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**EFCC Notification of Certification Bodies operating Chain  
of Custody and Forest Management Certification in  
Estonia against the requirements of the Estonian Forest  
Certification Scheme**



**Estonian Forest Certification Council**

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**Document name:** EFCC Notification of Certification Bodies operating Chain of Custody and Forest Management Certification in Estonia against the requirements of the Estonian Forest Certification Scheme

**Document title:** PEFC EGD 1006:2022

**Approved by:** Estonian Forest Certification Council

**Date:** 04.05.2022

**Publication date:** 05.05.2022

**Application date:** 21.06.2022

**Transition date:** -

**Date of next periodic review:** 04.05.2027

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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. The national accreditation body in Estonia is the Estonian Centre for Standardisation and Accreditation, which is also a member of the European Co-operation for Accreditation.

EFCC notification establishes a necessary link between accredited certification bodies and the owner of the Estonian Forest Certification Scheme and allows certification bodies to issue EFCC recognised certificates.

After the entry into force and the end of the transition period, this procedure replaces the 2015 version of the EFCC notification of certification bodies operating chain of custody and forest management certification in Estonia against the requirements of the Estonian Forest Certification Scheme.

## 1 Scope

This document describes procedures for the issuance of EFCC notification 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 has been approved by the Board of Directors of the EFCC and shall be applied to 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 1003:2022, Sustainable forest management – Requirements*

*PEFC EST 1002:2022, Group forest management certification - Requirements*

*PEFC EST 1004:2022, Requirements for certification bodies operating PEFC forest management certification*

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

*PEFC ST 2002:2020, Chain of Custody of Forest and Tree Based Products - Requirements*

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

*PEFC GD 1004, Administration of PEFC scheme*

*ISO/IEC 17021, Conformity assessment — Requirements for bodies providing audit and certification of management system*

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

### **3 Terms and Definitions**

#### **Accredited certificate**

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

#### **Organization**

A legal or natural person holding an accredited certificate.

#### **EFCC**

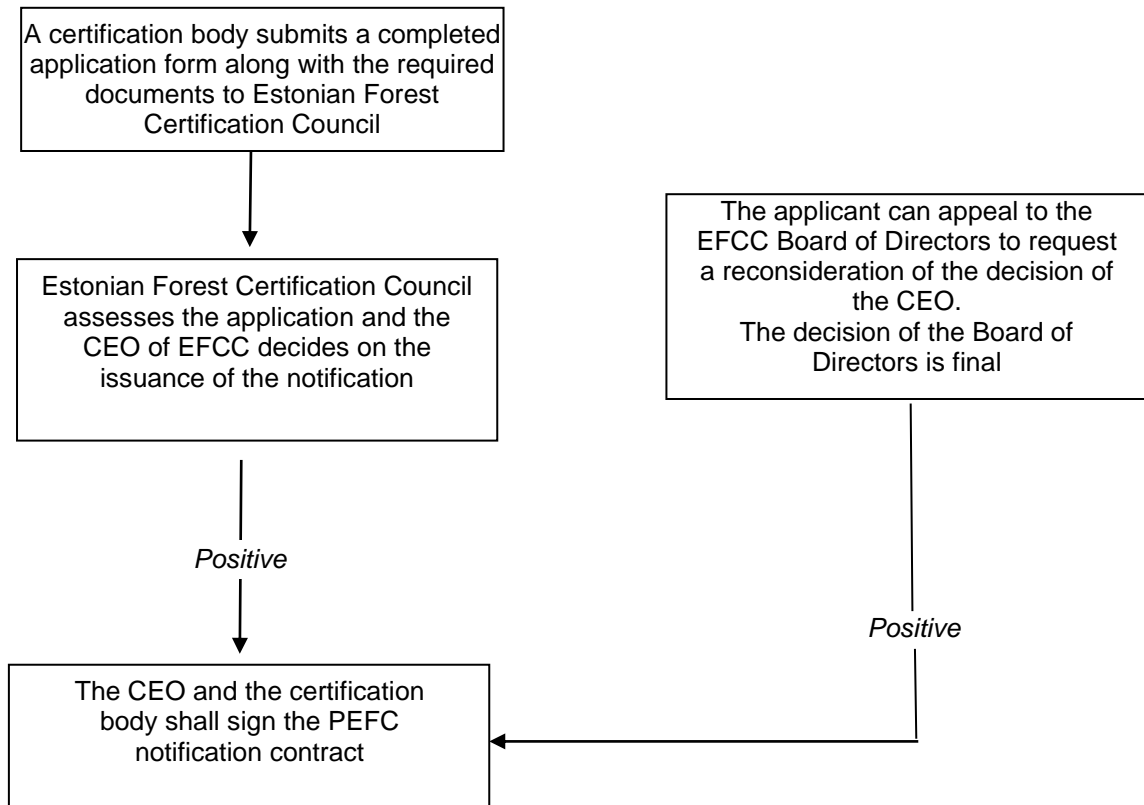
Estonian Forest Certification Council

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

The certification body applying for EFCC notification shall:

