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Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme

Document name: Notification of Certification Bodies for Chain of Custody and Forest Management
Certification in Macedonia against the requirements of the Macedonian forest certification scheme

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Introduction

Certification under the *[forest certification scheme]* shall be carried out by third party certification bodies, which are accredited by a national accreditation body which is a member or a part of the International Accreditation Forum (IAF) in order to demonstrate its competence and independence. Notification by *[PEFC authorised body (in most cases this is the PEFC NGB, which has signed an “administration contract with the PEFC Council. See PEFC GD 1004:2009)]* establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by *[PEFC authorised body]*.

1. Scope

This *[type of document]* describes procedures for the issuance of notification by *[PEFC authorised body]* to certification bodies operating:

- a) Forest Management certification against the requirements of the *[forest certification scheme]*, and/or
- b) Chain of Custody certification in *[country]*.

This *[type of document]* was approved by the *[relevant body (for example “Board of Directors” of the [PEFC authorised body])]* and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the *[forest certification scheme]*.

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 MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia

PEFC MK 04:2017, Certification and accreditation procedures

PEFC MK 06:2017, Group Certification Rules and Procedures

PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements

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

ISO/IEC 17021-1:2015, Conformity assessment – requirements for bodies providing audit and certification of management systems

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

PEFC GD 1004:2009, Administration of PEFC scheme

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.

4. Conditions for notification by The Council for SFM in Macedonia

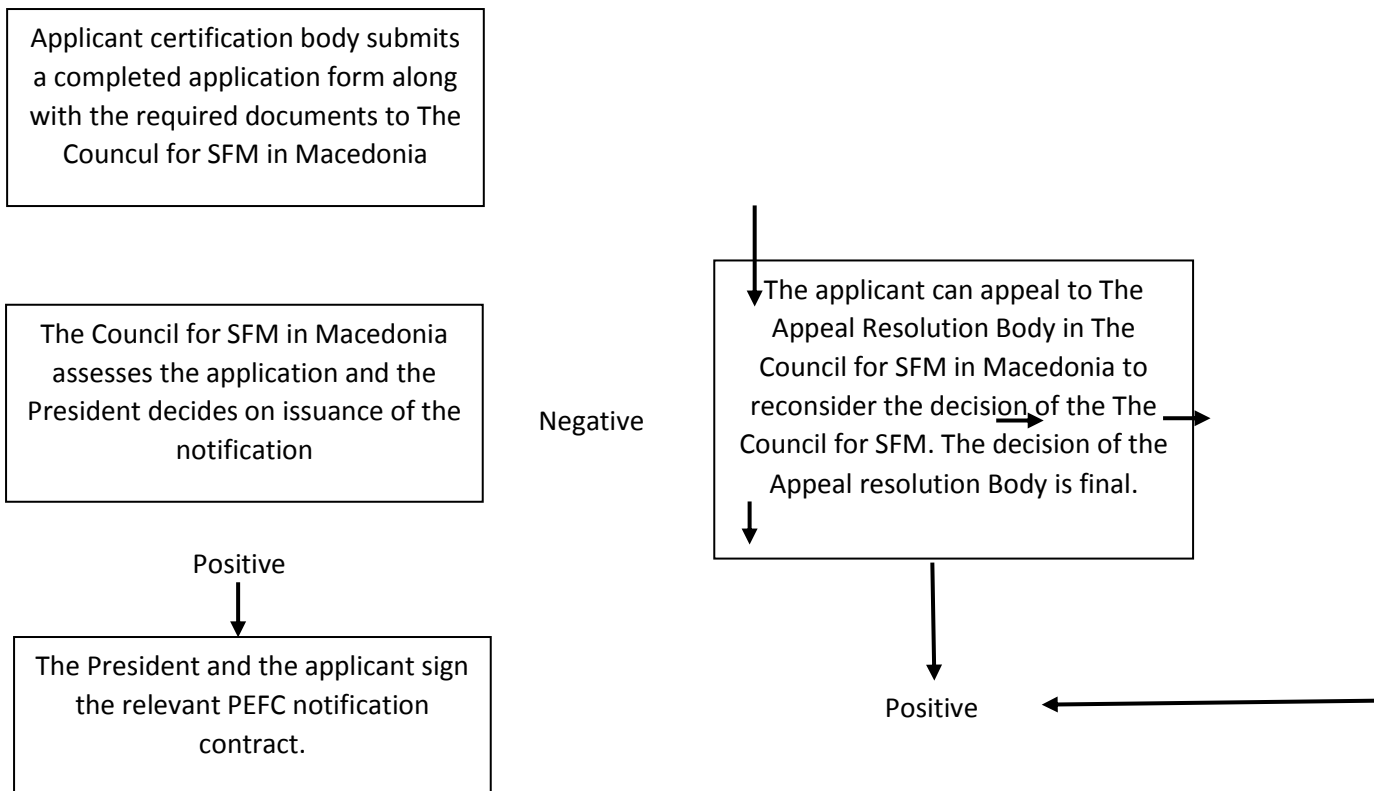
The certification body applying for notification by The Council for SFM in Macedonia shall:

- 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;
- sign a notification contract with *[PEFC authorised body]* (Appendix 1).

a) The certification body applying for notification for Forest Management certification under the Macedonian forest certification scheme shall have valid accreditation, issued by an accreditation body 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 17021-1:2015 and the scope of the accreditation shall explicitly include PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia.

b) The certification body applying for notification for Chain of Custody certification under the Macedonian forest certification scheme 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 17065:2012 and the scope of the accreditation shall explicitly include PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements.

