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## Czech Forest Certification System – description

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## CONTENTS

Foreword.....	4
Introduction .....	5
1 Scope .....	5
2 Terms, definitions and abbreviations.....	5
2.1 Terms and definitions .....	5
2.2 Abbreviations .....	9
3 Organisational arrangement of PEFC Czech Republic.....	11
4 Structure of CFCS documentation .....	12
4.1 CFCS technical documents .....	12
4.2 Normative documents .....	12
5 Normative references for development of the Czech forest certification system. .....	13
5.1 National normative reference .....	13
5.2 International requirements of PEFC Council.....	13
5.3 International ILO conventions .....	14
5.4 Other international conventions .....	14
5.5 International standards .....	14
5.6 Certification criteria.....	15
6 Credibility and independency .....	16
7 Process of documentation development and revision .....	16
7.1 Documentation setting process .....	16
7.2 Periodic documents review.....	17
7.3 Extraordinary documents review .....	17
7.4 Specific documents review .....	17
7.5 Transition period .....	17
8 Forest certification .....	17
8.1 Regional certification .....	18
9 Chain of custody certification .....	18
10 PEFC logo and labels .....	18
11 Certification procedures .....	19
11.1 Certification body .....	19
11.2 Certification process.....	20
12 Accreditation and PEFC notification.....	20
13 Appeals, complaints and disputes settlement .....	21

## **FOREWORD**

The document "Czech Forest Certification System – description" had been developed within the standard revision process by the Technical Committee of the PEFC Czech Republic with the participation of the main stakeholder groups.

This document was submitted to the national governing body of the Czech Forest Certification System for formal adoption. The document was adopted as TD CFCS 1001:2016 on 25. 5. 2016.

PEFC Czech Republic is the national governing body of the Czech Forest Certification System and incorporates representatives of forestry, wood processing industry and other stakeholder groups.

This document replaces technical document TD CFCS 1001:2011 Czech Forest Certification System – description.

## INTRODUCTION

Certification is a tool for ensuring environmentally responsible, economically viable and socially beneficial forest management. The Czech Forest Certification System meets all fundamental PEFC principles and requirements and, therefore, it is equal to the other national certification systems endorsed by this program.

PEFC is leading and largest program for sustainable forest management in the world. PEFC certification represents a transparent system of assessment of forest managements and it is a tool for tracing the origin of forest based products from harvesting, through their processing to the final product.

PEFC Czech Republic is the national governing body of the Czech Forest Certification System valid in the territory of the Czech Republic. The Czech Forest Certification System was recognised by the PEFC Council members on February 25, 2002.

### 1 SCOPE

This document provides comprehensive information on the nature of forest and chain of custody certification. It defines basic definitions, elements, procedures, tasks, authorities and relations between actors participating in the certification process as defined in the PEFC international standards.

## 2 TERMS, DEFINITIONS AND ABBREVIATIONS

### 2.1 Terms and definitions

**Accreditation:** third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks (CSN EN ISO/IEC 17000, 5.6)

**Accreditation body:** body that performs accreditation (CSN EN ISO/IEC 17000, 2.6)

**Appeal body:** body dealing with appeals against decisions, disputes and complaints.

**Applicant:** legal entity (individual or organisation) that is authorised to submit applications

**Applicant for the regional certification:** organisation or other legal entity representing forest managers, authorised by them to apply for certification of the given region.

**Assessment indicators:** parameters, on the basis of which it is possible to assess a character of changes or fulfilment of requirements, providing they are periodically monitored or assessed. The indicators are divided into indicators for the assessment at regional level (referring to the entire certified area of the respective region) and indicators for assessment for individual forest owner (referring to each individual forest owner participating in the certification process).

