

PROJECT FOR THE DEVELOPMENT AND INSTITUTIONALISATION OF A PAFC CERTIFICATION SYSTEM FOR THE CONGO BASIN



Notification of certification bodies for sustainable forest management systems

PAFC/PROC-003-2020-1



Version: final

Date: December 2020

The Regional PAFC
development project is funded by:



It is implemented by ATIBT,
with technical assistance from Tereza:



The content of this document is ATIBT's sole responsibility and can in no way be considered as reflecting the views of the KFW and the PEFC.



Copyright notice

© PAFC Cameroon, PAFC Congo, PAFC Gabon

This document is the property of PAFC Cameroon, PAFC Congo and PAFC Gabon. The document is freely available from the PAFC Congo Basin website (<https://pafc-certification.org/pafc-bassin-du-congo/documents-pafc-bassin-du-congo>) or upon request.

No part of the document covered by the copyright may be changed or amended; reproduced or copied in any form or by any means for commercial purposes without the permission of the PAFC Cameroon, PAFC Congo and PAFC Gabon.

The only official version of the document is English. Translations of the document can be provided by PAFC Cameroon, PAFC Congo and PAFC Gabon. In case of any doubt the English version is decisive.

Document name : Notification of Certification Bodies for sustainable forest management systems

Document title : PAFC/PROC-003-2020-1

Approved by : ATIBT Board of Directors

Date : 18 December 2020

Publication date : 31 December 2020

Date of entry into force : 01 January 2022

Next periodic review : 18 December 2025



Contents

1. Scope	4
2. Normative references.....	4
3. Terms and definitions.....	5
4. Terms of the notification by PAFC <i>COUNTRY</i>	5
5. PAFC <i>COUNTRY</i> notification issuance procedures	6
6. Obligations of the notified certification body	6
7. Validity period of the notification	7
Annex 1 – Notification contract template for the certification of the sustainable forest management system	8
Annex 2 Fees related to the notification of PAFC Congo Basin sustainable forest management system certification bodies.....	12
Annex 3 – Notification request template	13
Annex 4 – SFM declaration form template	14



Introduction

PAFC Congo Basin certification is regional certification applicable at the national level in each country covered by the PAFC Congo Basin certification scheme.

PAFC Congo Basin sustainable forest management system certification is issued by third party certification bodies, which are themselves accredited by an accreditation body to demonstrate their competence and their independence. The requirements for these bodies and their accreditation are specified in the PAFC standard "Requirements for bodies carrying out PAFC sustainable forest management audits and certification" (*Exigences pour les organismes procédant à l'audit et à la certification de la gestion forestière durable PAFC*) PAFC/NORM-002-2020.

The national PAFC Cameroon, PAFC Congo and PAFC Gabon organisations, referred to in the PAFC **COUNTRY** document, are each in charge of the implementation of the present procedure in their respective countries.

The notification issued by PAFC **COUNTRY** establishes the necessary link between the accredited certification bodies and the system owner (the PAFC **COUNTRY** association) and enables the certification bodies to issue certificates recognised by PAFC **COUNTRY**.

1. Scope

This document (PAFC/PROC-003-2020) describes the procedure for the issuance of notifications by PAFC **COUNTRY** to certification bodies conducting PAFC Congo Basin sustainable forest management system certification within the **COUNTRY**'s territory.

The request for notification is a prior and compulsory procedure enabling certification bodies to issue a PAFC Congo Basin sustainable forest management system certificate.

The PEFC notification, formalised in the form of a contract between PAFC **COUNTRY** and the certification body, authorises a certification body to deliver PAFC Congo Basin sustainable forest management system certificates within the **COUNTRY**.

2. Normative references

The documents referenced below are key for the implementation of this document. In any case, the latest versions of these references must be applied.

