



Content

1	Introduction	3
2	Bibliographic References	4
3	Forestry in Portugal.....	6
4	Structure of the PFCS scheme	8
4.1	Role of the Portuguese Forestry Sector Council, CFFP	8
4.2	Role of the Instituto Português da Qualidade, IPQ.....	9
4.3	Role of the Instituto Português de Acreditação, IPAC	11
5	Certification of the Sustainable Forest Management.....	12
5.1	Organisational Structure for SFM certification.....	12
5.2	Especially Relevant Applicable Legislation	13
5.3	Implementation of the NP4406	15
6	Certification of the Chain of Custody	15
6.1	Implementation of the Chain of Custody	15
7	Accreditation and notification procedures	16
8	PEFC Training Programme	16
8.1	Auditors Involved in Certification Activities.....	17
9	Logo usage rules	17
10	Resolution of Claims, Disputes and Appeals	17

TABLE OF APPENDICES:

Annex 1 – Other Relevant Applicable Legislation for SFM	19
---------------------------------------------------------------	----



CFFP Normative Document for PEFC Portugal scheme Users

PEFC PT 1001:2014

Portuguese Forest Certification scheme (PEFC Portugal)

Revision: 02

Technical Reference

Date: 2014-06-02

Page 2/20

List of abbreviations

CFFP	Conselho da Fileira Florestal Portuguesa (Portuguese Forestry Sector Council)
ICNF	Instituto da Conservação da Natureza e das Florestas
IPQ	Portuguese Quality Institute (the Instituto Português da Qualidade)
NSB	National Standardisation Body
PEFC	Programme for Endorsement of Forest Certification Schemes
PFCS	Portuguese Forest Certification Scheme/PEFC Portugal
SFM	Sustainable Forest Management
SSB	Sectoral Standardisation Body
TC	Technical Committee
OR	Operating Regulations of the Technical Committee 145
RPFP	Regional Plans for Forestry Planning Regulations



1 Introduction

The Portuguese Forest Certification Scheme is an initiative based on the subsidiary principle of the PEFC Council regarding the establishment of national certification schemes and will permit Portuguese forest producers to demonstrate compliance with highest standards ensuring sustainable forest management.

Its aim is to provide consumers with guarantees that the products are derived from forest management wherein there is consistent application of principles of sustainability founded on three basic pillars: (1) Social, (2) Environmental and (3) Economic, contributing to stimulate the potential for the continuous improvement of the forest resources, using the strength of market mechanisms.

The development of the Portuguese scheme started in 1998, associated with the III Ministerial Conference for the Protection of Forests in Europe, held in Lisbon. After the event, the Initiative for the Certification of the Portuguese Forest was created with the objective of promoting sustainable forest management, through the construction of a standard integrating the Helsinki-Lisbon resolutions. In the same year representatives of this initiative participated as observers at the constitutional meeting of the PEFC Council, in November 1998, subscribing to the system as founding members in representation of Portugal.

The process for the constitution of an association representative of the Portuguese Forest Sector extended over two-year and in February 2001 the Portuguese Forestry Sector Council (Conselho da Fileira Florestal Portuguesa, CFFP) was formally constituted to work on the development and recognition of the PFCS scheme and to represent the Portuguese organization affiliated in the PEFC Council.

The Technical Reference of the Portuguese Forest Certification Scheme is based on the PEFC normative documentation approved by the PEFC Council and its guidelines. It includes the organizational structure and sets forth the requirements for applying in Portugal for certification of compliance of sustainable forest management and at the level of forest based industries and trade, by ensuring traceability of the certificate raw material from its origin up to final consumer as well as the framework for the supervision, control and revision of the scheme.

Portuguese Forest Certification System scheme was first time endorsed in 2004 following the international assessment by independent consultant, BM TRADA. After the scheme recognition by PEFC Council the Portuguese Standard for the Sustainable Forest Management certification (NP 4406) was revised following the interim standard procedures of TC to accommodate the requirements set for regional and group certification which were part of the scheme documentation (annex D) with a new version of the standard published in 2005.



In the year 2008 and in compliance with PEFC Council requirements the PFCS scheme was revised, re-evaluate by FORM International and then endorsed on 5 November 2010 for a five years period, until 5 November 2015¹. Because of the PEFC's Extraordinary Assessment 2013, mandatory to all PEFC-endorsed national schemes, NP 4406 was again revised after the first re-endorsement to incorporate the PEFC Council's requirements introduced in 2010 with a new version of the standard published in 2013. The ad-hoc revision process has also included the revision of the standard setting procedures, which are described in the Operating Regulations of the Technical Committee 145, OR. The revision process and its compliance to PEFC relevant material was a subject of independent assessment during 2013/14, conducted by TJConsulting. In March 2014 the one remaining non-conformity in NP4406 was resolved under the public inquiry that ended in May 2014.