**Audit:** systematic, independent, documented process for obtaining records, statements of facts or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled (CSN EN ISO/IEC 17000, 4.4)

**Audit evidence:** records, statements of facts or other information which are relevant to the audit criteria and verifiable (CSN EN ISO 9000, 3.9.4)

**Audit findings:** results of the evaluation of the collected audit evidence against audit criteria (CSN EN ISO 9000, 3.9.5)

**Audit plan:** description of the activities and arrangements for an audit (EN ISO 19011, 3.12)

**Audit programme:** set of one or more audits planned for a specific time frame and directed towards a specific purpose (CSN EN ISO 9000, 3.9.2)

Note: A programme includes all activities necessary for planning, organizing and conducting the audits.

**Audit report:** report including the results of compliance of activities with the requirements of criteria. The report focuses mainly on the identification of nonconformities between the actual state and criteria requirements.

**Audit team:** one or more auditors conducting an audit, supported if needed by technical experts (CSN EN ISO 9000, 3.9.10)

**Audited entity:** forest owner/manager, organisation or a group of forest owners/managers, organisations and other entities performing their activities within the defined forest area, which is subject to audit.

**Auditor:** person with the demonstrated personal attributes and competence to conduct an audit (CSN EN ISO 9000, 3.9.9)

**Certificate of conformity:** document issued in accordance with the rules of certification system confirming that the defined product, procedure or system meet determined requirements.

**Certification:** third party attestation related to products, processes, systems or persons (CSN EN ISO/IEC 17000, 5.5)

**Certification body:** independent third party assessing and certifying organisations against forest management or chain of custody standard or other documentation required within the system.

**Certified forest:** defined part of the forest, for which a certificate has been issued by a certification body.

**Chain of custody of forest based products:** process of handling of information on the material category of forest based products, which allows the organisation to make accurate and verifiable claims on the content of certified material.

**Consensus:** General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity (CSN EN 45020)

**Continuous quality improvement:** process of improvement of quality management system and increase of efficiency in order to improve economic, environmental and social aspects of forest management.

**Criteria of sustainable forest management:** comprehensive set of indicators for the assessment of forest ecosystems in relation to their main functions

**Environment:** surrounding including air, water, land, flora and fauna that can be somehow affected by the operations of the applicant.

**Environmental impact:** any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services (ISO 14050, 1.3).

**Environmental management system:** part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy (ISO 14050, 2.1)

**Extraordinary review of forest certification system:** extraordinary review of standards based on the changes made by the PEFC Council in international requirements for development and implementation of standards which national governing bodies shall implement within a defined transition period. Reviewed standards shall be submitted to PEFC Council for extraordinary recognition.

**Forest certification:** procedure for conformity assessment of forest management in relation to the criteria identified in the forest management standard.

**Forest certification system:** system of standards, guidelines and rules referring to the criteria for forest management, chain of custody requirements, certification arrangements and requirements for certification bodies.

**Forest governor:** legal entity whose founder or establisher entrusted the care of the forest property in their possession

**Forest management plan:** tool of the state, forest owner and forest manager for sustainable forest management

**Forest manager:** physical or legal entity managing forests on the basis of ownership, governance or tenancy rights.

**Forest owner:** entity with the ownership rights to the given forest land who is authorised to hold, use, utilise its products and utilities, and dispose of this property.

**Forest section:** integrated part of the forests for which forest management plan is elaborated

**Indicator:** parameters aimed at the assessment of the level of sustainable forest management. They represent either numerically quantified parameters or describe regulation mechanisms, institutional frameworks, economic tools and information basis needed for the fulfilment of the criterion as well as other tools, measures, agreements, etc. that have an influence on the conditions affecting the level of sustainable forest management and at same time it not possible to assess or express them by any other units of measurement.

**Interested party:** person, organisation or stakeholder group, independent from the participants in certification, whose activities are related to SFM.

**Internal audit:** systematic investigation carried out by the applicant for certification or authorised organisation with the aim to determine whether the activities and corresponding results comply with the normative documentation describing sustainable forest management and whether they are appropriate for meeting the determined objectives.

Note: forest management and corresponding results are assessed at regional level and at level of individual forest owner/manager.