PAFC/NORM-001-2019-1 *Sustainable forest management - Requirements*

PAFC/NORM-002-2020-1 *Requirements for bodies carrying out PAFC sustainable forest management audits and certification*

ISO/IEC 17021-1 - *Conformity assessment - Requirements for bodies providing audit and certification of management systems*

ISO/IEC 17011 - *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*

PEFC GD 1004 (current version) *Administration of PEFC Scheme*



3. Terms and definitions

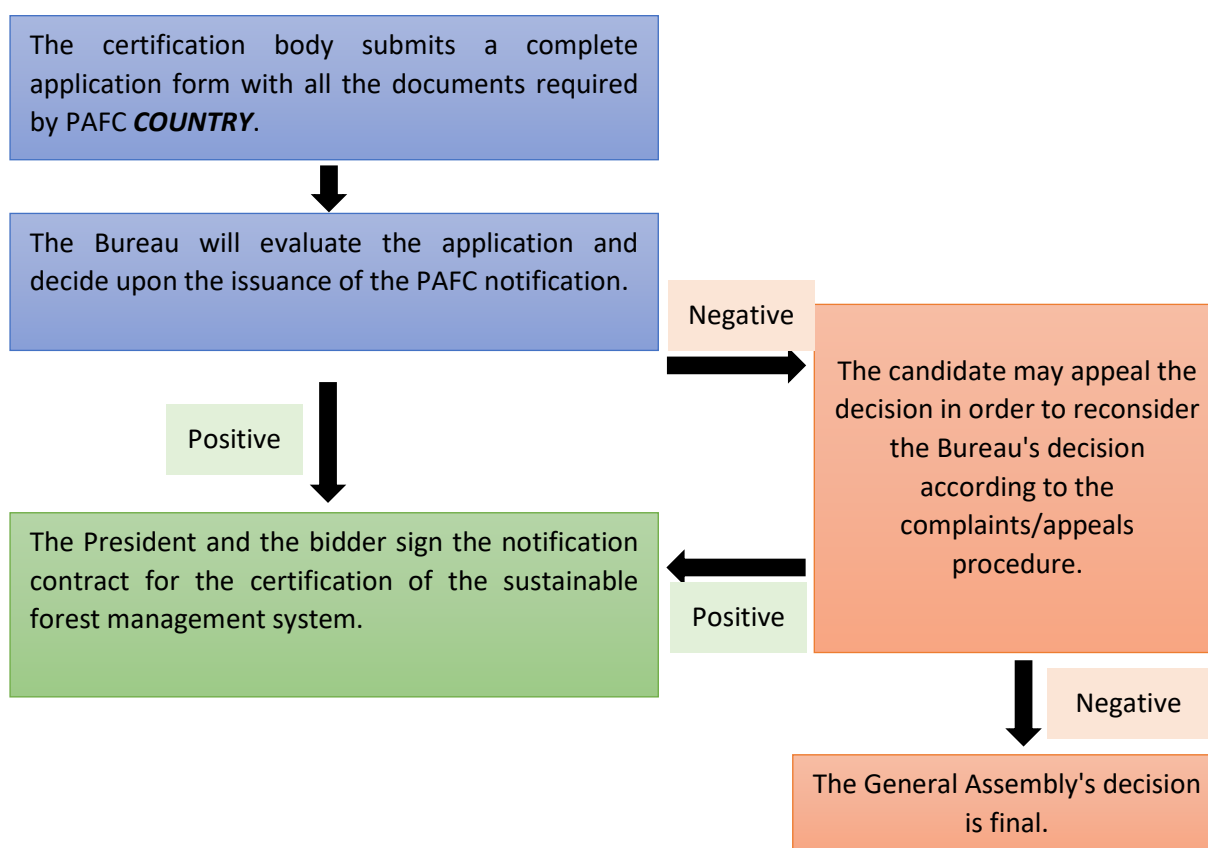
Accredited certificate	A certificate issued by a certification body as part of its accreditation, and which bears the symbol of the accreditation body.
PAFC COUNTRY	Refers in this document to the national PAFC organisations within the Congo Basin: PAFC Cameroon, PAFC Congo and PAFC Gabon. Where the term COUNTRY is capitalised in the text, it should be understood as a generic term to be replaced by the name of the relevant country.