The second full revision of PFCS scheme was thus focus on the implementation of the standard setting process as describe in the Operating Regulations of the Technical Committee 145 with the goal of having the revised Portuguese Standard (NP4406:2013), in compliance with PEFC International requirements for standard setting procedures in revision of national standards. The new version of NP4406 constitutes the fifth revision, which is to be published in 2014.

The revised scheme also incorporates amendments made to CFFP Normative documents for PEFC Portugal scheme users in line with the PEFC normative documents.

2 Bibliographic References

The present document contains general information about the structure and operation of the PFCS scheme and the normative disposals which shall be respected by all entities that seek certification or act in the scope of sustainable forest management and chain of custody certification. It comprises the Portuguese Standard for SFM (NP 4406), normative procedures, regulations, guides and forms, detailing the applicable requirements in the different areas of action of PFCS scheme.

PFCS scheme is supported by procedures of verification and validation to be performed by external and independent certification entities, including the control of PEFC trademark as well as through supervision of these activities by the accreditation bodies.

Additionally to the scheme documentation, entities applying for certification must comply with the laws, regulations, programmes and national and local policies that may be applicable to them, including those of the fundamental conventions of the ILO, as well as those that have any direct relationship or impact on the criteria for SFM or on the traceability of forest-based resources, and any apparent violation of said legislation shall be taken into consideration during auditing and certification processes.

¹ <http://pefc.org/standards/national-standards/endorsed-national-standards/14-Portugal>



The following references are indispensable for the application of this document. For normative references dated and undated, applies the latest edition thereof (including any revisions).

Document	Title
PEFC PT 1002:2014	General Criteria for the Accreditation of Certification Bodies in PEFC Portugal and Notification
PEFC PT 1003:2014	Requirements for Qualification of PEFC Auditors
PEFC PT 1004:2014	General Procedure for Claims, Disputes and Appeals Resolution
PEFC PT 1005:2014	Requirements for Certification Bodies operating Forest Management Certification against the Portuguese Standard NP 4406
PEFC ST 2001:2008	Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody PEFC ST 2001:2008 Portuguese translation of the
PEFC ST 2002:2013	Chain of Custody of Forest Based Products – Requirements
PEFC ST 2001:2008	PEFC Logo Usage Rules – Requirements (second edition 2010-11-26)
CFFP DOC 1001:2009	Statutes of the Conselho da Fileira Florestal Portuguesa
NP 4406:2014	Portuguese Standard for the Sustainable Forest Management Systems - Application of the pan-European criteria for sustainable forest management

The PEFC scheme documentation can be review based in futures developments of PEFC Council or as a consequence of revisions to the reference standards and proceedings of PEFC Portugal, under CFFP management. Additional information can be consulted on the following websites: www.pefc.pt / www.icnf.pt / www.ipq.pt / www.ipac.pt

The present document suspends and replaces the previous version of the PEFC Portugal Technical Reference 2009 and subsequent updates.



3 Forestry in Portugal

Forests occupy 3.2 million of hectares, corresponding to 35,4% of the national land, registering between 2005 and 2010 an decrease of 57,000 hectares. It is followed by soil considered uncultivated with 32% and other 24% occupied by farmland. The decrease in forest area was due to the decrease of land with no forests cover on a temporary basis (surfaces burnt, cut and in regeneration), most notably during these period there was an increase in wooded area. The potential growth for forest land is over the double if the uncultivated land would be used for that purpose.

The distribution of forests areas according to species, indicates that eucalyptus is the predominant forest specie and occupies 25,4% of forestry areas, (equivalent to 812,000 hectares). It is followed by cork oak with 23%, with 737,000 hectares, and pine with 22,3%, corresponding to a further 714,000 hectares of forest.

Privately owned lands represents 93% of the Portuguese forestlands with an estimated number of 0,5 million individual forest owners/managers. Forest community areas represent 3% and the public forest area represents 2%. These figures place Portugal on the top1 of the European countries with more % of forestlands held by private forest owners.

