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**Notification of Certification Bodies for Chain of Custody and Forest Management Certification in *Estonia* against the requirements of the Estonian Forest Certification scheme**

**Document name: Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Estonia against the requirements of the *Estonian Forest Certification scheme***

**Approved by: Estonian Forest Certification Council Board of Directors**

**Date: 10.08.2015**

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## **Introduction**

Certification under the Estonian 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 *Estonian Forest Certification Council* establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by *Estonian Forest Certification Council*.

## **1 Scope**

This *Procedure* describes procedures for the issuance of notification by *Estonian Forest Certification Council* to certification bodies operating:

a) Forest Management certification against the requirements of the *Estonian Forest Certification Scheme*,

and/or

b) Chain of Custody certification in *Estonia*.

This *document* was approved by the *Board of Directors of the Estonian Forest Certification Council* and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the *Estonian 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 EST FM standard*

*PEFC EST 2 The procedure requirements for the certification of forest management and chain of custody*

*PEFC EST 3 The qualification criteria for external auditors and certification bodies, and certification procedures*

*PEFC EST 4 Guidelines for Certification Bodies and Auditors to conduct FM and CoC Certification*

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

ISO/IEC 17021: 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**

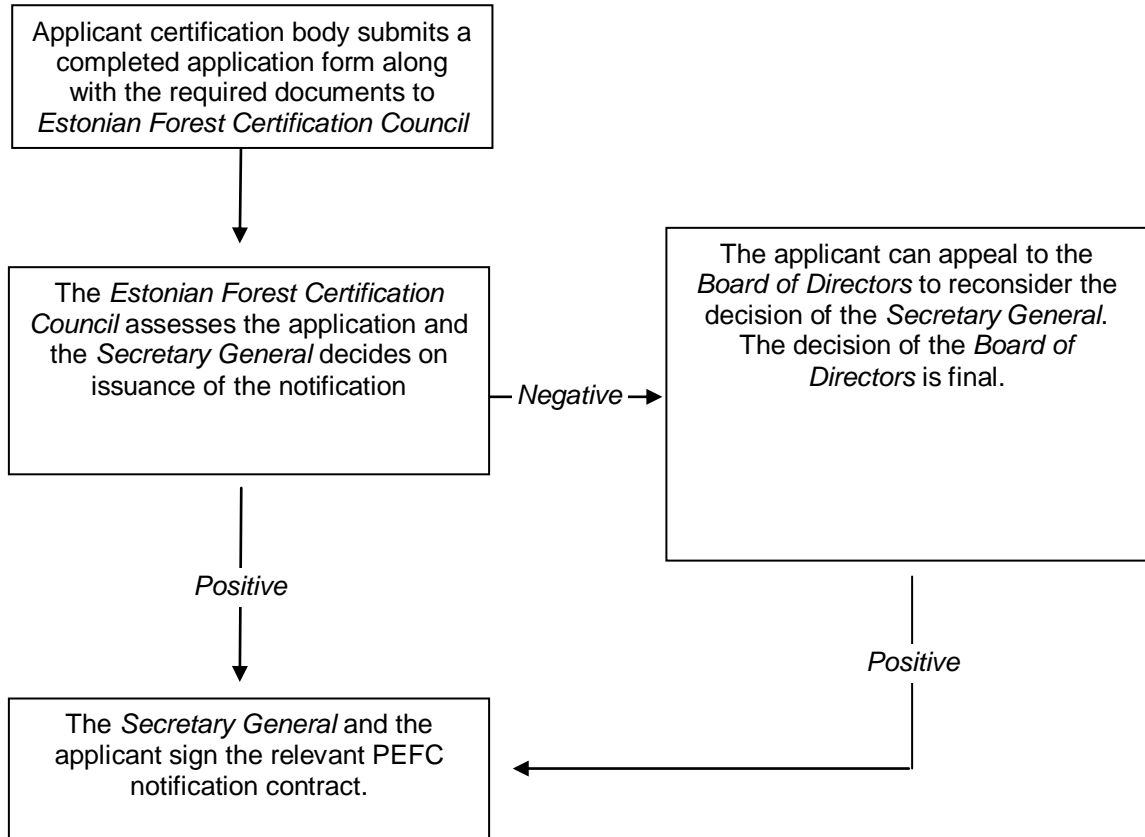
A certificate issued by a certification body within the scope of its accreditation which bears the accreditation body's symbol.

