



PEFC DK 006-1
English version

PEFC Denmark's
**Guidelines for PEFC
notification of certification
bodies**

March 2007

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1. Introduction

These guidelines describe the requirements for PEFC notification of certification bodies operating PEFC certification in Denmark.

The guidelines are normative for auditors and certification bodies, which are operating PEFC certification of sustainable forest management and chain of custody under the Danish scheme.

2. Scope

These guidelines are based on The Danish PEFC Certification System for Sustainable Forest Management, 4th revision, chapter 7.2 and chapter 6.2 in "*PEFC Denmark's requirements for auditors and certification bodies – PEFC DK 005-2*", which requires that certification bodies carrying out PEFC certification under the Danish scheme shall be PEFC notified by PEFC Denmark.

This document has been approved by PEFC Denmark on 14. March 2007.

This guidance covers PEFC notification of certification bodies by PEFC Denmark who:

- Carries out certification of sustainable forest management and/or
- Certification of umbrella organisations and/or
- Certification of chain of custody in Denmark

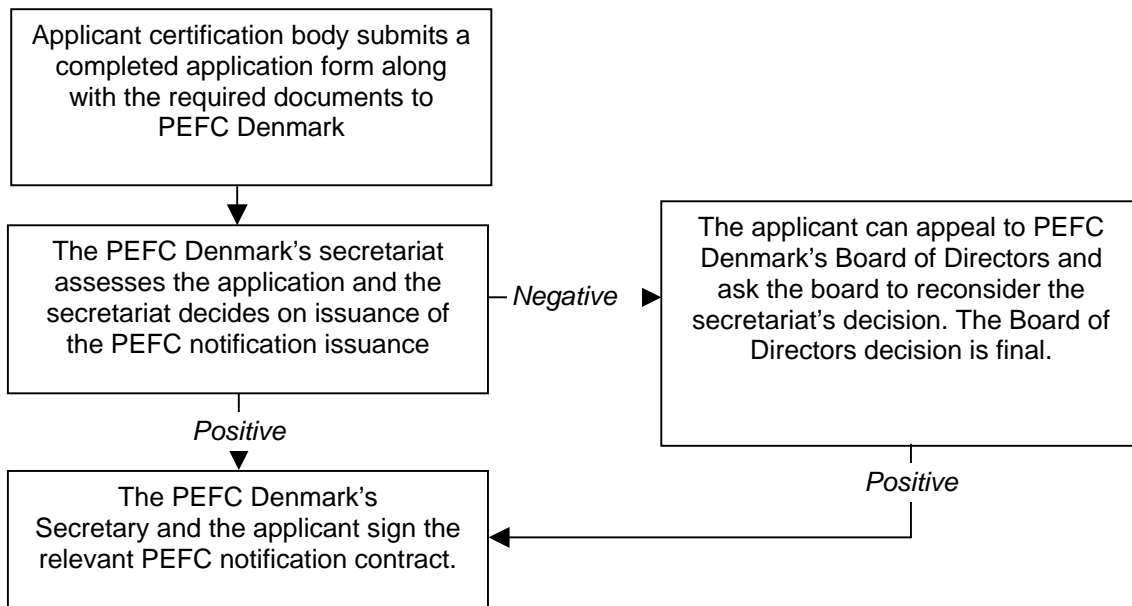
According to the Danish PEFC certification system for sustainable forest management.

3. Conditions for PEFC notification

The certification body applying for PEFC notification from the PEFC Council shall:

- Be a legal entity;
- Agree to be listed on the publicly available PEFC Council Internet database including the certification body's identification data and / or other data as specified in the *Internal Rules for the PEFC Registration system*;
- Have valid accreditation issued, by a national accreditation body which is a part of the European co-operation for Accreditation (EA) and/or the International Accreditation Forum (IAF) umbrella and have signed the agreement of mutual recognition. The accreditation shall be issued against ISO Guide 65 (General requirements for certification / registration bodies operating product certification) and supplementary requirements defined by PEFC Denmark in "*PEFC Denmark's Guidelines for auditors and certification bodies – PEFC DK 005-2*". The scope of the accreditation shall explicitly include "*PEFC Denmark's forestry standard – PEFC DK 001-2*" and/or "*PEFC Denmark's Guidelines for certification of umbrella organisations – PEFC DK 003-3*" and/or Annex 4 (*Chain of Custody of Forest Based Products – Requirements*);
- Sign a PEFC notification contract with the PEFC Denmark (*Appendix 1*).