Goods produced by way of forestry activities sustain an important and integrated industrial chain based on natural resources, with it, supporting a strong export sector. According to data estimate in 2001 the annual economic production was 1,3 million euros, which correspond to 344 euros/ha/year. Portugal, therefore, views forests and forestry products as an area of crucial importance to its economy. Portugal is also, within the European context, and even world-wide, a country specialising in forestry activities, with significant impact on its GDP. Higher, even, than the European average.

In international trade terms, of forestry products and their derivates, those with the most impact are paper and cardboard, paper pulp, cork, wood, resinous products and furniture. The forest sector represents almost 10% of the national export trade and 2% of the Gross Value Added. These values result from the diversity of this economic activity along with increases of productivity and the vertical integration of the main sectors. At a local level, other sectors also contribute, such as production of nuts (chestnut, pinion), hunting and sport fishing in inland waters and outdoor activities (tourism and leisure).

Forest is also the base of an economic sector which generates around 100 thousand direct jobs (4% of the active population).

Some key aspects of forests in Portugal are determined to the development of its management and planning, namely:

- A long and well-established relationship between forests and society.



- One of the biggest large scale afforestation programmes of the twentieth century (forest cover has increased from under 2 million to over 3.2 million hectares during the last hundred years).
- Various regions with different forest species and silvicultural systems and the need to promote multiple land use and to fix population.
- Specific forestry legislation directed towards regional strategies and forest planning.
- Forest fires hazard
- The importance of some forest species such as: Cork Oak, Eucalyptus and Maritime Pine.
- The complexity of forest ownership with only about 15% being in state, community and industrial ownership. The balance is owned by some 500 000 private owners. According to CESE reviews only 41,7% was under any form of management in 1991.
- The small property size and its fragmentation, mainly in the North and Centre regions of the country.

Climate changes and the occurrence of extreme meteorological events has increased the phenomenon of forest fires, mainly medium and big fires (more than 100 ha), one of the largest perceived risks in the Portuguese forestry sector and with higher costs.

Climate changes may also induce pests and diseases due to stress in host plants. In Portugal, phytosanitary problems affect mainly the cork oak and holm oak, showing its decline. The lost of vitality and the mortality of maritime pine is mainly related with the Wood Pine Nematode (WPN), detected in Portugal in 1999.

All of the above and other aspects, which have been not listed, provided a real challenge to promote sustainable forest activities with reference to the social, economic and environmental aspects within the developing and promotion of PFCS scheme framework.

Note: Based on National Strategy for Forests (Estratégia Nacional para as Florestas) (Revised document for public consultation, April 2014). Records from IFN6 (2010)



4 Structure of the PFCS scheme

The PFCS scheme was established so has to maximize partnerships between entities that are integrated in the Portuguese Quality System, thus avoiding the duplication of functions that already exist in the field of standardization and accreditation in Portugal. Thus PFCS scheme structure involves the participation of all entities which main competences and roles in the scope of the Portuguese standard development, accreditation and implementation which are described below:

4.1 Role of the Portuguese Forestry Sector Council, CFFP

The CFFP is a non-profit association based on the principle of the free and voluntary participation of the entities that indirectly may have economic, environmental, cultural and civic interest, on the forest activity or practice or represent one of the following activities: forestry production, processing of forest raw materials, services providers and trade of forest products. It was formed from a private initiative and formally established in February 2001 with the main goal of promoting sustainable forest management and certification.

CFFP is the owner and manager of the PFCS scheme, which includes the Portuguese Standard for SFM (NP4406) as the fundamental criteria for sustainable forest management certification, supplements and rulings for the implementation and certification of SFM.

At present, members involved in the CFFP are as follows:

Forestry production

- CAP – Confederation of Portuguese Farmers (Confederação dos Agricultores de Portugal)
- FORESTIS – Portuguese Forest Association (Associação Florestal de Portugal)
- UNAC – Mediterranean Forest Union (União da Floresta Mediterrânica)
- ACF Baixo Vouga – Forest Association for the Certification of Baixo Vouga (Associação para a Certificação Florestal do Baixo Vouga)
- ACF Minho Lima – Forest Association for the Certification of Minho Lima (Associação para a Certificação Florestal do Minho Lima)
- ACF Baixo Tâmega – Forest Association for the Certification of Baixo Vouga (Associação para a Certificação Florestal do Tâmega)

Processing of forest raw materials

- CELPA – Portuguese Association of Paper Industries
- SONAE Industry



Services providers and trade of forest products

- ANEFA – Portuguese Association of Forest, Farmer and Environmental Services Companies

Forest Education, research and development

- RAIZ – Research Center for Forest and Paper (Instituto de Investigação da Floresta e Papel)
- U. Évora - Évora University
- UTAD – University of Trás-os-Montes e Alto Douro
- Centro Pinus

The composition, operations and functions are described in the Statutes of the Association which are included in the scheme documentation and are public available for download at the PEFC Portugal website http://www.pefc.pt/images/stories/Estatutos_CFFP.pdf.