**Introductory audit:** audit carried out at the forest manager requiring participation in the regional forest certification during the validity of certificate

**Lead auditor:** person with a qualification which is required for the management and conduct of audits

**Major nonconformity:** the absence of, or failure to implement and maintain, one or more requirements of the forest management standard, that may result in a systemic risk to the function and effectiveness of the forest management and/or effects confidence in the client organisation's claims on material originating from certified forests.

Note: A major nonconformity may be an individual nonconformity or a number of minor but related nonconformities, that when considered in total are judged to constitute a major nonconformity.

**Minor nonconformity:** single failure to fulfil the requirements of the forest management standard that may result in no systemic risk to the function and effectiveness of forest management and/or effects confidence in the supplier's claims on material originating from certified forests

**National governing body of the Czech Forest Certification System:** legal entity responsible for the preparation, approval and amendments of the Czech forest certification system.

**Nonconformity:** non-fulfilment of a requirement (CSN EN ISO 9000, 3.6.2). A situation in which audits evidence shows that the activities were not carried out with the certification requirements.

**Normative document:** document including rules, regulations or parameters for particular activities or corresponding results – standards, technical specifications, working procedures and guidelines.

**Observation:** an audit finding that does not warrant nonconformity but is identified by the audit team as an opportunity for improvement.

**Organisation:** company, corporation, firm, enterprise or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration (ISO 14050, 1.4).

**Participant in certification:** applicant and forest owner/manager participating in the process of regional certification.

**Participant in the regional certification:** organisation or other legal entity with rights and obligations of forest manager or a representative of one or more forest managers who volunteered to participate and commit to sustainable forest management

**PEFC recognised certificate:** valid accredited forest management certificate chain of custody certificate issued by a PEFC notified certification body against the forest management scheme or standard which is endorsed by the PEFC Council or against the PEFC international chain of custody standard

**Periodic review of forest certification system:** periodic review of sustainable forest management and chain of custody standards carried out once in 5 years. Reviewed standards shall be submitted to PEFC Council for re-endorsement.

**Production forest:** forest providing timber and other non-timber products while fulfilling public functions.

**Recertification audit:** audit, which aims to confirm continued compliance and effectiveness of the management system as a whole as well as its continuing relevance and applicability to the scope of certification

**Region:** geographically defined territory, the borders of which are determined by the applicant for regional certification based on the defined criteria. Region for the purposes of implementation of sustainable forest management standard and certification is represented by the applicant.

**Regional forest certificate:** document confirming that the applicant meets the requirements of sustainable forest management standard and related requirements of the certification scheme

**Regional (group) certification:** certification of forests within the determined regions carried out by the organisation accredited for certification in the given area. Regional certification is an open system allowing voluntary participation of all forest owners/managers in the region who will be awarded one common certificate.

**Review of forest certification system:** activity of identifying whether a system meets the demands and requirements of the system owner, stakeholders, customers etc. The review of a system can result in a system revision.

**Revision of forest certification system:** amendment to a system following a review of a system.

**Self-assessment:** systematic, comprehensive and regular process of reviewing the activities and performance of organisation against the requirements of the certification scheme (CSN EN ISO 9000)

**Specific review of forest certification system:** specific review of standards that resulted from the specific requirements for the system in the period before performing periodic review. Changes resulting from the review may be essential or merely editorial nature. Where a national governing body does not define changes as major changes covered by the whole assessment process, amendments may be evaluated in an accelerated assessment process. PEFC Council decides on whether it is a major or minor change and on the assessment process.

**Stakeholder:** an individual or group of individuals with a common interest concerned with or affected by operation of an organisation.

**Standard (technical document):** document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context (EN 45020, 3.2)

**Surveillance audit:** on-site audit, but is not necessarily full system audit.

**Sustainable forest management:** The stewardship and use of forests and forest land in a way and at a rate that maintains their biodiversity, productivity, regeneration capacity, vitality and their potential in order to fulfil now and in the future relevant ecological, economic and social functions at local, national and global levels and does not cause damage to other ecosystems.

