
**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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The official version of this document is Estonian; however, the document has been translated into English. In case of any doubt the English version is definitive. The translation of this document can be obtained from the Estonian Forest Certification Council or from the website www.pefc.org.

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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

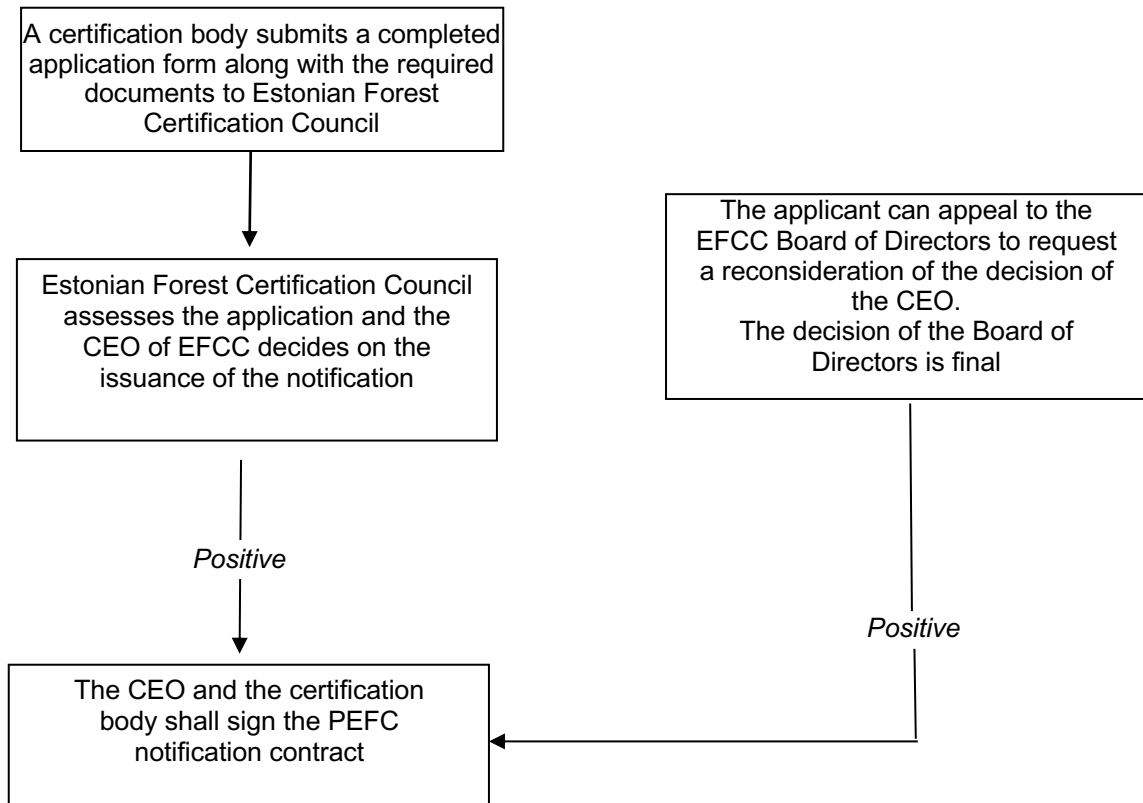
Estonian Forest Certification Council

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 forest management certification* 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. PEFC Council can alter or replace this standard with another document.

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. PEFC Council can alter or replace this standard with another document.

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 4 and 5 to the EFCC notification procedure, which forms a part of this notification contract. PEFC Council and EFCC can alter or replace this form with another document.

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 Trademarks 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.
6. The contract will be terminated by the notifying body in the case of the cancellation of the contract between the PEFC Council and the authorised body.

Article 5: Data management

1. To notify a certification body, EFCC may collect some personal data on the individuals working for certification bodies. The personal data collected includes full name of the contact person, email address and telephone number. This information is necessary for the normal operations of the PEFC certification system. They are transferred to the PEFC Council (Switzerland) and made publicly available on the PEFC websites (PEFC Council website www.pefc.org and EFCC website www.pefc.ee), and EFCC may share them with third parties limited to and exclusively for certification purposes. These data are indispensable to ensure the PEFC certification system operations, such as to trace validity of certificates, certification bodies notification and accreditation.
2. Personal data on individuals working for certification bodies are kept public for a duration of five (5) years after the end of the notification contract validity. Data will then be deleted. Upon request, EFCC and PEFC Council may provide data subjects with information about the personal data it holds. Individuals working for certification bodies have the right to access or verify their personal data and to have them modified, transferred, corrected or deleted at any time. If the individuals working for certification bodies would like to exercise one of these data

protection rights, they can contact EFCC at info@pefc.ee.

3. By signing the PEFC notification contract, the individuals working for certification bodies agree to this data treatment procedure. In case the individuals working for certification bodies do not want this information to be publicly available, we encourage them to provide generic contact details or the PEFC notification contract shall be cancelled.

Article 6: 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 7: 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

L 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	
Documents required to process the application: <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	
Documents required to process the application: <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	<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. Application Appeal Process:

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

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

Certificate information:

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

Certified product information:

Product name	Product category code*	Chain of Custody method	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 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 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 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 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 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 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 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 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	
	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 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 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 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
	090300 Wood material for construction	090202 Structure	
		090203 Roof	
		090204 Wall	
		090205 Floor	
		090206 Interior	
		090301 Windows	
		090302 Doors	
	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 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 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 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		