In the scope of the PFCS scheme the role of the CFFP is to:

- fully collaborate with NSB and SSB to ensure the standard setting procedures and rules are in compliance with PEFC requirements and that balance stakeholders participation is provided in the development of the Portuguese Standard and subsequence reviews by TC 145;
- initiate and conduct the obligatory and/or ad hoc revision process review of the Portuguese Standard for the SFM at the appropriated discussion forums, in compliance with PEFC requirements; Thus responsible for initiate actions to promote the revision of the scheme documentation by proposing the creation of a discussion group at technical and sub-committees meetings in the scope of the established partnerships.
- establish and maintain the framework of reference for the supervision, control and revision of PFCS scheme as well as the actions necessary for the dissemination and promotion of forest certification.
- establish additional supplements and rulings for the implementation and certification of SFM

Within the CFFP Statutes the Advisory Council is an organ of support and consultation of the system for the settlement of conflicts regarding certification, accreditation or usage of the logo. The composition, operations and functions of this organ are also described in the CFFP statutes.

4.2 Role of the Instituto Português da Qualidade, IPQ

The Portuguese Quality Institute, IPQ is the National Standardization Body (NSB) and owner of the Portuguese standard for the SFM certification (NP4406). IPQ is responsible for the promotion of standardization activities through the creation of technical commissions. These



commissions are independent organisms co-ordinated by Sectorial Standardization Bodies (SSB) with competence in standardisation recognised by the IPQ.

IPQ has the decision of approval of the creation/revised Portuguese Standard, on a proposal from the SSB, whose current coordination is the responsibility of the Instituto de Conservação da Natureza e Florestal (ICNF) after the approval of the draft Standard, by the plenary of the technical commission. The role of the Portuguese Quality Institute/ONN was to:

- ensure balance stakeholders participation in the development of the draft standard and its subsequent reviews
- conduct the standards public consultation process and ensure all public comments are considered and received in response to exposure of a draft standard for comment
- be balloted to ensure the draft standard and full standard reflects a consensus among the stakeholders group, participating at the responsible technical commission

IPQ has established permanent sectorial Technical Committee 145 that is responsible for drawing and revising NP 4406. TC 145 is coordinated by SSB - Instituto da Conservação da Natureza e das Florestas, ICNF (<http://www.icnf.pt/portal>).

SSB's undertake its standard development in compliance with the Procedures and Rules for Portuguese Standardization (Regras e Procedimentos para a Normalização Portuguesa - RPNP), approved by IPQ on 28th of September 2010. The RPNP are a structured compilation of all documents that regulate the Portuguese Standardization activity. It congregates the procedures, guidelines, rights and duties that all actors involved in normative activity in Portugal should follow, thus, demonstrate to third parties, rigorously and transparently how the activity in Portugal for Standardization works, develops and is coordinated.

SSB's are thus responsible for the co-ordination of Technical Commission (CT) ensuring its secretariat and function under the IPQ rules of operation and the Technical Commissions own operation rules.

TC 145 was first established in 1999 and its secretariat being assured by the SSB Directorate-General of the Environment (DGA). As a consequence of the process of restructuring DGA and considering that sustainable forest management was more than just the environmental aspects of forestry activity, comprising economic and social aspects, it was the understanding of the interested parties involved in CT 145 that a specific SSB for the forest sector be established. To this end in the year 2005 a proposal was made to IPQ of passage of the SSB DGA to SSB - National Forest Authority (AFN), which presently is known as the Instituto de Conservação da Natureza e das Floresta, after the Portuguese Government merge the forest with environmental ministry.

TC145 mission is to produce and revise a national standard with the minimum requirements for sustainable forest management, and which, considering the specific nature of Portuguese



forests, permits their certification. To this end the CT145 established six sub-commissions which created the NP 4406 and its annexes, namely:

- Sub-Commission 1 - Vocabulary, Terminology and Definitions
- Sub-Commission 2 – SFM Criteria and Indicators
- Sub-Commission 3 – Specifications for Group Forest Certification;
- Sub-Commission 4 – Chain of Custody Requirements (inactive since 2009);
- Sub-Commission 5 – Code of Good Forest Practices/Interpretation of the NP4406;
- Sub-Commission 6 – Sustainable Forest Management System Requirements.