4. Terms of the notification by PAFC COUNTRY

The certification body requesting the notification issued by PAFC **COUNTRY** must:

- be a legal entity;
- agree to be listed in the PEFC Council's publicly accessible internet database which contains the certification body's identifying information and/or other information specified by PEFC Council;
- hold valid accreditation for the PAFC certification of the sustainable forest management system (PAFC/NORM-001-2019 standard), issued by an accreditation body that has signed the Multilateral Recognition Arrangement for the certification of management systems of the International Forum Accreditation (IAF).
Note: Accreditation must be issued in accordance with ISO/IEC 17021-1 requirements (current version) for bodies providing audits and the certification of management systems and be in accordance with the *Requirements for bodies carrying out PAFC sustainable forest management audits and certification* (PAFC/NORM-002-2020)
- sign a notification contract with PAFC **COUNTRY** (Annex 1).

5. PAFC *COUNTRY* notification issuance procedures



The application for notification (Annex 3) must be signed by the Managing Director of the applicant certification body and shall be accompanied by a copy of a valid accreditation certificate issued by an accreditation body that complies with the ISO/IEC 17021-1 standard (current version) for the certification of management systems and that meets the *Requirements for bodies carrying out PAFC sustainable forest management audits and certification* (PAFC/NORM-002-2020). Accreditation must explicitly refer to PAFC/NORM-001-2019 *Sustainable Forest Management – Requirements*.

6. Obligations of the notified certification body

The PAFC *COUNTRY* notified certification body must:

1. Have and maintain valid accreditation for certification complying with the PAFC/NORM-001-2019 *Sustainable forest management - Requirements* standard, issued in accordance with the ISO/IEC 17021-1 requirements (current version) for bodies providing audits and the certification of management systems and in accordance with the *Requirements for bodies carrying out PAFC sustainable forest management audits and certification* (PAFC/NORM-002-2020);
2. Immediately inform PAFC *COUNTRY* of any changes to its accreditation. Upon request by PAFC *COUNTRY* and the PEFC Council, it must provide updated proof that it still meets the requirements for valid accreditation;



3. Certify sustainable forest management systems according to the PAFC/NORM-001-2019 standard;
4. Immediately and accurately provide PAFC **COUNTRY** with information on any sustainable forest management system certificate issued to a company headquartered in **COUNTRY** and/or inform it of any changes to issued certificates. A copy of the issued or modified certificates will be systematically sent to PAFC **COUNTRY** as well as the "company file" containing information on the certified company (Annex 4);
5. Provide to PAFC **COUNTRY**, upon request, the list of issued sustainable forest management system certificates, with the following information: certificate number, name of the certificate holder, country of the certificate holder, certificate status, the certificate's date of issuance, its expiry date and the dates that surveillance audits were carried out.
6. Pay to PAFC **COUNTRY**, when invoiced by PAFC **COUNTRY**, the annual notification fee for each certificate. The amount of the fee is indicated in Annex 2 and may be modified by the **General Assembly** of PAFC **COUNTRY** during the term of the contract. When these rates are modified, PAFC **COUNTRY** must inform the notified certification body by mail. The contract between PAFC **COUNTRY** and the notified certification body must then be modified. However, the modified rates go into effect the year following PAFC **COUNTRY's** notification letter.
7. Agree to be listed in the PEFC Council's publicly accessible internet database containing the certification body's identification information and/or other information specified by the PEFC Council;
8. Inform holders of PAFC Congo Basin sustainable forest management system certificates in the **COUNTRY** of the information it communicates to PAFC **COUNTRY** and that this information (except for certificate holders' turnover) will be made public in the PEFC Registration system as specified by the PEFC Council.
9. Instruct certificate holders on how to obtain a license to use the PEFC trademarks.

7. Validity period of the notification

The notification issued by PAFC **COUNTRY** is valid as long as the certification body's accreditation remains valid.

The notification can be terminated or suspended by PAFC **COUNTRY** if a breach of the notification contract is found.

Note: PAFC **COUNTRY** administers the PAFC Congo Basin scheme on the basis of a contract with the PEFC Council. A termination of the contract between PEFC Council and PAFC **COUNTRY** has the immediate and automatic consequence of rendering all PAFC **COUNTRY** notifications and licenses to use the PEFC™ trademark issued by PAFC **COUNTRY** null and void.