### **4 Conditions for notification by Estonian Forest Certification Council**

The certification body applying for notification by *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council* (Appendix 1).
- a) The certification body applying for notification for Forest Management certification under the *Estonian 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 17021:2015 and the scope of the accreditation shall explicitly include *EST FM standard*.
- b) The certification body applying for notification for Chain of Custody certification under the *Estonian 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 *Estonian Forest Certification Council* shall:

1. Pay *Estonian Forest Certification Council* an annual notification fee for every certificate when invoiced by the *Estonian Forest Certification Council*. Tariffs for the annual notification fee are set by and may be changed by *Estonian Forest Certification Council* during the validity of the contract. Any change to the contract between the *Estonian Forest Certification Council* and the notified certification body resulting from a change in the rates will normally take effect the year following that in which the *Estonian Forest Certification Council* has informed the certification body, in writing, of the change. Extraordinary changes in the annual notification fee structure and tariffs are possible if mutually agreed upon by the *Estonian Forest Certification Council* and affected certification bodies.
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 *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council*.

### 6.1 Forest Management certification

The certification body notified by *Estonian Forest Certification Council* for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with Estonian Forest Certification Scheme and inform *Estonian Forest Certification Council* 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 EST FM standard within the scope of the valid accreditation.
3. Provide *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council*, upon request, with a list of Forest Management certificates issued under the scope of notification by *Estonian Forest Certification Council*, including information defined in the reporting form in the appendix to this document.

## **6.2 Chain of Custody certification**

The certification body notified by *Estonian Forest Certification Council* for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council* and on changes concerning reported certificates.
4. Provide *Estonian Forest Certification Council*, upon request, with a list on certificates issued under the scope of notification by *Estonian Forest Certification Council*, including information defined in the reporting form in the appendix to this document.

## **7 Validity of the 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 *Estonian Forest Certification Council*, if the notification contract is violated.

## **Notification Contract**

Between

- (1) ***Estonian Forest Certification Council***, having its registered office at Mustamäe tee 50, Tallinn, 10621, Estonia

And

- (2) ***[Certification body]***, hereafter the “Notified Certification Body”, having its registered office at *[address]*

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

Whereas *Estonian Forest Certification Council* is the governing body of the Programme for the Endorsement of Forest Certification schemes in *Estonia*, based on an administration contract signed with the PEFC Council.

Whereas the Notified Certification Body is to be granted notification, and *Estonian Forest Certification Council* recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in *Estonia*, 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 EST FM Standard, which forms part of the contractual documentation. EST FM Standard can be altered or replaced with another document by *Estonian Forest Certification Council*.

2. Certification and Accreditation Procedures – Forest Management certification

This is Annex 6 the PEFC Technical Document, which forms part of the contractual documentation. *Annex 6* can be altered or replaced with another document by *Estonian Forest Certification Council*.

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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 *Estonian Forest Certification Council*.

4. Certification and Accreditation Procedures – Chain of Custody certification

This is PEFC 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 *Estonian Forest Certification Council*.

5. Tariffs of the Notification Fee of *Estonian Forest Certification Council*

These are the tariffs set by the *Estonian Forest Certification Council* and they can be altered or replaced with another document by *Estonian Forest Certification Council*.

6. Certificate Reporting Form

This is Appendix 3 to *the Procedure*, 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:**

1. Pay *Estonian Forest Certification Council* an annual notification fee for every certificate when invoiced by the *Estonian Forest Certification Council*. The amount of the fees is set by the *Estonian Forest Certification Council* and can be changed by *Estonian Forest Certification Council* during the validity of the contract. Any change to the contract between the *Estonian Forest Certification Council* and the notified certification body resulting from a change in the rates will take effect the year following that in which the *Estonian Forest Certification Council* has informed the Notified 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 *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council*.

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

1. Have and keep valid accreditation issued in compliance with *Estonian Forest Certification Scheme* and inform *Estonian Forest Certification Council* immediately about any changes in

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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 *EST FM Standard* within the scope of the valid accreditation.
3. Provide *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council*, upon request, with a list of Forest Management certificates issued under the scope of notification by *Estonian Forest Certification Council*, 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:**

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council* and on changes concerning reported certificates.
4. Provide *Estonian Forest Certification Council*, upon request, with a list on certificates issued under the scope of notification by *Estonian Forest Certification Council*, including information defined in the reporting form in the appendix to this document.