- be a legal entity;
  - agree to be listed on the publicly available PEFC Council's Information and Registration System including the certification body's identification data and/or other data as specified by PEFC GD 1008, PEFC Information and Registration System – Data Requirements);
  - sign a notification contract with Estonian Forest Certification Council (Appendix 1).
- a) The certification body applying for the right to be a EFCC notified certification body operating forest management and group forest management certification against the requirements of the Estonian Forest Certification Scheme shall have valid accreditation, issued by an accreditation body with membership within the European Co-operation for Accreditation (EA) or the International Accreditation (IAF). The accreditation shall be issued against ISO/IEC 17021-1 and the scope of the accreditation shall explicitly include the requirements of PEFC EST 1003:2022, PEFC Estonia Sustainable Forest Management, PEFC EST 1002:2022, Group Forest Management Certification and PEFC ST 2001:2020, PEFC Trademarks Rules – Requirements.
- b) The certification body applying for the right to be a EFCC notified certification body operating chain of custody certification against the requirements of the Estonian Forest Certification Scheme shall have valid accreditation, issued by an accreditation body that is with membership within the European Co-operation for Accreditation (EA) or the International Accreditation (IAF). The accreditation shall be issued against ISO/IEC 17065 and the scope of the accreditation shall explicitly include PEFC ST 2002:2020, Chain of Custody of Forest Based Products – Requirements and PEFC ST 2001:2020, PEFC Trademarks Rules – Requirements.

## 5 Notification issuance procedures



## **6 Obligations of the notified certification body**

The EFCC notified certification body shall:

1. Pay Estonian Forest Certification Council an annual notification fee for every certificate when invoiced by EFCC. Tariffs for the annual notification fee are set 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 PEFC Council's Information and Registration System including the certification body's identification data and/or other data as specified by PEFC GD 1008, PEFC Information and Registration System – Data Requirements.
3. Inform certified organisations about the range of information to be reported to Estonian Forest Certification Council and about the fact that the information is to be made publicly available on the PEFC Information and Registration System.
4. Inform the certified organisations of the notification fees established to certificate holders by EFCC and about the procedure for obtaining a PEFC Trademark usage license.

### **6.1 Forest Management certification**

A notified certification body operating 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. The certification body shall, upon request, provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out forest management certification against PEFC Estonia Sustainable Forest Management Standard, PEFC EST 1003:2022 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 under the scope of notification and on any 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 contract concluded with Estonian Forest Certification Council, including the information defined in the reporting form in the appendix to this document.

## **6.2 Chain of Custody certification**

A notified certification body operating chain of custody 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. The certification body shall, upon request, provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out PEFC chain of custody certification against PEFC ST 2002:2020, *Chain of Custody of Forest and Tree Based Products - Requirements* 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 and on any changes concerning reported certificates.
4. Provide Estonian Forest Certification Council, upon request, with a list of certificates issued under the scope of notification contract concluded with Estonian Forest Certification Council, including information defined in the reporting form in the appendix to this document.

## **7 Validity of the notification**

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

## **8 Appendixes**



## 8.1 Notification Contract

### Notification Contract

Between

(1) ***Estonian Forest Certification Council***, hereinafter ***EFCC*** having its registered office at Toompuiestee 24, 10149 Tallinn, 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/or Forest Management certification *[none applicable to be deleted]*, recognised by Estonian Forest Certification Council;

Whereas EFCC is the governing body of the Estonian Forest Certification Scheme and has the right to issue PEFC trademark licences on behalf of PEFC based on the administration contract signed with the PEFC Council;

Whereas the Notified Certification Body has been granted the right of notification, and EFCC 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 based on *PEFC Estonia Sustainable Forest Management Standard*, PEFC EST 1003:2022, which is a part of the Estonian Forest Certification Scheme and forms a part of this notification contract and can be found on EFCC webpage. EFCC can alter or replace this standard with another document.

##### 2. Group certification

This is based on PEFC EST 1002:2022 standard, *Group Forest Management Certification – Requirements* which is a part of the Estonian Forest Certification Scheme and forms a part of

this notification contract and can be found on EFCC webpage. EFCC can alter or replace this standard with another document.

3. Requirements for certification bodies operating PEFC forest management certification

This is based on PEFC EST 1004:2022, *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard* which is a part of the Estonian Forest Certification Scheme and forms a part of this notification contract and can be found on EFCC webpage. EFCC can alter or replace this standard with another document.

4. Chain of Custody of Forest Based Products – Requirements

This is based on PEFC ST 2002:2020, *Chain of Custody of Forest and Tree Based Products - Requirements*, which forms a part of the Estonian Forest Certification Scheme and forms a part of this notification contract and can be found on EFCC webpage. The standard has been approved by PEFC Council and adopted by EFCC.

5. Requirements for Certification Bodies operating certification against the PEFC International Chain of Custody Standard

This is based on PEFC ST 2003:2020, *Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard against the PEFC International Chain of Custody Standard*, which forms a part of this notification contract and can be found on EFCC webpage. The standard has been approved by PEFC Council and adopted by EFCC.

6. Tariffs of the Notification Fee of EFCC

These are the tariffs set by the EFCC and EFCC can alter these tariffs or replace these with another document. The tariffs of the EFCC Notification Fee form a part of this notification contract and can be found on EFCC webpage.

7. Notification Reporting Form of the Certificate

This is Appendixes 3 and 4 to the EFCC notification procedure, which forms a part of this notification contract.

## **Article 2: Responsibilities of the Notified Certification Body**

### **The Notified Certification Body is obliged to:**

1. Pay EFCC the annual notification fee for every certificate when invoiced by EFCC. The amount of the fee is set by EFCC and can be changed by EFCC during the validity of the contract. Any change to the contract between EFCC and the notified certification body resulting from a change in the rates will take effect the year following that in which the EFCC has informed the Notified Certification Body, in writing, of the change.
2. Agree to be listed on the publicly available internet database PEFC Information Register, as

specified by PEFC GD 1008, PEFC Information and Registration System – Data Requirements, including the certification body’s identification data and/or other data.