Annex 1 – Notification contract template for the certification of the sustainable forest management system

<p>BETWEEN:</p> <p>PAFC COUNTRY, ADDRESS, COUNTRY,</p> <p>Represented by<i>Last name First name, title.</i></p> <p>AND</p> <p>..... <i>(name of the certification body)</i></p> <p>Represented by<i>Last name First name, title.</i></p>

Whereas *(name of the certification body)* is a certification body notified by PAFC **COUNTRY** carrying out the certification of sustainable forest management that is recognised by PAFC **COUNTRY**;

Whereas the PAFC **COUNTRY** is the body authorised to administer the PEFC system on behalf of the PEFC Council for the **COUNTRY** by an administration contract signed with the PEFC Council;

Whereas the certification body notified by PAFC **COUNTRY** is authorised to issue PAFC Congo Basin sustainable forest management system certificates within the **COUNTRY** within the limits of accreditation that are valid for companies based in the **COUNTRY**;

For these reasons, the parties agree to the following:

Article 1

Definitions:

1. PAFC sustainable forest management - Requirements

This is the technical document (PAFC/NORM-001-2019 *Sustainable forest management - Requirements*) validated by the General Assembly of the PAFC **COUNTRY** on DD/MM/YYYY, which is part of the PAFC Congo Basin scheme and is an integral part of the contractual documents and is annexed to this contract.

2. Requirements for sustainable forest management certification bodies

This is the technical PAFC/NORM-002-2020 document - *Requirements for bodies carrying out PAFC sustainable forest management audits and certification* approved by the General Assembly of the PAFC **COUNTRY** on DD/MM/YYYY, which is part of the PAFC Congo Basin Scheme and is an integral part of the contractual documents. It is annexed to this contract.

3. Rules for the use of the PEFC trademark

This is the technical PEFC ST 2001:2020 document *PEFC Trademarks Rules - Requirements* - validated by the General Assembly of PAFC **COUNTRY** on DD/MM/YYYY, which is an integral part of the contractual documents and is attached to this contract. The document is validated in its present state and can be modified by the PEFC Council.



4. Procedure for the notification of sustainable forest management system certification bodies

This is the PAFC/PROC-003-2020 procedure - *Notification of Certification Bodies for sustainable forest management systems*, which was approved by the General Assembly of PAFC COUNTRY on DD/MM/YYYY, which is part of the PAFC Congo Basin scheme and is an integral part of the contractual documents. It is annexed to this contract.

5. Notification fee tariffs

Each notified certification body shall be required to pay a notification usage fee to PAFC COUNTRY per issued and valid sustainable forest management certificate.

The amounts of the fees related to the notification by PAFC COUNTRY and the methods of payment of these fees are listed in Annex 2 of the PAFC COUNTRY's notification procedure (PAFC/PROC-003-2020). It is an integral part of the contractual documents and is annexed to this contract.

6. Company form

This is the company form, presented in Annex 4 – SFM declaration form template relating to the PAFC/PROC-003-2020 procedure. It is an integral part of the contractual documents and is attached to this contract.

4. Geographic coverage

The geographical coverage of this contract is the COUNTRY.

Article 2: Responsibilities of the PAFC notified certification body

The certification body notified by PAFC COUNTRY is required to:

1. Have and maintain valid accreditation for certification according to the PAFC/NORM-001-2019 standard - *Sustainable Forest Management – Requirements*, issued in accordance with the ISO/IEC 17021-1 requirements (current version) for bodies providing audit and certification of management systems and in accordance with the *Requirements for bodies carrying out PAFC sustainable forest management audits and certification* (PAFC/NORM-002-2020);
2. Immediately inform PAFC COUNTRY of any changes to its accreditation. The PAFC COUNTRY notified certification body shall provide, at the beginning of each year and whenever requested, updated proof that it still meets the requirements for valid accreditation;
3. Carry out the PAFC Congo Basin certification of the sustainable forest management system according to the PAFC/NORM-001-2019-1 *Sustainable forest management - Requirements* standard;
4. Immediately and accurately provide PAFC COUNTRY with information on any sustainable forest management system certificate issued to a company headquartered in COUNTRY and/or to inform PAFC COUNTRY of any changes to issued certificates. A copy of the issued or modified certificates will be systematically sent to PAFC COUNTRY as well as the "company file" containing the information relating to the certified company (Annex 4 of the PAFC/PROC-003-2020 notification procedure);
5. Provide PAFC COUNTRY, upon request, with a list of issued sustainable forest management system certificates, along with the following information: certificate number, name of the certificate holder, country of the certificate holder, certificate status, date the certificate was



issued, its expiration date and the dates when surveillance audits were conducted, as specified by the PEFC registration system;