The CT 145 maintains its responsibility in the process of periodic revision of the standards and technical documents issued.

4.3 Role of the Instituto Português de Acreditação, IPAC

The Portuguese Accreditation Institute (Instituto Português de Acreditação, IPAC) is responsible for the accreditation of certification bodies operating SFM and CoC certification and its supervision.

IPAC is member of the European Co-operation for Accreditation (EA) and affiliated to the International Accreditation Forum (IAF) having in place proceedings according the ISO /IEC 17011:2004 and other documents, recognized by these entities.

IPAC and CFFP jointly define additional accreditation requirements for certification bodies to operate in PFCS scheme, particularly those concerning the qualifications criteria for auditors, sampling and other technical references.



5 Certification of the Sustainable Forest Management

Sustainable forest management is based on the forest management standard (NP 4406) which is applicable to the forest management unit and therefore appropriate for the levels of regional, group and individual certification, embodied by the principles of non-discrimination, volunteer participation, credibility and benefit/cost efficiency foreseen by the PEFC Council

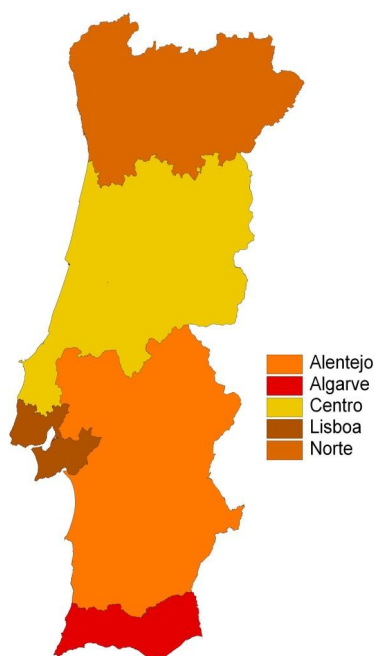
NP 4406 includes requirements for management system within the forest management unit, requirements for forest management practices as well as requirements for group certification (regional and group certification) and individual level.

In addition, the Portuguese law and legislation on forest management is applicable.

The present chapter describes the organizational structure for the implementation of forest certification and in a supplementary manner, the policy instruments for the forestry sector at a regional/local level and laws, which together with the Portuguese standard provide the forest management framework under PFCS scheme development and promotion.

5.1 Organisational Structure for SFM certification

SFM certification functions on the basis of territorial units for Statistical Purposes or NUT II, as the regional forest management unit for which a forest management system can be established.



The territorial limits of NUT II subdivide national territory into 5 main regions or planning regions. These regions subdivide themselves into 28 statistics sub-regions or NUT III which do not have administrative purpose, but aimed to gather together smaller contiguous units at the council level with similar problems and challenges and consequently group collective data for social –economic planning purposes.

In a view of evolution and to facilitate the certification processes, regional initiatives may occur in land units corresponding to one or more counties or their aggregations into NUT III till NUT II.)

Whenever several initiatives coexist in a region, reaching fifty per cent of the total of an administrative level, its certification should converge to a certification under their next higher level, NUTIII or NUTII, as appropriate.

Where there are several initiatives of a certain administrative level their evolution to the next higher level



can only be happen if they also correspond to fifty per cent of that level NUTIII or NUTII, as appropriate.

Where there is a requirement for convergence of the established forest management systems for the next higher administrative level, there will be a single entity responsible requesting certification of the new system.

5.2 Especially Relevant Applicable Legislation

Regional Plans for Forestry Planning Regulations exist at state level, compliance with which guarantees the appropriateness compliance criteria for sustainable forest management suitability and therefore, are instruments to support the development of forest management systems.

Thus SFM certification is based on RFPF as main elements of technical guidance for implementation of group forest management (regional/group) which are regulated by Decree-Law No. 204/99 of June 9 and Decree law 16/2009 of 14 January.

RFPF are instruments for achieving the forest policy objectives. They provide the appropriate guidelines in tune with other planning levels and political decision, namely those in National Forest Law, National Strategy for Forests and European Strategy for Forests, and with instruments and policies of other sectors.

RFPF apply exclusively to forest areas, establishing specific standards for action on the forests and their use, so as to promote and guarantee the sustained production of associated goods and services, in safeguarding the objectives of the national forest policy.