3. Inform certified organisations about the range of information to be reported to Estonian Forest Certification Council and about the fact that this information shall be made publicly available on the internet database PEFC Information Register.
4. Inform the certificate holder about the procedure for obtaining a PEFC Logo usage license from Estonian Forest Certification Council.

**The Notified Certification Body operating Forest Management certification is obliged to:**

1. Have and keep valid accreditation issued in compliance with Estonian Forest Certification Scheme and immediately inform Estonian Forest Certification Council about any changes in the accreditation. It shall provide, upon request, updated evidence that it still meets the requirements of valid accreditation.
2. Operate forest management certification against PEFC Estonia Sustainable Forest Management Standard within the scope of the valid accreditation.
3. Provide Estonian Forest Certification Council immediately and truthfully with a completed reporting form for each forest management certificate and every site covered by a group certificate, issued within the scope of notification contract and on changes concerning reported certificates.
4. Provide Estonian Forest Certification Council, upon request, with a list of forest management certificates issued within the scope of the notification contract with Estonian Forest Certification Council, including information defined in the reporting form in the appendix to this document.

**The Notified Certification Body operating Chain of Custody certification is obliged to:**

1. Have and keep valid accreditation issued in compliance with Estonian Forest Certification Scheme and immediately inform Estonian Forest Certification Council about any changes in the accreditation. It shall provide, upon request, updated evidence that it still meets the requirements of valid accreditation.
2. Operate PEFC chain of custody certification against PEFC ST 2002:2020 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 within the scope of notification contract and on changes concerning reported certificates.
4. Provide Estonian Forest Certification Council, upon request, with a list of chain of custody certificates issued within the scope of the notification contract with Estonian Forest Certification Council, including information defined in the reporting form in the appendix to this document.

### **Article 3: Responsibilities of EFCC**

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

### **Article 4: Contract Termination**

1. Either party may terminate the contract with three-month prior notice provided in writing and digitally signed and sent to the e-mail address info@pefc.ee or sent by registered letter to the address specified in the contract.
2. EFCC 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 fee shall not be refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to sections 1, 2 and 3 of the Article 4.
5. The EFCC 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. The Contract is valid for the period of validity of the accreditation.

### **Article 6: Governing Law - Jurisdiction**

1. This contract is subject to the law of the Republic of Estonia.
2. Any disputes arising from this agreement shall be settled by Harju County Court.

Signed in duplicate.

In \_\_\_\_\_ on \_\_\_\_\_

In \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
For and on behalf of  
**Estonian Forest Certification Council**

\_\_\_\_\_  
For and on behalf of  
**Notified Certification Body**

## 8.2 Application Form for Estonian Forest Certification Council notification

### NOTIFICATION FORM

#### **I** **Applicant's Identification Data**

|                                     |             |      |  |
|-------------------------------------|-------------|------|--|
| Certification Body's name           |             |      |  |
| Certification Body's representative |             |      |  |
| Address                             | Street, No. |      |  |
|                                     | City        | Zip  |  |
|                                     | Country     |      |  |
| Contact person                      |             |      |  |
| Telephone                           |             |      |  |
| E-mail                              |             | Http |  |

#### **II** **Type of certification**

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

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

- a) Forest Management certification

|  |  |
|--|--|
| Accreditation number / expiry date of validity   |  |
| Accreditation Body's Name  |  |
| <b>Documents required to process the application:</b><br><input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021 with the scope explicitly covering PEFC EST 1003:2022, PEFC Estonia Sustainable Forest Management Standard. |  |

- b) Chain of Custody certification

|   |  |
|---|--|
| Accreditation number / expiry date of validity  |  |
| Accreditation Body Name   |  |
| <b>Documents required to process the application:</b><br><input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065, with the scope explicitly covering conformity assessment against PEFC ST 2002:2020. |  |

**IV. Self-declaration:**

I hereby confirm that:

- I have read the official documents of EFCC concerning PEFC certification and notification and accept them,
- the information provided in this application is complete and truthful.

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

8.3. Application Processing Form

**APPLICATION PROCESSING FORM**

(Completed by EFCC)

***I. Application Processing:***

|  |           | Date | Signature |
|--|-----------|------|-----------|
| Date application received                | Yes       |      |           |
| Fulfilment of the requirements           | Yes<br>No |      |           |
| Contract sent to the applicant           | Yes       |      |           |
| Signed contract received                 | Yes       |      |           |
| Contract signed by both parties returned | Yes       |      |           |

***II. Application Appeal Process:***

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

***III. Suspension or Termination of the Notification:***

| Statutes of Decision | Date | Penalty |
|----------------------|------|---------|
|                      |      |         |
|                      |      |         |
|                      |      |         |

## 8.4 Chain of Custody 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:

|                                      |                    |             |  |
|--------------------------------------|--------------------|-------------|--|
| <b>Organisation's 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's Name</b>  |  |
| <b>Certificate number</b>   |  |
| <b>Sub-certificate number (if applicable)</b>   |  |
| <b>Certificate issuance date</b>  |  |
| <b>Certificate expiry date</b>  |  |
| <b>Standard versions (PEFC ST 2002: 2013 (Second Edition) / PEFC ST 2002: 2020; PEFC ST 2001: 2008 (Second edition) / PEFC ST 2001: 2020)</b> |  |
| <b>Accreditation Body's Name</b>  |  |
| <b>Accreditation Number</b>   |  |
| <b>Certified entity's turnover for the last year in euros</b>   |  |

