NOTIFICATION	3
4. PROCEDURE FOR ISSUING PEFC NOTIFICATION	4
5. THE CERTIFICATION BODY’S OBLIGATIONS	4
6. VALIDITY OF THE PEFC NOTIFICATION.....	4
ANNEX 1: PEFC NOTIFICATION CONTRACT	1
1. DANISH PEFC CERTIFICATION SYSTEM FOR SUSTAINABLE FOREST MANAGEMENT, PEFC DK 000-1	1
2. PEFC DENMARK’S FOREST MANAGEMENT STANDARD – PEFC DK 001-4.....	2
3. REQUIREMENTS FOR GROUP CERTIFICATION OF SUSTAINABLE FOREST MANAGEMENT – PEFC DK 003-5	2
4. CHAIN OF CUSTODY OF FOREST BASED PRODUCTS – REQUIREMENTS – PEFC ST 2002:2020	2
5. REQUIREMENTS FOR CERTIFICATION AND ACCREDITATION PROCEDURES – PEFC DK 005-4	2
6. REQUIREMENTS FOR CERTIFICATION BODIES OPERATING CERTIFICATION AGAINST THE PEFC INTERNATIONAL CHAIN OF CUSTODY STANDARD (PEFC ST 2003:2020)	2
7. CHARGE FOR PEFC-CERTIFIED FOREST OWNERS AND ENTERPRISES	2
ANNEX 2: APPLICATION FORM FOR PEFC NOTIFICATION	1
APPLICATION PROCEDURE	2
ANNEX 3: CHARGES FOR PEFC-CERTIFIED FOREST OWNERS AND ENTERPRISES	3
ANNEX 4: REPORTING TO PEFC DENMARK ON CERTIFICATES.....	4
PEFC DENMARK: REPORT ON ISSUED CHAIN OF CUSTODY CERTIFICATES (COC CERTIFICATES)	5

1. Introduction

This guide describes the rules for PEFC notification of certification bodies performing PEFC certification in Denmark.

2. Scope

This guidance is based on the provision in *The Danish PEFC certification system for sustainable forest management – PEFC DK 000-1*, point 7.2 and chapter 6.2 of *PEFC Denmark's requirements for certification and accreditation procedures – PEFC DK 005-4*, which requires certification bodies performing PEFC certification pursuant to the Danish PEFC certification system for sustainable forest management to be PEFC-notified by PEFC Denmark.

The guidance was approved by the PEFC Denmark board on 25 November 2020.

The guidance covers PEFC notification performed by PEFC Denmark, by certification bodies that:

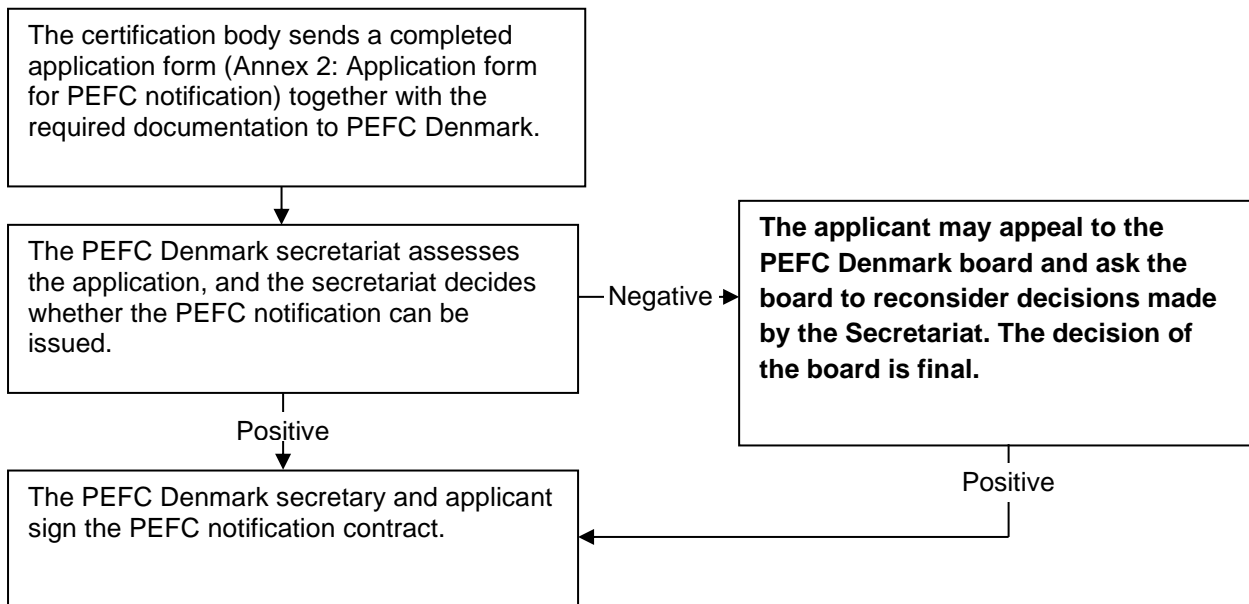
- Perform certification of sustainable forest management
- Certification of group leaders to perform group certification of forest management
- Certification of chain of custody in Denmark, according to the international standard for chain of custody certification