RFPF design a forest model in the long run, satisfying the established objectives and fits to the available resources. The forest area in each RFPF is featured with a description of the composition of the stands and their degree of cover; degrees of risk from the standpoint of soil conservation and water quality; sensitive ecosystems to conserve, fragility concerning risk and danger of fires; definition of general objectives for protection, preservation and promotion of forest and other natural resources and the specific objectives to be achieved in the areas demarcated.

Therefore RFPF are instruments to support the development of regional forest management systems. They provide a set of information and maps essential to build a forest management system, contain the following elements:

- a) Characterization of the regional biophysical and socio-economic status;
- b) Definition of general objectives for the protection, preservation and promotion of forest and other natural resources and the associated specific objectives to be achieved in the various categories of use in the demarcated forest areas



c) Identification of the most appropriate general models of forestry and forest resources management

d) Definition of critical areas;

e) Definition of forest priorities interventions taking into account on their nature and distribution in time and territory;

f) Dimension from which the private forest holdings are subject to a Forest Management Plan.

The standards set out in RPFP directly bind all public entities and establishes the framework to all projects and actions in public and private forest areas. PROF's also identifies basic forestry standards for the majority of forestry tree species and forest management partners for forest resources which are related. Defines procedures to be adopted:

- On Forestry (nature, size and significance of the cuts);
- On changes on forest area uses;
- On changes to forest composition;
- On the adoption of special measures for the protection of certain species;
- Sets the more conducive spaces for the promotion of wildlife and hunting activities and aquaculture;
- Specifies the actions to promote the exploitation of other forest resources, including beekeeping, the production of fruits and mushrooms and recreation.
- Defines critical areas, particularly from the standpoint of fire risk, sensitivity to erosion and ecological importance, social and cultural as well as the standards of forestry and sustainable use of resources to implement these spaces.

In all PROF's is expected in general, an increase of wooded area, with appeal to the species identified to ensure compliance of forest functions and services allocated to each sub-region planning. All plans should incorporate the targets set out in PROF (mandatory condition for approval by the competent forest authority) and, together with measures to finance development of the forest that support a range of species almost exclusively indigenous. In practice, it has been found that the choice of trees in this context is done mainly with indigenous species.

RPFP are instruments submitted to the opinion of the interested parties in the region and, afterwards, submitted to public discussion (for the preparation of each RPFP, representatives of the central, regional and local administration provided contributions, as well as non-governmental organizations with direct interest in forest matters, grouped in a Mixed Commission for Monitoring). During public consultation, various sessions for clarification are held. Contributions to improve the final version of these plans are received and an effort is made to match the various interests. For the Portuguese continental territory 21 Plans were defined.



The validity period is of twenty years, being sufficiently dynamic and flexible to easily incorporate changes brought up during revision processes, foreseen at 5 years periods. PROF's are currently being revised. More information about the contents and technical references can be found at ICNF webpage <http://www.icnf.pt/portal/florestas/profs>.

Additional especially relevant applicable legislation ensuring the appropriateness compliance criteria for sustainable forest management is described in Annex 1.

5.3 Implementation of the NP4406

NP4406 standard shall be implemented for the purposes of third party conformity assessment based on requirements defined by PEFC PT 1002:2014. The conformity assessment is considered as quality system certification and shall follow ISO/IEC 17021

The application date of NP4406:2014 starts one day after the publication on the ONN-IPQ official list publication. The transition period shall not exceed one year.

NP4406:2014 standard replaces NP4406:2013 standard. During the transition period both standards coexist.

6 Certification of the Chain of Custody

Chain of Custody is the traceability system that allows following up the origin of a certified forest raw material (wood, cork and other non-wood goods forestry based) used for manufacturing/processing of a product throughout all the productive process to a final consumer.

The requirements described in the chain of custody standard are intended to the application, by any entity that cut/harvest, transport; manufactures, processes or distributes forest products and intend to declare the origin of raw material in certified sources and have access to PEFC logo for commercial purposes.

CFFP has integrally adopted and assumes all the provisions of the PEFC ST 2002:2013 Chain of Custody of Forest Based Products – Requirements as the basis for Chain of Custody systems certification in the scope of the PFCS scheme.