#### Certified product information:

| <b>Product name</b> | <b>Product category code*</b> | <b>Chain of Custody method</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 insert all appropriate codes in the table.



| Level 1                            | Level 2                                 | Level 3                                |
|------------------------------------|---|--|
| 010000 Roundwood                   | 010100 Sawlogs and veneer logs          |  |
|                                    | 010200 Pulpwood                         |  |
|                                    | 010300 Chips and particles              |  |
|                                    | 010400 Wood residues                    |  |
|                                    | 010500 Bark                             |  |
|                                    | 010600 Other roundwood                  |  |
| 020000 Fuelwood and energy         | 020100 Fuelwood                         |  |
|                                    | 020200 Charcoal                         |  |
|                                    | 020300 Pellets and brickets             |  |
|                                    | 020400 Energy                           |  |
| 030000 Sawnwood and treated wood   | 030100 Sawnwood                         | 030101 Flitches, boules and slabs      |
|                                    |   | 030102 Solid wood boards and planks    |
|                                    |   | 030103 Beams                           |
|                                    |   | 030104 Poles and piles                 |
|                                    |   | 030105 Peeler cores                    |
|                                    |   | 030106 Pencil slat                     |
|                                    |   | 030107 Other sawnwood                  |
|                                    | 030200 Railway sleepers / ties          |  |
| 030300 Impregnated or treated wood |   |  |
| 040000 Engineered wood products    | 040100 Cross Laminated Timber (CLT)     |  |
|                                    | 040200 Finger Jointed Lumber            |  |
|                                    | 040300 Glue Laminated Products (Glulam) |  |
|                                    | 040400 Laminated Veneer Lumber (LVL)    |  |
|                                    | 040500 Parallel Strand Lumber (PSL)     |  |
|                                    | 040600 I-Joists / I-Beams               |  |
|                                    | 040700 Trusses & Engineered Panels      |  |
|                                    | 040800 Scantlings                       |  |
|                                    | 040900 Composite board                  |  |
|                                    | 041000 Other engineered wood products   |  |
| Level 1                            | Level 2                                 | Level 3                                |
| 050000 Wood based panels           | 050100 Veneer sheets                    |  |
|                                    | 050200 Plywood                          |  |
|                                    | 050300 Blockboard                       |  |
|                                    | 050400 Panels for transportation        |  |
|                                    | 050500 Particle board                   | 050501 Chipboard                       |
|                                    |   | 050502 Oriented strand board (OSB)     |
|                                    |   | 050503 Other particle board            |
|                                    | 050600 Fibreboard                       | 050601 Medium Density Fibreboard (MDF) |
|                                    |   | 050602 High Density Fibreboard (HDF)   |
|                                    |   | 050603 Softboard and insulating board  |
| 050700 Cement board                |   |  |
| 050800 Other wood based panels     |   |  |
| 060000 Wood manufacturers          | 060100 Wood packaging                   | 060101 Packaging and crates            |
|                                    |   | 060102 Cable drums                     |

|                                |  |
|--------------------------------|--|
|                                | 060103 Pallets                                       |
|                                | 060104 Barrels, staves, and other cooperage products |
| 060200 Household goods         | 060201 Wooden frames                                 |
|                                | 060202 Brushes and handles                           |
|                                | 060203 Kitchenware and similar utensils              |
|                                | 060204 Hangers and clothes pegs                      |
|                                | 060205 Matches                                       |
|                                | 060206 Bathroom accessories                          |
|                                | 060207 Ladders                                       |
|                                | 060208 Wood based insect repellent                   |
|                                | 060209 Other household products                      |
| 060300 Tools and turned wood   | 060301 Tools, DIY tools                              |
|                                | 060302 Toys and games                                |
|                                | 060303 Sport goods                                   |
|                                | 060304 Musical instruments                           |
|                                | 060305 Wooden stationery                             |
|                                | 060306 Dowels  |
|                                | 060307 Decorative objects and art                    |
|                                | 060308 Jewellery and accessories                     |
|                                | 060309 Ice cream / lolly sticks                      |
|                                | 060310 Other tools and turned wood                   |
| 060400 Other manufactured wood | 060401 Coffins                                       |
|                                | 060402 Other   |

| Level 1                     | Level 2                                      | Level 3                            |
|-----------------------------|--|------------------------------------|
| 070000<br>Indoor Furniture  | 070100 Tables                                |                                    |
|                             | 070200 Chairs and stools                     |                                    |
|                             | 070300 Sofas and armchairs                   |                                    |
|                             | 070400 Benches                               |                                    |
|                             | 070500 Bedroom furniture                     |                                    |
|                             | 070600 Storage systems and units             |                                    |
|                             | 070700 Kitchen units and worktops            |                                    |
|                             | 070800 Office furniture                      |                                    |
|                             | 070900 Educational / Institutional furniture |                                    |
|                             | 071000 Hospital and care sector furniture    |                                    |
|                             | 071100 Children's furniture                  |                                    |
|                             | 071200 Custom furniture                      |                                    |
|                             | 071300 Furniture components                  |                                    |
|                             | 071400 Other furniture                       |                                    |
| 080000<br>Exterior products | 080100 Garden furniture / Outdoor products   | 080101 Garden furniture            |
|                             |  | 080102 Playground equipment        |
|                             |  | 080103 Decking and garden sleepers |
|                             | 080200 Landscaping timbers                   | 080201 Garden sheds                |
|                             |  | 080202 Trellis and plant support   |
|                             |  | 080203 Fencing material            |
|                             |  | 080204 Pergolas                    |
|                             |  | 080205 Garden storage              |
|                             | 080300 Street furniture                      |                                    |
|                             | 080400 Other exterior products               |                                    |