4. PEFC notification issuance procedures



5. Obligations of the PEFC notified certification body

The PEFC notified certification body shall:

- Carry out certification of sustainable forest management and/or certification of umbrella organisations and/or the chain of custody certification against The Danish PEFC Certification System for Sustainable Forest Management within the scope of the valid accreditation;
- Inform the PEFC Denmark about any changes in its accreditation, the scope of which covers certification of sustainable forest management and/or Certification of umbrella organisations and/or the chain of custody certification;
- Provide the PEFC Denmark, without delay, information on every issued certificate in Denmark and /or information on any changes to already issued certificates. The range of data is specified by PEFC Denmark;
- Pay PEFC Denmark the annual PEFC notification fee for every issued certificate based on an invoice issued by PEFC Denmark. The level of the PEFC notification fee is set out in *Appendix 3* to this document. The fees included in *Appendix 3* can be changed by a decision of PEFC Denmark's Board of Directors.

6. Validity of the PEFC notification

The PEFC notification is valid for the period of the validity of the certification body's accreditation. The PEFC notification can be terminated or suspended by PEFC Denmark if the notification contract is violated or the conditions for the accreditation is no longer valid.

PEFC Notification Contract

Between

(1) **PEFC Denmark**, Amalievej 20. DK-1875 Frederiksberg C

And

(2) ***Name and registered address of the certification body (hereafter the notified certification body)***

- Whereas *name of the certification body* is a PEFC Notified Certification Body operating certification of sustainable forest management and/or certification of umbrella organisations and/or the chain of custody certification chain of custody, which is recognised by the PEFC Council and

- Whereas PEFC Denmark owns the Danish PEFC Certification System for Sustainable Forest Management and holds the right to issue PEFC logo license on behalf of, and subject to a contractual agreement with, the PEFC Council, who owns the PEFC logo and PEFC claims and

- Whereas the PEFC Notified Certification Body is to be granted a PEFC notification and will be allowed to issue the PEFC recognised certificates within the scope of the valid accreditation to organisations, which are registered in Denmark.

Therefore the above said parties agree to the following:

Article 1

Definitions:

- 1. The Danish PEFC Certification System for Sustainable Forest Management, 4th revision**
This document describes the Danish PEFC certification system for sustainable forest management, which forms part of the contractual documentation and can be found on PEFC Denmark's web page. The Danish PEFC certification system for sustainable forest management is valid as stated now and as may from time to time is altered by the PEFC Denmark cf. article 3, point 2
- 2. PEFC Denmark's forestry standard – PEFC DK 001-2**
This is the standard under the Danish PEFC certification system for sustainable forest management, which defines the requirements for certification of sustainable forest management. The document forms a part of the contractual documentation and can be found on PEFC Denmark's web page. PEFC Denmark's forestry standard is valid as stated now and as may from time to time is altered by the PEFC Denmark (cf. article 3, point 2.)
- 3. PEFC Denmark's Guidelines for certification of umbrella organisations – PEFC DK 003-3**
This is the standard under the Danish PEFC certification system for sustainable forest management, which defines the requirements for certification of umbrella organisations. The document forms a part of the contractual documentation and can be found on PEFC Denmark's web page. PEFC Denmark's guideline for certification of umbrella organisations is valid as stated now and as may from time to time is altered by the PEFC Denmark (cf. article 3, point 2.)