6. Pay to PAFC COUNTRY, when invoiced by it, the annual notification fee for each certificate. The amount of the fee is set out in Annex 2 of the notification procedure (PAFC/PROC-003-2020) and may be modified by the General Assembly of PAFC COUNTRY during the term of the agreement. When these rates are modified, PAFC COUNTRY must inform the notified certification body by mail. The contract between PAFC COUNTRY and the notified certification body must then be modified. However, the modified rates go into effect the year following the notification letter from PAFC COUNTRY;
7. Agree to be listed in the PEFC Council's publicly accessible database on the internet which contains the identification information of the certification body and/or other information specified by the PEFC Council;
8. Inform PAFC Congo Basin sustainable forest management system certificate holders in the COUNTRY of the information it communicates to PAFC COUNTRY and that this information (with the exception of certificate holders' turnover) will be made public in the PEFC Registration System as specified by the PEFC Council;
9. Inform certificate holders on how to obtain a license to use the PEFC trademarks.

Article 3: PAFC COUNTRY's responsibilities

1. PAFC COUNTRY recognises the certificates issued by the certification body that was notified in accordance with this agreement and systematically provides certificate holders with free access to the PEFC trademark license under the conditions specified by PAFC COUNTRY.
2. PAFC COUNTRY is required to inform the notified certification body of any changes in its regulations and documentation that affect this contract.

Article 4: Termination of the contract

1. PAFC COUNTRY and the notified certification body may terminate the contract by giving 3 months notice by letter with acknowledgement of receipt.
2. PAFC COUNTRY may suspend the contract with immediate effect if there is reason to believe that a provision of the notification contract is not being complied with.
3. The cancellation, suspension or end of the validity of the accreditation of the PAFC COUNTRY notified certification body shall automatically result in the termination of the contract as of the date of cancellation, suspension or end of the validity of the accreditation.
4. No notification usage fee shall be refunded to the certification body notified by PAFC COUNTRY in the event of the temporary suspension or cancellation of the contract in accordance with article 4, sections 1, 2 and 3.
5. PAFC COUNTRY shall not be required to pay compensation for any costs or other damages that the temporary suspension or cancellation causes to the notified certification body.

Article 5: Contract validity period

The contract goes into effect as soon as it is signed by both parties.



Article 6: Jurisdiction in the event of a dispute

This contract is governed by the laws of **COUNTRY**. Any dispute or lawsuit relating to this contract may be brought before the courts of the judicial district of **Capital**.

Signed in duplicate.

Capital, on

Done at, on

For the account and in the name of

PAFC **COUNTRY**

For the account and in the name of

the certification body notified by PAFC **COUNTRY**



Annex 2 Fees related to the notification of PAFC Congo Basin sustainable forest management system certification bodies

Valid as of DD/MM/YYYY

1. Calculation of the usage fee linked to the notification of sustainable forest management certification bodies.

Each PAFC Congo Basin sustainable forest management system certification body must be notified by one of the PAFC **COUNTRY** national organisations.

In order to be notified by PAFC **COUNTRY**, all certification bodies must pay an annual usage fee to **COUNTRY** per issued and valid PAFC Congo Basin sustainable forest management certificate.

The calculation of the usage fee is established on the basis of the certified surface area of the certified company (to be provided on the information sheet during the initial audit and to be updated each year during the annual follow-up audits) according to the below table:

Amount of the fee, excluding VAT (€)/ha.: 0.01

2. How does one pay the usage fee?

Once a year, PAFC **COUNTRY** sends an invoice to the certifying body in relation to the certificates issued in the previous calendar year which covers all the annual usage fees due by the companies certified by the certifying body.

The date of issuance of the valid sustainable forest management certificate is the sole element used as an annual reference to establish the notification invoices.

Invoices are to be paid to the bank account of PAFC **COUNTRY**, which will provide the certification body with its complete bank details.

The deadline for payment of invoices is within 60 days of the end of the month.