3. Conditions for PEFC notification

The certification body applying for PEFC notification from PEFC Denmark must:

- Be a legal entity
- Agree to be listed on the PEFC Council's Internet-based database, which is accessible to the general public, with identification data and/or data specified in *PEFC Information and Registration System – Data Requirements – PEFC DG 1008:2019*
- Hold valid accreditation issued by a national accreditation body that is a member of the European Cooperation for Accreditation (EA) and/or the International Accreditation Forum (IAF) and has signed the multilateral agreement on mutual recognition of accreditation bodies. For forest certification, the accreditation must be issued in accordance with ISO 17065:2012 (*Requirements for bodies certifying products, processes and services*) and supplementary requirements defined by PEFC Denmark in *Requirements for certification and accreditation procedures – PEFC DK 005-4*; and for chain of custody to be issued according to ISO 17065:2012 (*Requirements for bodies certifying products, processes and services*) and supplementary requirements defined by PEFC International in *Requirements for Certification Bodies Operating Certification against the PEFC International Chain of Custody Standard – PEFC ST 2003:2020*.
- The scope of accreditation must include *PEFC Denmark's Forest Management Standard – PEFC DK 001-4* and/or *PEFC Denmark's requirements for group certification of sustainable forest management – PEFC DK 003-5* and/or, for chain of custody verification, *PEFC ST 2002:2020 – Chain of Custody of Forest and Tree Based Products – Requirements*
- Sign a PEFC notification contract with PEFC Denmark (Annex 1: PEFC notification contract)

4. Procedure for issuing PEFC notification



5. The certification body's obligations

The PEFC-notified certification body must:

- Perform certification of sustainable forest management and/or group certification of sustainable forest management and/or chain of custody verification in Denmark according to the Danish PEFC certification system for sustainable forest management, within the scope of accreditation
- Notify PEFC Denmark of amendments to the scope of accreditation covering the certification of sustainable forest management and/or group certification of sustainable forest management and/or chain of custody verification in Denmark
- Send information to PEFC Denmark without delay concerning all certificates issued, as well as amendments to previously issued certificates. The scope of information that must be reported is defined by PEFC Denmark in Annex 4: Reporting to PEFC Denmark on certificates. Notify certified enterprises and forest owners of the charge payable to PEFC Denmark, and withdraw certificates at the request of PEFC Denmark if this charge is not paid

6. Validity of the PEFC notification

The PEFC notification is valid for the period of validity of the accreditation. The PEFC notification may be revoked or suspended by PEFC Denmark if the contract is breached or if the terms of the accreditation are otherwise no longer applicable.