| Level 1  | Level 2   | Level 3                                      |
|--|---|--|
| 090000<br>Wooden buildings and construction material | 090100 General wooden buildings and constructions             | 090101 Wooden house building                 |
|  |   | 090102 Other wooden building                 |
|  |   | 090103 Wooden bridge                         |
|  |   | 090104 Wooden ship                           |
|  |   | 090105 Other wooden construction             |
|  | 090200 Integrated parts of wooden buildings and constructions | 090201 Exterior                              |
|  |   | 090202 Structure                             |
|  |   | 090203 Roof                                  |
|  |   | 090204 Wall                                  |
|  |   | 090205 Floor                                 |
|  |   | 090206 Interior                              |
|  | 090300 Wood material for construction                         | 090301 Windows                               |
|  |   | 090302 Doors                                 |
|  |   | 090303 Shingles and shakes                   |
|  |   | 090304 Flooring                              |
|  |   | 090305 Architectural joinery items           |
|  |   | 090306 Engineered bridge components          |
| 090307 Other wood material for construction          |   |  |
| 100000 Pulp  | 100100 Mechanical pulp  |  |
|  | 100200 Semichemical pulp                                      |  |
|  | 100300 Dissolving pulp and derivatives                        | 100301 Cellulosic fibre from dissolving pulp |
|  |   | 100302 Cellulosic yarn                       |
|  |   | 100303 Cellulosic textiles                   |
|  |   | 100304 Apparel                               |
|  |   | 100305 Non-woven fabric                      |
|  |   | 100306 Regenerated cellulose film            |
|  |   | 100307 Other dissolving pulp derivatives     |
|  | 100400 Chemical pulp  | 100401 Unbleached sulphite pulp              |
|  |   | 100402 Bleached sulphite pulp                |
|  |   | 100403 Unbleached sulphate (kraft) pulp      |
|  |   | 100404 Bleached sulphate (kraft) pulp        |
| 100405 Fluff pulp                                    |   |  |
| 100500 Pulp from recycled material                   |   |  |
| 100600 Other Pulp and derivatives                    |   |  |

| Level 1                                  | Level 2                             | Level 3  |
|--|-------------------------------------|--|
| 110000<br>Paper and paper board          | 110100 Graphic papers               | 110101 Newsprint paper                                   |
|  |                                     | 110102 Uncoated mechanical papers                        |
|  |                                     | 110103 Coated mechanical papers                          |
|  |                                     | 110104 Woodfree papers (coated and uncoated)             |
|  |                                     | 110105 Paper for blank forms                             |
|  |                                     | 110106 Paper for tickets                                 |
|  |                                     | 110107 Other graphic papers                              |
|  | 110200 Printed matter               | 110201 Books   |
|  |                                     | 110202 Book covers                                       |
|  |                                     | 110203 Magazines and newspaper                           |
|  |                                     | 110204 Paper toys and games                              |
|  |                                     | 110205 Marketing collateral                              |
|  |                                     | 110206 Calendars, diaries and organisers                 |
|  |                                     | 110207 Point-of-sales materials                          |
|  |                                     | 110208 Other printed matter                              |
|  | 110300 Household and sanitary paper | 110301 Tissues products                                  |
|  |                                     | 110302 Toilet paper / bathroom tissue                    |
|  |                                     | 110303 Greaseproof paper for baking                      |
|  |                                     | 110304 Kitchen paper                                     |
|  |                                     | 110305 Tablecloths and napkins                           |
|  |                                     | 110306 Paper dinnerware                                  |
|  |                                     | 110307 Sanitary products                                 |
|  |                                     | 110308 Medical supplies                                  |
|  |                                     | 110309 Wet wipes   |
|  |                                     | 110310 Other household and sanitary paper                |
|  | 110400 Packaging materials          | 110401 Case materials and corrugated and solid fibre box |
|  |                                     | 110402 Cartonboard, folding boxboards                    |
|  |                                     | 110403 Wrapping papers                                   |
|  |                                     | 110404 Sacks and paper bags                              |
|  |                                     | 110405 Food and beverages packaging                      |
|  |                                     | 110406 Multipack holders                                 |
| 110407 Flexible paper packaging          |                                     |  |
| 110408 Paper trays, containers, cups     |                                     |  |
| 110409 Shredded paper                    |                                     |  |
| 110410 Egg boxes and similar             |                                     |  |
| 110411 Other papers mainly for packaging |                                     |  |