Annex 3 – Notification request template

(to be completed by the certifying body)

I. Applicant identification data

Name of organisation			
Registration number			
Organisation representative			
Address	No., Street		
	City	P.O. box	
	Country		
Contact person			
Telephone		Fax	
Email		Website	

II. Information and Documents relating to the processing of the application

Accreditation number / expiry date	
Name of the accreditation body	
Documents required for processing of the application:	
<input type="checkbox"/> Copy of the accreditation certificate issued in accordance with the ISO/IEC 17021-1 standard (in effect) and whose scope explicitly covers the PAFC Congo Basin sustainable forest management system.	

III. Self-declaration

I hereby confirm that:

- I have read the PAFC **COUNTRY** and the PEFC Council's regulations relating to certification and notification by PAFC **COUNTRY** and I accept them;
- The information provided in this application is complete and truthful.

Signature of the Managing Director of the applicant certifying body



Annex 4 – SFM declaration form template

(to be completed by the certificate holder and sent to PAFC **COUNTRY**)

I. Certificate holder data

Name of organisation			
Registration number			
Organisation representative			
Address	No., Street		
	City	P.O. box	
	Country		
Contact person			
Telephone		Fax	
Email		Website	

II. Certification data

Name of the certification body	
Certificate number	
Certificate sub-number (if applicable)	
Date of issuance of the certificate	
Certificate expiry date	
Name of the accreditation body	
Accreditation number	
Surface of the certified area	



III. Data on the sustainable forest management system

Identification of the relevant forest management unit(s)	
Geographical and administrative location	
Surface of the certified area	
Identification of the certified species (common name and scientific name)¹	
Identification of the types of certified products	

¹ The code for species produced within the framework of PAFC Congo Basin certification is 2: non-coniferous tropical timber.

Code	Product categories	Code	Product categories
01000	Roundwood	07000	Paper and paper board
01010	Sawlogs and veneer logs	07012	Uncoated mechanical
01020	Pulpwood	07013	Uncoated woodfree
01030	Chips and particles	07014	Coated papers
01040	Wood residues	07020	Household and sanitary paper
01050	Other industrial roundwood	07030	Packaging materials
02000	Fuelwood and charcoal	07031	Case materials
02010	Fuelwood (incl chips, residues,	07032	Folding boxboards
02020	Charcoal	07033	Wrapping papers
03000	Sawnwood and sleepers	07034	Other papers mainly for
03010	Railway sleepers	07040	Other paper and paperboard
03020	Sawnwood	07050	Converted paper products
04000	Engineered wood products	07060	Printed matter
04010	Laminated Lumber Products	08000	Wood manufacturers
04020	Finger Jointed Lumber	08010	Packaging, cable drums, pallets
04030	Glue Laminated Products	08011	Packaging and crates
04040	Laminated Veneer Lumber (LVL)	08012	Cable drums
04050	Parallel Strand Lumber (PSL)	08013	Pallets
04060	I-Joists / I-Beams	08020	Furniture
04070	Trusses & Engineered Panels	08030	Builders carpentry
04080	Other	08031	Windows
05000	Wood based panels	08032	Doors
05010	Veneer sheets	08033	Shingles and shakes
05020	Plywood	08034	Floors
05030	Particle board	08035	Others
05031	OSB	08040	Decorative wood
05032	Other particle board	08050	Tools and turned wood
05040	Fibreboard	08051	Tools
05041	MDF	08052	Children toys
05042	HDF	08053	Sport goods
05043	Softboard	08054	Musical instruments
05043	Hardboard	08055	Other
05044	Insulating board	08060	Other
06000	Pulp	09000	Exterior products
06010	Mechanical	09010	Buildings and their parts
06020	Semichemical	09020	Garden Furniture/Outdoor
06030	Dissolving	09021	Garden furniture
06040	Chemical	09022	Playground equipment
06041	Unbleached sulphite pulp	09023	Decking
06042	Bleached sulphite pulp	09030	Other
06043	Unbleached sulphate (kraft)	11000	Cork and cork products
06044	Bleached sulphate (kraft) pulp	11010	Natural cork and cork waste
06050	Recovered paper	11020	Cork manufactures
07000	Paper and paper board	12000	Energy
07010	Graphic papers	13000	Non-wood products
07011	Newsprint	14000	Other