The Portuguese version of the PEFC ST 2002:2013 document is available for download at the PEFC Portugal webpage <http://www.pefc.pt/noticias-a-recursos/documentacao-tecnica/normas-cdr-outros/208-norma-internacional-cdr-pefc-st-20022013-versao-portuguesa>

6.1 Implementation of the Chain of Custody

For the implementation of the PEFC ST 2002:2013 Chain of Custody of Forest Based Products – Requirements, CFFP adopted and assumes all the provisions established by PEFC Council. The standard entered into force on 24 May 2013, with a transition period of nine month.



The requirements concerning the transition period are also available at the PEFC Portugal website <http://www.pefc.pt/noticias-a-recursos/documentacao-tecnica/normas-cdr-outros/286-plano-de-transicao-do-pefc-st-2002-2013>

7 Accreditation and notification procedures

PEFC Council recognised certification for forest management and Chain of Custody rely on international certification and accreditation procedures as defined in the documentation of the International Organization for Standardization (ISO) and European co-operation for Accreditation (EA) as well as in the International Accreditation Forum (IAF).

Accreditation allows a Certification Body to obtain the notification from CFFP and by this way, to issue recognized valid certificates in the scope of PEFC.

The CFFP is not involved in the certification process. Rather, it defines the requirements for certification bodies and certification process for the purpose of application of PFCS scheme. These requirements are outlined in the PEFC PT 1002:2014 “General Criteria for the Accreditation of Certification Bodies in PEFC Portugal and Notification”.

The fulfilment of the requirements described in PEFC PT 1002:2014 and related documentation is verified during the accreditation process of certifying bodies. Decisions on certification taken without consideration of the terms of accreditation will be considered invalid.

The procedures for the notification of CB in Portugal are based on chapter 6 of Annex 6 – Certification and Accreditation Procedures – of the PEFC Technical Document.

8 PEFC Training Programme

The acquisition, development or improvement of competences in sustainable forest management and its certification under the PFCS scheme Technical Reference is an essential element for the organizations which intend to initiate, organize and implement the certification.

This assumption extends to all professionals involved in the implementation and certification of forest management systems and chain of custody, because each one fulfills a specific role in this process. Identically, the professionals who provide services to the organizations through, consulting, auditing or other services need to develop their own competences in order to base their activity on the best practices and tools as well as best available knowledge.

CFFP established guidelines for the recognition of PEFC specific training with the aim of ensuring a good understanding of certifying criteria for which the forest management systems and chain of custody are audited.

The program content of these trainings initiatives are established taking into account the training needs for auditors. These may be extended to administrators and top managers, responsible for management systems, middle and upper managers, business unit managers, technicians,



assessors, consultants and auditors, with the aim of achieving an effective sharing of experiences and knowledge.

Candidates to provide this training, shall be accredited by Institute for Quality in Training and fulfil the requirements described in PEFC Guide 1001:2009, which need to be recognized by the organization administering the PFCS scheme (CFFP).

The mechanism for recognition of the training initiatives shall be expressly required to CFFP, in a written form, in order to use the PEFC logo in training programme documents and for communication purposes.

Trainees concluding this training may voluntarily benefit to register in an internal pool of PEFC Portugal forest auditors. With this pool, CFFP intends to make available to the marketplace qualified persons that can boost certification processes, namely supporting internal audits. This pool of auditors cannot be used in granting certification. This can only be done by auditors integrated in pools from accredited certifying entities PEFC notified.

8.1 Auditors Involved in Certification Activities

Certification bodies have the responsibility to use competent auditors with suitable knowledge in certifying process and in subjects related with sustainable forest management and chain of custody, providing the necessary training and education.

Specific PEFC training may be provided by the certification entity with whom the auditor's is working or by an external training entity. In any case training should be recognized by CFFP/PEFC Portugal.

Competences and professional skills for auditors involved in certification activities are detailed in PEFC PT 1003:2014 Requirements for Qualification of PEFC Auditors.

9 Logo usage rules

Use of the PEFC trademark label is bound by the rules and PEFC trademark user guidelines set forth on the reference document PEFC ST 2001:2008 v2, issued by PEFC Council and must fulfilled by all certified entities.

The Portuguese version of the PEFC's document is available for download at the PEFC Portugal webpage (see document: PEFC ST20012008Ed1vsPortuguesa) http://www.pefc-portugal.cffp.pt/organizacao_PEFCportugal_downloads.html.

10 Resolution of Claims, Disputes and Appeals

The CFFP is aware that, as with any program or activity, sometimes disagreements may arise in the application of the PFCS scheme which could result in a complaint or dispute.