4. Chain of Custody of Forest Based Products – Requirements

This is the standard under the Danish PEFC certification system for sustainable forest management, which defines the requirements for chain of custody certification. This is Annex 4 to the PEFC Council Technical Document and forms a part of the contractual documentation and can be found on PEFC Denmark's web page. Annex 4 is valid as stated now and as may be from time to time altered by the PEFC Council and recognised by PEFC Denmark (cf. article 3, point 2).

5. PEFC Denmark's Guidelines for auditors and certification bodies – PEFC DK 005-2

This is the guideline under the Danish PEFC certification system for sustainable forest management, which defines the requirements for auditors and certification bodies that carries out PEFC certification in Denmark. The document forms a part of the contractual documentation and can be found on PEFC Denmark's web page. PEFC Denmark's guideline for auditors and certification bodies is valid as stated now and as may from time to time is altered by the PEFC Denmark (cf. article 3, point 2).

6. Tariffs of PEFC Notification Fee

The tariff of this notification fee appear in Appendix 3 to PEFC Denmark's guidelines for notification of certification bodies , who carries out PEFC certification according to the Danish PEFC certification system for sustainable forest management. The document forms a part of the contractual documentation and can be found on PEFC Denmark's web page. PEFC Denmark can change the contract between PEFC Denmark and the PEFC Notified Certification Body concerning the fees. The change takes effect the following year after the PEFC Denmark has informed the PEFC Notified Certification Body, in writing, of the change (cf. article 2, point 4 and article 3, point 2).

Article 2: Responsibilities of the PEFC Notified Certification Body

The PEFC Notified Certification Body is obliged to:

1. Have and keep valid accreditation issued in compliance with PEFC Denmark's requirements for certification bodies defined in *"PEFC Denmark's guideline for auditors and certification bodies – PEFC DK 005-2"* and to inform PEFC Denmark immediately about any changes in the accreditation. The PEFC Notified Certification Body will provide, at the beginning of each year as well as each time it is so requested by PEFC Denmark updated evidence that it still meets the requirements of valid accreditation.
2. Certification of sustainable forest management and/or certification of umbrella organisations and/or the chain of custody certification against The Danish PEFC Certification System for Sustainable Forest Management within the scope of the valid accreditation.
3. Provide PEFC Denmark with truthfully information on every issued certificate in Denmark covered by the PEFC notification and /or inform of any changes to already issued certificates within the range of 14 days after the issue/change. The extent of the data is specified in *"PEFC Denmark's Guidelines for auditors and certification bodies – PEFC DK 005-2"* section 6.5.1 and 6.5.2
4. Pay PEFC Denmark the annual PEFC notification fee for every certificate issued based on an invoice issued by PEFC Denmark. The amount of the fees is specified in the Tariffs of PEFC Notification Fee – appendix 3 to *"PEFC Denmark's guidelines for notification of certification bodies - PEFC DK 006-1"*
5. Agree to be listed on the publicly available PEFC Council Internet database including the certification body's identification data and/or other data as specified in the *"internal rules for the PEFC registration system"*.

Article 3: Responsibilities of the PEFC Denmark

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

Article 4: Contract Termination

1. PEFC Denmark as well as the PEFC Notified Certification Body may terminate the contract with three-months prior notice by a registered letter.
2. PEFC Denmark may suspend the contract with the immediate effect if there are reasons to believe that any provision of the PEFC notification contract is not being adhered to. Any possible disagreement about any provision of the contract is settled according to the provision in article 6.
3. Withdrawal, suspension or the end of the validity of the PEFC Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
4. No PEFC notification fee is refunded to the PEFC Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
5. PEFC Denmark is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the PEFC Notified Certification Body.

Article 5: Validity of the Contract

The contract enters into force when both parties have signed it. The validity of the PEFC notifications corresponds to the validity of the accreditation. The PEFC notification can be terminated or suspended by PEFC Denmark if any provision of the PEFC notification contract is not being adhered to or the conditions for the accreditation no longer exist.

Article 6: Special conditions

Any disagreement between PEFC Denmark and the PEFC Notified Certification Body, which can't be settled by negotiation between the parties, are settled by arbitration.