| Level 1                                    | Level 2                               | Level 3                             |                                    |
|--|---------------------------------------|-------------------------------------|------------------------------------|
|  | 110500 Stationery products            | 110501 Notebooks                    |                                    |
|  |                                       | 110502 Pads                         |                                    |
|  |                                       | 110503 File folders                 |                                    |
|  |                                       | 110504 Rolled thermal paper         |                                    |
|  |                                       | 110505 Post and greeting cards      |                                    |
|  |                                       | 110506 Envelopes                    |                                    |
|  |                                       | 110507 Gummed papers                |                                    |
|  |                                       | 110508 Adhesive labels              |                                    |
|  |                                       | 110509 Postage stamps               |                                    |
|  |                                       | 110510 Other stationary products    |                                    |
|  | 110600 Other paper and paperboard     | 110601 Cigarette paper              |                                    |
|  |                                       | 110602 Envelope paper               |                                    |
|  |                                       | 110603 Filter paper                 |                                    |
|  |                                       | 110604 Insulating paper             |                                    |
|  |                                       | 110605 Impregnated paper            |                                    |
|  |                                       | 110606 Wallpaper and wallpaper base |                                    |
|  | 110700 Other converted paper products |                                     |                                    |
|  | 120000<br>Non-wood products           | 120100 Cork and cork products       | 120101 Natural cork, raw or boiled |
|  |                                       |                                     | 120102 Cork stoppers               |
| 120103 Cork disks                          |                                       |                                     |                                    |
| 120104 Rolls and panels of compressed cork |                                       |                                     |                                    |
| 120105 Cork particles                      |                                       |                                     |                                    |
| 120106 Cork for construction               |                                       |                                     |                                    |
| 120107 Other articles of cork              |                                       |                                     |                                    |
| 120200 Rubber / Latex                      |                                       | 120201 Natural rubber               |                                    |
|  |                                       | 120202 Tyres                        |                                    |
|  |                                       | 120203 Foam                         |                                    |
|  |                                       | 120204 Gloves                       |                                    |
|  |                                       | 120205 Rubber footwear              |                                    |
|  |                                       | 120206 Other rubber products        |                                    |

| Level 1                        | Level 2   | Level 3                          |
|--------------------------------|---|----------------------------------|
|                                | 120300 Food                                       | 120301 Honey                     |
|                                |   | 120302 Mushrooms and truffles    |
|                                |   | 120303 Fruits, berries, and nuts |
|                                |   | 120304 Syrups                    |
|                                |   | 120305 Game and other animals    |
|                                |   | 120306 Other edible products     |
|                                | 120400 Resins and its derivatives                 |                                  |
|                                | 120500 Essential oils                             |                                  |
|                                | 120600 Rattan and other natural fibres            | 120601 Natural                   |
|                                |   | 120602 Products                  |
|                                | 120700 Plants and their parts                     |                                  |
|                                | 120800 Chemical, medicinal, and cosmetic products |                                  |
| 120900 Other non-wood products |   |                                  |
| 130000<br>Other products       |   |                                  |

| 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           |   |  |

## 8.5 Forest Management Certificate Reporting Form

### Forest Management Certificate Reporting Form

(to be completed for every certificate and every unit covered by a group certificate)

*[Note: depending on the national situation, in particular, when a high proportion of small scale forest owners are participating in group forest management certification, the forest owners participating in group certification can be registered by a PEFC authorised organisation or a third party. In this case the data requested from forest owners in this reporting shall be collected by the PEFC authorised body or the third party and not by the notified certification body.]*

#### Contact details:

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

#### Certificate information:

|   |  |
|---|--|
| Certification Body Name                           |  |
| Certificate number                                |  |
| Sub-certificate 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:

| # | Participant in Group Certification | Forest management unit | Area (ha) | Type of forest* |
|---|------------------------------------|------------------------|-----------|-----------------|
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |
|   |                                    |                        |           |                 |

\*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 insert all appropriate codes in the table.

| Level 1                             | Level 2                                 | Level 3                             |
|-------------------------------------|---|-------------------------------------|
| 010000 Roundwood                    | 010100 Sawlogs and veneer logs          |                                     |
|                                     | 010200 Pulpwood                         |                                     |
|                                     | 010300 Chips and particles              |                                     |
|                                     | 010400 Wood residues                    |                                     |
|                                     | 010500 Bark                             |                                     |
|                                     | 010600 Other roundwood                  |                                     |
| 020000<br>Fuelwood and energy       | 020100 Fuelwood                         |                                     |
|                                     | 020200 Charcoal                         |                                     |
|                                     | 020300 Pellets and brickets             |                                     |
|                                     | 020400 Energy                           |                                     |
| 030000<br>Sawnwood and treated wood | 030100 Sawnwood                         | 030101 Flitches, boules and slabs   |
|                                     |   | 030102 Solid wood boards and planks |
|                                     |   | 030103 Beams                        |
|                                     |   | 030104 Poles and piles              |
|                                     |   | 030105 Peeler cores                 |
|                                     |   | 030106 Pencil slat                  |
|                                     |   | 030107 Other sawnwood               |
|                                     | 030200 Railway sleepers / ties          |                                     |
|                                     | 030300 Impregnated or treated wood      |                                     |
| 040000 Engineered wood products     | 040100 Cross Laminated Timber (CLT)     |                                     |
|                                     | 040200 Finger Jointed Lumber            |                                     |
|                                     | 040300 Glue Laminated Products (Glulam) |                                     |
|                                     | 040400 Laminated Veneer Lumber (LVL)    |                                     |
|                                     | 040500 Parallel Strand Lumber (PSL)     |                                     |
|                                     | 040600 I-Joists / I-Beams               |                                     |
|                                     | 040700 Trusses & Engineered Panels      |                                     |
|                                     | 040800 Scantlings                       |                                     |
|                                     | 040900 Composite board                  |                                     |
|                                     | 041000 Other engineered wood products   |                                     |