**Article 3: Responsibilities of *Estonian Forest Certification Council***

1. *Estonian Forest Certification Council* 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 *Estonian Forest Certification Council*.
2. *Estonian Forest Certification Council* 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. *Estonian Forest Certification Council* may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being

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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, section 1, 2 and 3.
5. The *Estonian Forest Certification Council* 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 the law of the Republic of Estonia.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of *Tallinn District Court*

Signed in duplicate.

In                      on

In                      on

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For and on behalf of  
the *Estonian Forest Certification Council*

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For and on behalf of  
the Notified Certification Body

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**APPLICATION FORM FOR NOTIFICATION BY *Estonian Forest Certification Council***

**I. Applicant's Identification Data**

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

**II. Type of certification**

a) Forest Management certification

b) Chain of Custody certification

**III. Information and Documents for Application Processing:**

a) Forest Management certification

<b>Accreditation number / expiry date of validity</b>	
<b>Accreditation Body Name</b>	
<b>Documents required to process the application:</b>	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2015 with the scope of the accreditation explicitly including <i>EST FM Standard</i> .	

b) Chain of Custody certification

<b>Accreditation number / expiry date of validity</b>	
<b>Accreditation Body Name</b>	
<b>Documents required to process the application:</b>	
<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	

**IV. Self-Declaration:**

I hereby confirm that:

- I have read the *Estonian Forest Certification Council's* 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)

**APPLICATION PROCESSING FORM**  
 (Completed by the Estonian Forest Certification Council)

**I. Application Processing:**

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the requirements	<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		

**II. 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		
	Negative		

**IV. Suspension and Termination of the notification:**

Statutes of Decision	Date	Penalty

## Chain of Custody Certificate Reporting Form

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

**Contact details:**

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

**Certificate information:**

<b>Certification Body Name</b>	
<b>Certificate number</b>	
<b>Subcertificate number (if applicable)</b>	
<b>Certificate issuance date</b>	
<b>Certificate expiry date</b>	
<b>Accreditation Body Name</b>	
<b>Accreditation Number</b>	
<b>Certified entity turnover for the last year in euros</b>	

**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	
<b>01000</b>	<b>Roundwood</b>	
01010	Sawlogs and veneer logs	
01020	Pulpwood	
01030	Chips and particles	
01040	Wood residues	
01050	Other industrial roundwood	
<b>02000</b>	<b>Fuelwood and charcoal</b>	
02010	Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020	Charcoal	
<b>03000</b>	<b>Sawnwood and sleepers</b>	
03010	Railway sleepers	
03020	Sawnwood	
<b>04000</b>	<b>Engineered wood products</b>	
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	
<b>05000</b>	<b>Wood based panels</b>	
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
<b>06000</b>	<b>Pulp</b>	
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	
<b>07000</b>	<b>Paper and paper board</b>	
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	
<b>08000</b>	<b>Wood manufacturers</b>	
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	
<b>09000</b>	<b>Exterior products</b>	
09010	Buildings and their parts	
09020	Garden Furniture/Outdoor Products	
09021		Garden furniture
09022		Playground equipment
09023		Decking
09030	Other	
<b>11000</b>	<b>Cork and cork products</b>	
11010	Natural cork and cork waste	
11020	Cork manufactures	
<b>12000</b>	<b>Energy</b>	
<b>13000</b>	<b>Non-wood products</b>	
<b>14000</b>	<b>Other</b>	

#### 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 (Guaiacum), 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		





**Certified product information:**

<b>Product name</b>	<b>Product category code*</b>	<b>Product description*</b>	<b>Species code (can include more than one)</b>

\* 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	
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02010	Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020	Charcoal	
<b>03000</b>	<b>Sawnwood and sleepers</b>	
03010	Railway sleepers	
03020	Sawnwood	
<b>04000</b>	<b>Engineered wood products</b>	
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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	
<b>05000</b>	<b>Wood based panels</b>	
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
<b>06000</b>	<b>Pulp</b>	
06010	Mechanical	
06020	Semichemical	
06030	Dissolving	
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3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		