**Sustainable forest management standard:** currently valid version of the technical document TD CFCS 1003:2016 Criteria and indicators of sustainable forest management

**Technical expert:** person who provides specific knowledge or expertise to the audit team about a particular subject to be audited

**Third party:** person or body that is recognized as being independent of the parties involved, as concerns the issues in question (ISO 14050, 1.6)

## 2.2 Abbreviations

For the purposes of this document the following abbreviations apply:

<b>AOPK</b>	Nature Conservation Agency of the Czech Republic
<b>ATO</b>	African Timber Organization
<b>ASF</b>	Agriculture Soil Fund
<b>ASS</b>	Ameliorating and Soil-improving Species
<b>CFCS</b>	Czech Forest Certification Scheme
<b>CIE</b>	Czech Inspection of the Environment (Act No. 282/1992 Coll., as am.)
<b>C-o-C</b>	Chain-of-Custody
<b>CSN</b>	Czech Technical Standard
<b>CLP</b>	classification, labelling, packaging
<b>CR</b>	Czech Republic
<b>CSO</b>	Czech Statistical Office
<b>CSO<sup>(2)</sup></b>	Czech Society of Ornithology
<b>CULS</b>	Czech University of Life Sciences
<b>EA</b>	European Accreditation
<b>FCR</b>	Forests of the Czech Republic, state enterprise

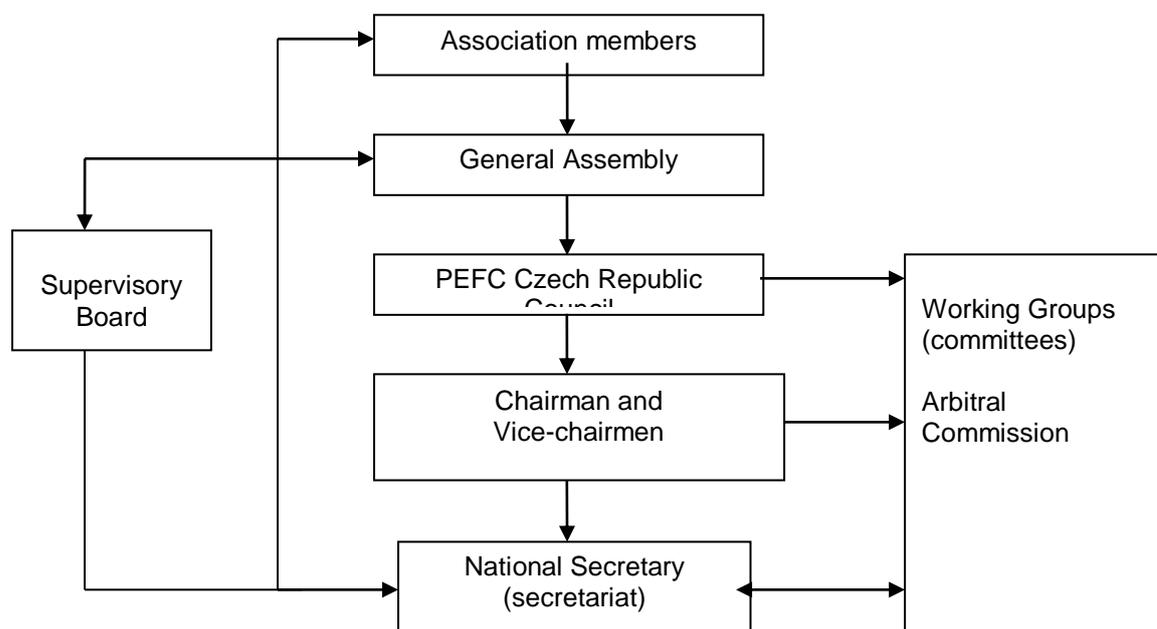
<b>FER</b>	Forest Economic Records
<b>FGMRI</b>	Forest and Game Management Research Institute
<b>FMI</b>	Forest Management Institute
<b>FMP</b>	Forest Management Plan
<b>FMR</b>	Forest Management Record
<b>FMS</b>	Forest Management Structure
<b>FZ ČSSR</b>	Federal Assembly of ČSSR
<b>HT/AU</b>	Higher Territorial/Administrative Unit
<b>IAF</b>	International Accreditation Forum
<b>IEC</b>	International Electrotechnical Commission
<b>ILO</b>	International Labour Organization
<b>ISO</b>	International Organization for Standardization
<b>ITTO</b>	International Tropical Timber Organization
<b>MA CR</b>	Ministry of Agriculture of the Czech Republic
<b>MD CR</b>	Ministry of Defence of the Czech Republic
<b>ME CR</b>	Ministry of the Environment of the Czech Republic
<b>MFE CR</b>	Military Forests and Estates of the Czech Republic, state enterprise
<b>MPA</b>	Management-Plan Area (Decree of Ministry of Agriculture No.84/1996 Coll., as amended)
<b>ND</b>	normative document
<b>NGB</b>	national governing body
<b>NGO</b>	Non-Governmental Organization
<b>NFI</b>	National Forest Inventory
<b>NP</b>	National Park
<b>PEFC</b>	Program for the Endorsement of Forest Certification Schemes
<b>PEFC CR</b>	PEFC Czech Republic
<b>PEFCC</b>	PEFC Council
<b>PEOLG</b>	Pan European Operational Level Guidelines for SFM
<b>REACH</b>	Registration, Evaluation, Authorisation and Restriction of Chemicals
<b>SAŽP</b>	Czech Environmental Agency
<b>CFCS</b>	Czech Forest Certification System
<b>SFM</b>	sustainable forest management
<b>PFM</b>	Professional Forest Manager
<b>RA</b>	Regional authorities
<b>RO</b>	Regional Office, state administration
<b>RPDF</b>	Regional plans of forest development (Decree of Ministry of Agriculture No. 83/1996 Coll., as amended);