5. Notification issuance procedures



6. Obligations of the notified certification body

The certification body notified by The Council for SFM shall:

1. Pay The Council for SFM an annual notification fee for every certificate when invoiced by the The Council for SFM. The amount of the fee 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 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 The Council for SFM has informed the certification body, in writing, of the change.
2. 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.
3. 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.
4. Inform the certificate holder how to obtain a PEFC Logo use license 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 MK 04:2017, 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 MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia within the scope of the valid accreditation.
3. Provide The Council for SFM immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
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 *[PEFC authorised body]* for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 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 ST 2002:2013 within the scope of the valid accreditation.
3. Provide The Council for SFM immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by 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.

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 *[PEFC authorised body]*, if the notification contract is violated.

PEFC NOTIFICATION CONTRACT

Between

1) The Council for SFM, (address), Macedonia

and

2) Name and address of the certification body (hereafter certification body)

Whereas the Notified Certification Body is operating Chain of Custody certification and Forest Management certification [*none applicable to be deleted*], recognised by The Council for SFM;

Whereas The Council for SFM is the governing body of the Programme for the Endorsement of Forest Certification schemes in The Republic of 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 The Republic of 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. Forest Management certification

This is PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia which forms part of the contractual documentation. The PEFC MK 03:2017 can be altered or replaced with another document by The Council for SFM.

2. Certification and Accreditation Procedures – Forest Management certification

This is PEFC MK 04:2017, Certification and accreditation procedures which forms part of the contractual documentation. PEFC MK 04:2017 can be altered or replaced with another document by The Council for SFM.

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

This is PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements, which forms part of the contractual documentation. PEFC ST 2002:2013 can be altered or replaced with another document by The Council for SFM.

4. Certification and Accreditation Procedures – Chain of Custody certification

This is PFC ST 2003:2012, 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 2003:2012 can be altered or replaced with another document by The Council for SFM.

5. 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 Macedonia against the requirements of the Macedonian forest certification scheme” which forms part of the contractual documentation and is found in the annex of this contract.

6. Certificate Reporting Form

This is Appendix 4 to "Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme" 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 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 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 Forest Management certification is obliged to:

- e) Have and keep valid accreditation issued in compliance with PEFC MK 04:2017 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 03:2017 within the scope of the valid accreditation.
- g) Provide The Council for SFM immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
- 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.

The Notified Certification Body carrying out Chain of Custody certification is obliged to:

- Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 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.
- Carry out PEFC chain of custody certification against PEFC ST 2002:2013 within the scope of the valid accreditation.

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

-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.

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. 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.
5. 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: Governing Law - Jurisdiction

1. This contract is subject to Macedonian law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of The Republic of Macedonia.

Signed in duplicate.

In _____ on _____

In _____ on _____

For and on behalf of
The Council for SFM in Macedonia

For and on behalf of the
The Notified Certification Body

APPLICATION FORM FOR NOTIFICATION BY THE COUNCIL FOR SFM IN MACEDONIA

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 17021-1:2015 with the scope of the accreditation explicitly including PEFC MK 03:2017. | |

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 17065:2012, with the scope of the accreditation explicitly including certification against PEFC ST 2002:2013. | |

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)

| |
|--|
| |
|--|

Annex 2: Application for PEFC Notification The Council for SFM

APPLICATION PROCESSING FORM
(Completed by The Council for SFM)

1. Application processing

| | | Date | Signature |
|--|---|------|-----------|
| Date of receiving the application | <input type="checkbox"/> Yes | | |
| Fulfillment of requirements of the Council for SFM | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Contract sent to the applicant | <input type="checkbox"/> Yes | | |
| Signed contract received | <input type="checkbox"/> Yes | | |
| Contract signed by both parties returned | <input type="checkbox"/> Yes | | |

2. Notification fee payment

| Year | Amount | Paid on date | Signature |
|------|--------|--------------|-----------|
| | | | |
| | | | |
| | | | |

3. Application appeal process

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

4. Suspension and termination of PEFC notification

| Statute of decision | Date | Penalty |
|---------------------|------|---------|
| | | |
| | | |
| | | |

Appendix 3: Tariffs of the Notification Fee of The Council for SFM

Tariffs of Notification Fee of The Council for SFM

a) Forest Management certification

The Council for SFM charges [amount and currency] annually per hectare of forest certified against its Forest Management standard(s).

b) Chain of Custody certification

| Turnover of the PEFC certified organisation (CHF) | PEFC notification fee (CHF) |
|---|-----------------------------|
| under 150,000 | |
| 150,000 to 750,000 | |
| 750,000 to 1.5 million | |
| 1.5 million to 15 million | |
| 15 million to 45 million | |
| 45 million to 150 million | |
| 150 million to 450 million | |
| 450 million to 1.5 billion | |
| Over 1,5 Billion | |

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.