Annex 1: PEFC notification contract

Between

(1) **PEFC Denmark**, Amalievej 20. DK 1875 Frederiksberg C

and

(2) **Name and address of the certification body (hereinafter referred to as “the PEFC-notified certification body”)**

– As **the PEFC-notified certification body** performs certification of sustainable forest management and/or group certification of sustainable forest management and/or chain of custody verification in Denmark according to the Danish PEFC certification system for sustainable forest management as recognised by PEFC Denmark

- As PEFC Denmark is the owner of the Danish PEFC certification system for sustainable forest management and has the right to issue logo licences on behalf of and subject to contracts concluded with the PEFC Council, which owns the PEFC trademark

- As the PEFC-notified certification body is to be awarded PEFC notification and will be given permission to issue PEFC-recognised certificates in Denmark within the scope of the body's accreditation

To notify a certification body, PEFC Denmark 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 Denmark's website), and PEFC Denmark 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 PEFC Denmark 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 Denmark at info@pefc.dk.

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.

The above parties agree on the following:

Section 1. Definitions

1. Danish PEFC certification system for sustainable forest management, PEFC DK 000-1

This document describes the Danish PEFC certification system for sustainable forest management. This document forms part of the contractual basis and can be found on the PEFC Denmark website. *The Danish*

PEFC certification system for sustainable forest management – PEFC DK 000-1 is the applicable system as approved by PEFC Denmark, see Section 3(2).

2. PEFC Denmark's Forest Management Standard – PEFC DK 001-4

This standard is the standard pursuant to the Danish PEFC certification system for sustainable forest management that defines the requirements for certification of sustainable forest management. This forms part of the contractual basis and is found on the PEFC Denmark website. *PEFC Denmark's Forest Management Standard – PEFC DK 001-04* is the applicable forest management standard as approved by PEFC Denmark, see Section 3(2).

3. Requirements for group certification of sustainable forest management – PEFC DK 003-5

This standard is the standard pursuant to the Danish PEFC certification system for sustainable forest management that defines the requirements for group certification of sustainable forest management. This forms part of the contractual basis and is found on the PEFC Denmark website. *Requirements for group certification of sustainable forest management – PEFC DK 003-05* is the applicable guideline as approved by PEFC Denmark, see Section 3(2).

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

This standard is the standard pursuant to the Danish PEFC certification system for sustainable forest management that defines the requirements for chain of custody verification. This standard forms part of the contractual basis and is found on the PEFC Denmark website. *Chain of Custody of Forest and Tree Based Products – Requirements – PEFC ST 2002:2020* is the applicable standard as approved by the PEFC Council and adopted by PEFC Denmark, see Section 3(2).

5. Requirements for certification and accreditation procedures – PEFC DK 005-4

This standard is the standard pursuant to the Danish PEFC certification system for sustainable forest management that defines the requirements for certification bodies performing PEFC certification of forest management in Denmark. This forms part of the contractual basis and is found on the PEFC Denmark website. *Requirements for certification and accreditation procedures 005-4* are the applicable guidelines as approved by PEFC Denmark, see Section 3(2).

6. Requirements for Certification Bodies Operating Certification against the PEFC International Chain of Custody Standard (PEFC ST 2003:2020)

This standard is the standard pursuant to the Danish PEFC certification system for sustainable forest management that defines the requirements for certification bodies performing PEFC chain of custody certification in Denmark. This standard forms part of the contractual basis and is found on the PEFC Denmark website. Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard *PEFC ST 2003:2020* is the applicable standard as approved by the PEFC Council and adopted by PEFC Denmark, see Section 3(2).

7. Charge for PEFC-certified forest owners and enterprises

The level of this charge is specified in Annex 3: Charges for PEFC-certified forest owners and enterprises that perform certification according to the Danish PEFC certification system for sustainable forest management. This forms part of the contractual basis and is found on the PEFC Denmark website. PEFC Denmark may make regular amendments with effect from the following collection year, see Section 3(2).