<b>SAF</b>	State administration of forests (Act No. 289/1995 Coll., on forests, as amended)
<b>SFM</b>	Sustainable forest management
<b>SPA</b>	Specially Protected Areas
<b>TD</b>	technical document
<b>UNCED</b>	United Nation Conference on Environment and Development
<b>UNO</b>	United Nations Organization
<b>ÚSES</b>	territorial system of ecological stability

### 3 ORGANISATIONAL ARRANGEMENT OF PEFC CZECH REPUBLIC

PEFC Czech Republic is an independent voluntary professional association of legal entities with the aim to promote sustainable forest management and consumption of forest based products as a renewable resource, nature protection and sustainable development of the society. It represents a national governing body of the Czech Forest Certification System and is the PEFC Council member. The objectives and activities are defined in the association's status. Description of organisational arrangement is shown in figure 3.1

Figure 3.1 Organisation arrangement of PEFC Czech Republic



On the basis of prevailing activities, each member of PEFC Czech Republic belongs to the “chamber of forest owners”, “chamber of wood processing industry” or to the “chamber of other interested groups”.

The General Assembly, consisting of all members, is the highest authority of the association.

PEFC Czech Republic Council is the supreme managing body. It holds the power to elect and withdraw both the Chairman and Vice-Chairmen of the association. It is a collective body. Decision-making process is based on the absolute majority of votes of all Council members. In case of equal count of votes the Chairman vote is decisive.

Chairman represents the interests of the association outwards. He is held accountable for the association state to the Council. During the Chairman's absence, Vice-Chairmen in the order of member chambers act on his behalf.

National Secretary is appointed by the PEFC Czech Republic Council on the basis of tender. He carries out activities of the secretariat according to the resolutions of association bodies.

Inspector is entitled and authorised to control activities of association bodies, mainly financing. He is elected and the results of its activities are submitted to the General Assembly.

Arbitral Commission is an expert body of the association. The members of Arbitral Commissions are experts who, upon request of the participant in certification process, decide on the interpretation of technical documents of CFCS.

Working groups are established by the Council, if appropriate, for specific tasks regarding mainly the amendment of technical documents, revision of criteria of forest management and assessment of national schemes.