The procedure for the resolution of claims, disputes and appeals are outline on the PEFC PT 1004:2014 which defines the entities that take care of any complaints or dispute and the appeal



CFFP Normative Document for PEFC Portugal scheme Users

PEFC PT 1001:2014

Portuguese Forest Certification scheme (PEFC Portugal)

Revision: 02

Technical Reference

Date: 2014-06-02

Page 18/20

mechanism for those that cannot be dealt with using the dispute settlement procedures of the relevant accredited certification body or the relevant accreditation body.

In order to assist interested parts make contact with the responsible entity a summary of the mechanisms for the resolution of claims, disputes and appeals is available on the website of the PEFC Portugal <http://www.pefc.pt/about/reclamacoes-a-recursos> with information about the type of issue, who is responsible and how to make contact, including the relevant links page to assist entities in this matter.

Also the CFFP encourages all interested parties to make use of the applicable mechanisms for complaint and appeal and to transmit information about any suspicious activity.



Annex 1 – Other Relevant Applicable Legislation for SFM

Decreto-Lei nº 140/1999, de 24 de abril, com a redacção dada pelo Decreto-Lei nº 49/2005, de 24 de Fevereiro – establishes the rules in one single act of Habitats Directive and Bird Directive.

Decree Law No.º 142/2008, 24 of July, establishes the legal regime for the Conservation of Nature and Biodiversity.

National System of Classified Areas (NSCA), forest management shall be led according with specific regulations and objectives (for example: Sectorial Plan of Natura 2000; Management Plans of Protected Areas). These regulations can provide guidance to the management of the identified values outside the NSCA. Considering that all protected, rare, sensitive or representative ecosystems are classified within the NSCA and their identification and protection are mandatory by law (Decree Law ° 142/2008, 24 of July) – even outside the NSCA classified area- it's considered that the PEFC requirements is fully met including the protection of genetic in-situ resources.

Within the National System of Classified Areas (NSCA), forest management shall be led according with specific regulations and objectives (for example: Sectorial Plan of Natura 2000; Management Plans of Protected Areas). These regulations can provide guidance to the management of the identified values outside the NSCA. Information shall be available about:

- List of the protected and/or threatened species (fauna and flora) and habitats, and endemic species existing in the FMU.
- Maps of the protected and/or threatened species (fauna and flora) and habitats existing in the FMU.

Resolução do Conselho de Ministros n.º 115-A/2008, de 21 de julho – Sectorial Plan Natura 2000 network

Law No. 173/2005 regulates the distribution, sale and application activities of pesticides

Decree law No 173/2005 requires respect to instructions expressed on the pesticides label (Art. 13 (1,2)) [i.e. producers instructions]; compliance with a Code of Conduct (Art. 13 and 20); records-keeping (Art. 13); training and qualification of pesticides' "applicators" (Art. 14); pesticides' storage (Art. 18); and disposal of packaging waste and surplus of pesticides (Art. 19) which cover environmental risks of the improper usage of pesticides.

Portuguese Decree-Law No. 174/88 of 17 May, establishing the obligation to declare any boot or cut of forest trees, cork extraction and other exploitation of non-forest products intended for sale or for industrial processing self-consume to the Portuguese Forest Authority.

These declaration called "Manifesto" must be complete by the producer and the buyer when the timber is sold or exclusively by the producer when intended for industrial processing self-consume. When the timber from the same area is acquired by more than one entity is required



CFFP Normative Document for PEFC Portugal scheme Users

PEFC PT 1001:2014

Portuguese Forest Certification scheme (PEFC Portugal)

Revision: 02

Technical Reference

Date: 2014-06-02

Page 20/20

to fill a “Manifesto” for each of the buyers. It is required that the “Manifesto” must be sent to the ICNF (Portuguese Forest Authority). The above information can be verified on the Portuguese Forests Authority website at: <http://www.icnf.pt/portal/icnf/serv/formularios/manif/man-cort-arr-arvor>. In the context of PEFC certified areas no forest raw material can be explored / sold without the fulfillment of the “manifesto”.

Resolução do Conselho de Ministros n.º 114/2006 aprova a Estratégia Nacional das Florestas, elemento de referência das orientações e planos de acção públicos e privados para o desenvolvimento do sector florestal;

Regulation (EU) n.º 791/2012 of the European Commission, dated 23 August 2012, which amends Regulation (EC) n.º338/97 of the Council of Europe, in regard to the protection of species of wild animals and flora by controlling commerce of them (DOUE L39/133 of 11.02.2012)