The court of arbitration consists of 3 members, whereof each part designate one member and the 2 members agrees on the arbitrator, who joins the court of arbitration as the third member. The part, which demand the arbitration, are responsible to designate his/hers member and inform the other side about the name of the member and contemporary transmit the written complaint to the other side. The other side are responsible to give in statement of defence and designate his/hers member at latest 4 weeks after receiving the complaint. If one of the parts omit to designate his/hers member in time and still haven't done so 10 working days after receiving a written demand from the other side to designate the member, the other part are entitled to request the President of Frederiksbergs Court to designate the concerned member. If the two designated members can't agree about the arbitrator, they are responsible to request the President of Frederiksbergs Court to designate the arbitrator. Same right goes to each of the parts if no arbitrator has been designated 4 weeks after designation of the last member.

Arbitration hearings are hold in Frederiksberg or Copenhagen community unless the parts agree about

another seat.

Chaired by the arbitrator the arbitration shall within 2 weeks after the designation of the arbitrator, call in the parts for a meeting with the aim to reach a compromise.

If the disagreement can't be solved this way, the arbitration lays down a procedure for the further hearing of the case.

Signed in duplicate.

In Frederiksberg on DD.MM.YYYY

In on DD.MM.YYYY

For and on behalf of
the PEFC Denmark

For and on behalf of
the PEFC Notified Certification Body

APPLICATION FOR PEFC Notification

I. Applicant's Identification Data

Name of the certification body			
Registration number			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

II. Information and Documents for Application Processing:

Accreditation number / expire date of validity	
Accreditation Body Name	
Documents required for the Application Processing: Copy of the accreditation attestation issued against ISO Guide 65 and which scope explicitly covers certification against:	
<input type="checkbox"/> PEFC Denmark's forestry standard – PEFC DK 001-2	
<input type="checkbox"/> PEFC Denmark's Guidelines for certification of umbrella organisations – PEFC DK 003-3	
<input type="checkbox"/> Annex 4 of the PEFC Council TD - Chain of Custody of Forest Based Products – Requirements	

IV. Self-Declaration:

I hereby confirm that:

- I have read PEFC Denmark's regulations concerning PEFC certification and notification and accept them,
- The data included in this application is complete and truthful.

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

APPLICATION PROCESSING FORM

(Completed by PEFC Denmark's Secretariat)

I. Application Processing:

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of PEFC Denmark's requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract signed by PEFC Denmark sent to the applicant	<input type="checkbox"/> Yes		
Both parties signed contract received	<input type="checkbox"/> Yes		

II. PEFC Notification Fee Payment:

Year	Amount	Paid on Date	Signature

III. Application Appeal Process:

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

IV. Suspension and Termination of the PEFC notification:

Statutes of Decision	Date	Penalty

Appendix 3: Tariffs of the PEFC notification fee

Tariffs 2008:

Tariffs for valid certificates are collected in June based on valid registration data on 1st of June.

For certificates issued after the 1st of June the tariffs are collected in December, together with any regulation for valid certificates.

The tariffs are only collected for the months the certificates have been valid in the current year.

For forest certified according to PEFC Denmark's forestry standard (Incl. Group certified forest properties):

250 dkk in basic amount plus 4 dkk pr. ha for the first 000 ha and after this 0,40 dkk pr. ha.

For forest properties the fee are charged for every individual properties. Which means that also group certified properties are charged individually, but the fee is collected by the umbrella organisation.

For chain of custody certified companies:

Wood based turnover for the PEFC certified organisation	Yearly tariff
Up to 10 millioner dkk turnover	1.500 dkk
Over 10 millioner dkk and up to 50 millioner dkk turnover	3.000 dkk
Over 50 millioner dkk and up to 100 millioner dkk turnover	4.500 dkk
Over 100 millioner dkk and up to 500 millioner dkk turnover	6.000 dkk
Over 500 millioner dkk turnover	12.000 dkk