Section 2: Obligations of the PEFC-notified certification body

The PEFC-notified certification body is obliged to:

1. Have and maintain a valid accreditation issued in accordance with PEFC Denmark's rules for certification bodies as defined in *PEFC Denmark's requirements for certification and accreditation procedures – PEFC DK 005-4* as regards certification of forest management and accreditation issued in accordance with *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard (PEFC ST 2003:2020)* as regards chain of custody certification, and notify PEFC Denmark of amendments to accreditation. The PEFC-notified certification body must provide evidence in January every year and whenever requested to do so by PEFC Denmark so as to indicate that the requirements for maintaining valid accreditation are met
2. Perform certification of sustainable forest management and/or group certification of sustainable forest management and/or chain of custody certification in Denmark according to the Danish PEFC certification system for sustainable forest management, within the scope of accreditation
3. Submit truthful information on all certificates issued in Denmark and amendments to these to PEFC Denmark within 14 days of certificates being issued or amended
4. Withdraw certificates within 14 days at the request of PEFC Denmark, if the certified enterprises and forest owners do not pay the charge to PEFC Denmark
5. Agree to be included in the list on the PEFC Council's Internet-based database, which is accessible to the general public, with identification data and/or data specified in *PEFC Information and Registration System – Data Requirements – PEFC DG 1008:2019*

Section 3: PEFC Denmark's obligations

1. PEFC Denmark recognises the certificates issued by the PEFC-notified certification body in accordance with this contract and allows certificate holders to use the PEFC trademark, in accordance with conditions specified by PEFC Denmark
2. PEFC Denmark is obliged to notify the PEFC-notified certification body of any amendments to PEFC Denmark's rules and documents that may affect this contract

Section 4: Termination of the contract

1. PEFC Denmark, as well as the PEFC-notified certification body, may terminate the contract by giving three months' notice effective on the first day in a month
2. PEFC Denmark may suspend the contract with immediate effect if the terms of the PEFC notification contract are not respected. Any non-conformities concerning compliance with the terms will be settled in accordance with the provisions in Section 6.
3. The withdrawal, suspension or expiry of the accreditation of the PEFC-notified certification body will automatically result in termination of the contract as of the same date as the withdrawal, suspension or expiry of the accreditation
4. PEFC Denmark is not obliged to pay compensation for costs incurred by the PEFC-notified certification body or other compensation on account of temporary suspension or termination
5. The PEFC notification may be terminated in the case of the cancellation of the contract between the PEFC Council and PEFC Denmark (PEFC GD 1004, Administration of the PEFC Scheme)

Section 5: Validity of the contract

The contract will effect from the date on which it is signed by both parties. The PEFC notification is valid for the period of validity of the accreditation. The PEFC notification may be revoked or suspended by PEFC Denmark if the contract is breached or if the terms of the accreditation are otherwise no longer applicable.

Section 6: Special conditions

Any dispute between PEFC Denmark and the PEFC-notified certification body that cannot be settled by means of negotiation between the parties will be settled by arbitration according to the following rules.

The arbitral tribunal comprises three members, each party appointing one member and the two members jointly appointing an umpire who takes up a position as the third member of the arbitral tribunal. It is incumbent upon the party requesting arbitration to appoint its arbitrator and notify the opposing party of the name of this person when submitting the request for arbitration to the other party. It is incumbent upon the opposing party to submit a response and appoint its arbitrator within four weeks of receipt of the request for arbitration. If a party fails to appoint its arbitrator in a timely fashion and does not subsequently do so within ten working days of a written request from the other party to appoint an arbitrator, the other party will be entitled to request the President of the Court of Frederiksberg to appoint the arbitrator in question. If the two arbitrators are unable to agree on the selection of the umpire, the two arbitrators will be obliged to ask the President of the Court of Frederiksberg to appoint the umpire. Each party has the same right if no umpire has been appointed within four weeks of the appointment of the second of the two arbitrators.