## **4 STRUCTURE OF CFCS DOCUMENTATION**

The processes of the Czech Forest Certification System are guided by documents elaborated in accordance with the PEFC requirements.

PEFC Czech Republic statute represents the basic constitutive document, registered at District Council in Prague in the register of professional associations, L 58850.

### **4.1 CFCS technical documents**

TD CFCS 1001:2016 Czech Forest Certification System - description

TD CFCS 1002:2016 Rules for certification of forest management

TD CFCS 1003:2016 Criteria and indicators of sustainable forest management

TD CFCS 1004:2016 Requirements for certification bodies operating forest management certification

TD CFCS 2001:2008, Issue 2 PEFC logo usage rules in the Czech Republic (PEFC ST 2001:2008, v2 PEFC Logo Usage Rules – Requirements)

TD CFCS 2002:2013 Chain of custody of forest based products – requirements (PEFC ST 2002:2013 Chain of Custody of Forest Based Products – Requirements, second edition)

TD CFCS 2003:2012 Requirements for certification bodies operating certification against the PEFC international chain of custody standard (PEFC ST 2003:2012 Requirements for Certification Bodies Operating Certification against the PEFC International Chain of Custody Standard, second edition)

### **4.2 Normative documents**

ND CFCS 01 Development and revision of CFCS documentation

ND CFCS 02 PEFC notification of certification bodies operating forest management and chain of custody certification in the Czech Republic

ND CFCS 03 PEFC Czech Republic procedures for the investigation and resolution of complaints and appeals

ND CFCS 04 Issuance of PEFC logo licenses

Documentation is publicly available on PEFC Czech Republic web page [www.pefc.cz](http://www.pefc.cz).

## 5 NORMATIVE REFERENCES FOR DEVELOPMENT OF THE CZECH FOREST CERTIFICATION SYSTEM

### 5.1 National normative reference

Czech Forest Certification System is based on the state of forestry in the Czech Republic, its historical development, structure of ownership, forest management planning and information system in the area of forestry.

It respects the general legislative system of the Czech Republic. It is in compliance with the legislation in the field of

- a) forestry,
- b) environment, protection of nature, landscape and water resources,
- c) protection of ownership rights, social affairs and employees rights,
- d) labour safety and protection,
- e) fire protection,
- f) information providing,
- g) protection of monuments and public use of forests,
- h) business relations,
- i) tax and royalties payment.

### 5.2 International requirements of PEFC Council

Czech Forest Certification System also takes into account international requirements of PEFC Council set out in the international technical documents and guides as follows:

#### 5.2.1 PEFC international standards

Annex 1 of PEFC Technical Document PEFC terms and definitions

Annex 6 of PEFC Technical Document Certification and Accreditation Procedures

##### Requirements for certification schemes

PEFC ST 1001:2010 Standard Setting - Requirements

PEFC ST 1002:2010 Group Forest Management Certification - Requirements

PEFC ST 1003:2010 Sustainable Forest Management - Requirements

##### Requirements for PEFC scheme users

PEFC ST 2001:2008, v2 PEFC Logo Usage Rules – Requirements

PEFC ST 2002:2013 Chain of Custody of Forest Based Products – Requirements

PEFC ST 2003:2012 Requirements for Certification Bodies Operating Certification against the PEFC International Chain of Custody Standard

#### 5.2.2 PEFC guides

PEFC GD 1004:2009 Administration of PEFC Scheme

PEFC GD 1007:2012 Endorsement and Mutual Recognition of National Systems and their Revisions

PEFC GD 2001:2014 Chain of Custody of Forest Based Products – Guidance for Use

### 5.3 International ILO conventions

The fundamental ILO Conventions (table 5.1) as amended have been ratified by the Czech Republic and implemented into the national legislation. Therefore, it is not necessary to cover them directly by the CFCS certification criteria.