| Level 1                               | Level 2                          | Level 3  |  |
|---------------------------------------|----------------------------------|--|--|
| 050000<br>Wood based panels           | 050100 Veneer sheets             |  |  |
|                                       | 050200 Plywood                   |  |  |
|                                       | 050300 Blockboard                |  |  |
|                                       | 050400 Panels for transportation |  |  |
|                                       | 050500 Particle board            | 050501 Chipboard                                     |  |
|                                       |                                  | 050502 Oriented strand board (OSB)                   |  |
|                                       |                                  | 050503 Other particle board                          |  |
|                                       | 050600 Fibreboard                | 050601 Medium Density Fibreboard (MDF)               |  |
| 050602 High Density Fibreboard (HDF)  |                                  |  |  |
| 050603 Softboard and insulating board |                                  |  |  |
| 050700 Cement board                   |                                  |  |  |
| 050800 Other wood based panels        |                                  |  |  |
| 060000<br>Wood manufacturers          | 060100 Wood packaging            | 060101 Packaging and crates                          |  |
|                                       |                                  | 060102 Cable drums                                   |  |
|                                       |                                  | 060103 Pallets                                       |  |
|                                       |                                  | 060104 Barrels, staves, and other cooperage products |  |
|                                       | 060200 Household goods           | 060201 Wooden frames                                 |  |
|                                       |                                  | 060202 Brushes and handles                           |  |
|                                       |                                  | 060203 Kitchenware and similar utensils              |  |
|                                       |                                  | 060204 Hangers and clothes pegs                      |  |
|                                       |                                  | 060205 Matches                                       |  |
|                                       |                                  | 060206 Bathroom accessories                          |  |
|                                       |                                  | 060207 Ladders                                       |  |
|                                       |                                  | 060208 Wood based insect repellent                   |  |
|                                       | 060300 Tools and turned wood     | 060209 Other household products                      |  |
|                                       |                                  | 060301 Tools, DIY tools                              |  |
|                                       |                                  | 060302 Toys and games                                |  |
| 060303 Sport goods                    |                                  |  |  |
| 060304 Musical instruments            |                                  |  |  |
|                                       | 060305 Wooden stationery         |  |  |

|  |                                |                                    |
|--|--------------------------------|------------------------------------|
|  |                                | 060306 Dowels                      |
|  |                                | 060307 Decorative objects and art  |
|  |                                | 060308 Jewellery and accessories   |
|  |                                | 060309 Ice cream / lolly sticks    |
|  |                                | 060310 Other tools and turned wood |
|  | 060400 Other manufactured wood | 060401 Coffins                     |
|  |                                | 060402 Other                       |

| Level 1                     | Level 2                                      | Level 3                            |
|-----------------------------|--|------------------------------------|
| 070000<br>Indoor Furniture  | 070100 Tables                                |                                    |
|                             | 070200 Chairs and stools                     |                                    |
|                             | 070300 Sofas and armchairs                   |                                    |
|                             | 070400 Benches                               |                                    |
|                             | 070500 Bedroom furniture                     |                                    |
|                             | 070600 Storage systems and units             |                                    |
|                             | 070700 Kitchen units and worktops            |                                    |
|                             | 070800 Office furniture                      |                                    |
|                             | 070900 Educational / Institutional furniture |                                    |
|                             | 071000 Hospital and care sector furniture    |                                    |
|                             | 071100 Children's furniture                  |                                    |
|                             | 071200 Custom furniture                      |                                    |
|                             | 071300 Furniture components                  |                                    |
| 071400 Other furniture      |  |                                    |
| 080000<br>Exterior products | 080100 Garden furniture / Outdoor products   | 080101 Garden furniture            |
|                             |  | 080102 Playground equipment        |
|                             |  | 080103 Decking and garden sleepers |
|                             | 080200 Landscaping timbers                   | 080201 Garden sheds                |
|                             |  | 080202 Trellis and plant support   |
|                             |  | 080203 Fencing material            |
|                             |  | 080204 Pergolas                    |
|                             |  | 080205 Garden storage              |
|                             | 080300 Street furniture                      |                                    |
|                             | 080400 Other exterior products               |                                    |

| Level 1  | Level 2   | Level 3                                      |
|--|---|--|
| 090000<br>Wooden buildings and construction material | 090100 General wooden buildings and constructions             | 090101 Wooden house building                 |
|  |   | 090102 Other wooden building                 |
|  |   | 090103 Wooden bridge                         |
|  |   | 090104 Wooden ship                           |
|  |   | 090105 Other wooden construction             |
|  | 090200 Integrated parts of wooden buildings and constructions | 090201 Exterior                              |
|  |   | 090202 Structure                             |
|  |   | 090203 Roof                                  |
|  |   | 090204 Wall                                  |
|  |   | 090205 Floor                                 |
|  |   | 090206 Interior                              |
|  | 090300 Wood material for construction                         | 090301 Windows                               |
|  |   | 090302 Doors                                 |
|  |   | 090303 Shingles and shakes                   |
|  |   | 090304 Flooring                              |
|  |   | 090305 Architectural joinery items           |
|  |   | 090306 Engineered bridge components          |
| 090307 Other wood material for construction          |   |  |
| 100000 Pulp  | 100100 Mechanical pulp  |  |
|  | 100200 Semichemical pulp                                      |  |
|  | 100300 Dissolving pulp and derivatives                        | 100301 Cellulosic fibre from dissolving pulp |
|  |   | 100302 Cellulosic yarn                       |
|  |   | 100303 Cellulosic textiles                   |
|  |   | 100304 Apparel                               |
|  |   | 100305 Non-woven fabric                      |
|  |   | 100306 Regenerated cellulose film            |
|  |   | 100307 Other dissolving pulp derivatives     |
|  | 100400 Chemical pulp  | 100401 Unbleached sulphite pulp              |
| 100402 Bleached sulphite pulp                        |   |  |
| 100403 Unbleached sulphate (kraft) pulp              |   |  |