Meetings of the arbitral tribunal will be held in the municipality of Frederiksberg or Copenhagen, unless the parties agree to hold them elsewhere.

If the negotiations are led by the umpire, the arbitration proceedings must convene a meeting of the parties within two weeks of the appointment of the umpire with a view to reaching an amicable settlement.

If the dispute cannot be resolved in this way, the arbitration proceedings will establish the procedure for further examination of the case.

Signed in duplicate.

Frederiksberg DD.MM.YYYY

DD.MM.YYYY

PEFC Denmark

PEFC-notified certification body

Annex 2: Application form for PEFC notification

I. Applicant's data

Name of certification body			
Registration number			
Representative of the organisation			
Address	Street		
	Postcode		Town/city
	Country		
Contact person			
Telephone			
Email			http

II. Mandatory information and documents for the application process:

Accreditation number/Accreditation expiry date	
Accreditation body	
Documents required for the application process: Copy of the accreditation certificate issued according to ISO 17065:2012, if the scope clearly covers certification according to:	
<input type="checkbox"/> PEFC Denmark's Forest Management Standard – PEFC DK 001-4	
<input type="checkbox"/> PEFC Denmark's requirements for group certification of sustainable forest management – PEFC DK 003-5	
<input type="checkbox"/> Chain of Custody of Forest and Tree Based Products – Requirements – PEFC ST 2002:2020	

III. Self-declaration:

I hereby confirm that:

- I have read and accepted PEFC Denmark's rules for PEFC certification and notification
- That the information in this application is comprehensive and truthful

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

--

Application procedure

(To be completed by PEFC Denmark's secretariat)

I. Application procedure:

		Date	Signature
Application form received	<input type="checkbox"/> Yes		
Compliant with PEFC Denmark's requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract signed by PEFC Denmark and sent to applicant	<input type="checkbox"/> Yes		
Contract signed by both parties has been received	<input type="checkbox"/> Yes		

II. Appeal:

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal dealt with by the following decision:	<input type="checkbox"/> Positive <input type="checkbox"/> Negative		

III. Suspension and termination of PEFC notification:

Decision status	Date	Sanction

Annex 3: Charges for PEFC-certified forest owners and enterprises

Charges will always be shown on the PEFC Denmark website.

The charge for valid certificates is collected in January on the basis of data valid as of 1 January.

The charge is levied pro rata for certificates issued after 1 January.

Charges for certificates are paid only for the months in which they are in force in the years in question.

The PEFC Denmark board sets the level of the charge.

Annex 4: Reporting to PEFC Denmark on certificates

PEFC Denmark maintains the international PEFC database. This means that PEFC Denmark needs a range of information and copies of certificates. Guidance on what information PEFC Denmark needs can be found below. There are no requirements in respect of the format: it may be an email, or extracts from databases.

Information to PEFC on certificates issued:

- Copy of certificate
- Information about the enterprise, see the next page.
- Send information on changes within 14 days *Guidance on notification of certification bodies – PEFC DK 006-4*, Section 2, 3
- All information must be sent to info@pefc.dk

PEFC Denmark: Report on issued chain of custody certificates (CoC certificates)

Contact details:

Name of the organisation			
Address	Street, no.		
	Town/city	Postcode	
	Country		
Contact person			
Telephone		Mobil e	Not mandatory
Email		Web	

Information on certificate:

Certificate number	
Subcertificate number (in the case of multi-site certification)	
Issue date	
Expiry date	
Name of certification company	
Name of accreditation company	
Accreditation number	
The certified enterprise's wood-based turnover for the most recent financial year, in Danish kroner.	

Information about certified products:

Product name	Product Category code**	Product description**	Type code (may include more than one)

** See the next page for codes for product categories and types. If the product includes more than one type (e.g. 1 – coniferous and 3 – non-coniferous), both codes must be written in 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), 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		
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		