|  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
|  |                                    | 100404 Bleached sulphate (kraft) pulp |
|  |                                    | 100405 Fluff pulp                     |
|  | 100500 Pulp from recycled material |                                       |
|  | 100600 Other Pulp and derivatives  |                                       |

| Level 1                         | Level 2                             | Level 3  |
|---------------------------------|-------------------------------------|--|
| 110000<br>Paper and paper board | 110100 Graphic papers               | 110101 Newsprint paper                                   |
|                                 |                                     | 110102 Uncoated mechanical papers                        |
|                                 |                                     | 110103 Coated mechanical papers                          |
|                                 |                                     | 110104 Woodfree papers (coated and uncoated)             |
|                                 |                                     | 110105 Paper for blank forms                             |
|                                 |                                     | 110106 Paper for tickets                                 |
|                                 |                                     | 110107 Other graphic papers                              |
|                                 | 110200 Printed matter               | 110201 Books   |
|                                 |                                     | 110202 Book covers                                       |
|                                 |                                     | 110203 Magazines and newspaper                           |
|                                 |                                     | 110204 Paper toys and games                              |
|                                 |                                     | 110205 Marketing collateral                              |
|                                 |                                     | 110206 Calendars, diaries and organisers                 |
|                                 |                                     | 110207 Point-of-sales materials                          |
|                                 |                                     | 110208 Other printed matter                              |
|                                 | 110300 Household and sanitary paper | 110301 Tissues products                                  |
|                                 |                                     | 110302 Toilet paper / bathroom tissue                    |
|                                 |                                     | 110303 Greaseproof paper for baking                      |
|                                 |                                     | 110304 Kitchen paper                                     |
|                                 |                                     | 110305 Tablecloths and napkins                           |
|                                 |                                     | 110306 Paper dinnerware                                  |
|                                 |                                     | 110307 Sanitary products                                 |
|                                 |                                     | 110308 Medical supplies                                  |
|                                 |                                     | 110309 Wet wipes   |
|                                 |                                     | 110310 Other household and sanitary paper                |
|                                 | 110400 Packaging materials          | 110401 Case materials and corrugated and solid fibre box |
|                                 |                                     | 110402 Cartonboard, folding boxboards                    |
|                                 |                                     | 110403 Wrapping papers                                   |
|                                 |                                     | 110404 Sacks and paper bags                              |
|                                 |                                     | 110405 Food and beverages packaging                      |



|  |  |  |
|--|--|--|
|  |  | 110406 Multipack holders                 |
|  |  | 110407 Flexible paper packaging          |
|  |  | 110408 Paper trays, containers, cups     |
|  |  | 110409 Shredded paper                    |
|  |  | 110410 Egg boxes and similar             |
|  |  | 110411 Other papers mainly for packaging |

| Level 1                               | Level 2                                    | Level 3                            |
|---------------------------------------|--|------------------------------------|
|                                       | 110500 Stationery products                 | 110501 Notebooks                   |
|                                       | 110502 Pads                                |                                    |
|                                       | 110503 File folders                        |                                    |
|                                       | 110504 Rolled thermal paper                |                                    |
|                                       | 110505 Post and greeting cards             |                                    |
|                                       | 110506 Envelopes                           |                                    |
|                                       | 110507 Gummed papers                       |                                    |
|                                       | 110508 Adhesive labels                     |                                    |
|                                       | 110509 Postage stamps                      |                                    |
|                                       | 110510 Other stationary products           |                                    |
|                                       | 110600 Other paper and paperboard          | 110601 Cigarette paper             |
|                                       | 110602 Envelope paper                      |                                    |
|                                       | 110603 Filter paper                        |                                    |
|                                       | 110604 Insulating paper                    |                                    |
|                                       | 110605 Impregnated paper                   |                                    |
| 110606 Wallpaper and wallpaper base   |  |                                    |
| 110700 Other converted paper products |  |                                    |
| 120000<br>Non-wood products           | 120100 Cork and cork products              | 120101 Natural cork, raw or boiled |
|                                       | 120102 Cork stoppers                       |                                    |
|                                       | 120103 Cork disks                          |                                    |
|                                       | 120104 Rolls and panels of compressed cork |                                    |
|                                       | 120105 Cork particles                      |                                    |
|                                       | 120106 Cork for construction               |                                    |
|                                       | 120107 Other articles of cork              |                                    |
|                                       | 120200 Rubber / Latex                      | 120201 Natural rubber              |
|                                       | 120202 Tyres                               |                                    |
|                                       | 120203 Foam                                |                                    |
|                                       | 120204 Gloves                              |                                    |
|                                       | 120205 Rubber footwear                     |                                    |
|                                       | 120206 Other rubber products               |                                    |

| Level 1   | Level 2                           | Level 3                          |
|---|-----------------------------------|----------------------------------|
|   | 120300 Food                       | 120301 Honey                     |
|   |                                   | 120302 Mushrooms and truffles    |
|   |                                   | 120303 Fruits, berries, and nuts |
|   |                                   | 120304 Syrups                    |
|   |                                   | 120305 Game and other animals    |
|   |                                   | 120306 Other edible products     |
|   | 120400 Resins and its derivatives |                                  |
|   | 120500 Essential oils             |                                  |
| 120600 Rattan and other natural fibres            | 120601 Natural                    |                                  |
|   | 120602 Products                   |                                  |
| 120700 Plants and their parts                     |                                   |                                  |
| 120800 Chemical, medicinal, and cosmetic products |                                   |                                  |
| 120900 Other non-wood products                    |                                   |                                  |
| 130000<br>Other products                          |                                   |                                  |

| 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           |   |  |