Tab. 5.1 The fundamental ILO conventions ratified by the CR

No.	ILO conventions	Ratification by CR
29	Forced Labour	1993
87	Freedom of Associations and Protection of the Right to Organise	1993
98	Right to Organise and Collective Bargaining	1993
100	Equal Remuneration	1993
105	Abolition of Forced Labour	1996
111	Discrimination (Employment and Occupation)	1993
138	Minimum Age for Admission to Employment,	2007
182	Worst Forms of Child Labour	2001

### 5.4 Other international conventions

The Czech Republic as a signatory state has ratified and implemented other international conventions listed in table 5.2 into the national legislation:

Tab. 5. 2 Other international conventions ratified by the CR

International conventions	Ratification by CR
Convention for the Protection of World Cultural and Natural Heritage	1990
The Convention on Wetlands of International Importance, especially as Waterfowl Habitat	1990
Convention on International Trade in Endangered Species of Fauna and Flora	1992
Convention on Biological Diversity	1993
Convention on the Conservation of Migratory Species of Wild Animals	1994
Convention on the Conservation of European Wildlife and Natural Habitats	1997
Kyoto Protocol	2001

Requirements covered by these conventions relevant to forest management are included in CFCS through the national legislation.

### 5.5 International standards

CSN EN 45020 Standardization and related activities -- General vocabulary. (ISO/IEC Guide 2)

CSN EN ISO 9000 Quality management systems. Fundamentals and vocabulary. (ISO 9000)

CSN EN ISO 9001 Quality management systems. Requirements. (ISO 9001)

ISO 14001:2004 Environmental management systems -- Requirements with guidance for use.

ISO/IEC 14020:2000 Environmental labels and declarations -- General principles.

ISO/IEC 14021:1999 Environmental labels and declarations -- Self-declared environmental claims (Type II environmental labelling).

CSN EN ISO/IEC 17000 Conformity assessment. Vocabulary and general principles (ISO/IEC 17000)

CSN EN ISO/IEC 17021-1 Conformity assessment. Requirements for bodies providing audit and certification of management systems (ISO/IEC 17021-1)

CSN EN ISO 19011 Guidelines for quality and/or environmental management systems auditing (ISO 19011)

CSN EN 45011 General requirements for bodies operating product certification systems (ISO/ICE Guide 65)<sup>1</sup>

CSN EN ISO/IEC 17065 Conformity assessment – Requirements for bodies certifying products, processes and services (ISO/IEC 17065)<sup>2</sup>

EN 643:2001 Paper and board – European list of standard grades of recovered paper and board.

## 5.6 Certification criteria

Certification criteria cover all essential aspects of SFM. Certification criteria cover all range of forest functions including all economic, ecological and social functions. They directly follow the Resolution H1 “General Guidelines for the Sustainable Management of Forests in Europe” and H2 “General Guidelines for the Conservation of the Biodiversity of European Forests” and reflect the structure of the six Pan European criteria that were adopted as the key principles for sustainable forest management. They content elements of managerial and administrative systems that are necessary for the implementation and performance of SFM.

PEFC Council defines requirements for SFM in international standard PEFC ST 1003:2010 Sustainable Forest Management – Requirements, which represents a reference basis for the development of national certification criteria. This document is a result of a broad consensus on principles, guidelines, criteria and indicators for SFM at the international governmental level, including:

- ongoing Ministerial Conferences on the Protection of Forests in Europe (MCPFE),
- Montreal Process (Criteria and Indicators for the Conservation and Sustainable Management of Temperate and Boreal Forests),
- ITTO (International Tropical Timber Organisation) process for tropical forests or the ATO (African Timber Organisation)/ITTO process for tropical African forests,
- Near East – the Lepaterique Process,
- Regional Initiative of Dry Forests in Asia,
- Criteria and Indicators for the Sustainable Management in Dry-zone Africa,
- Tarapoto Proposal: Criteria and Indicators for the Sustainable Management of Amazonian Forests.

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<sup>1</sup> The transition period for the transfer from ISO Guide 65:1996 to ISO/IEC 17065:2012 was completed on 15 September 2015. During the transition period the reference to both standard is possible.

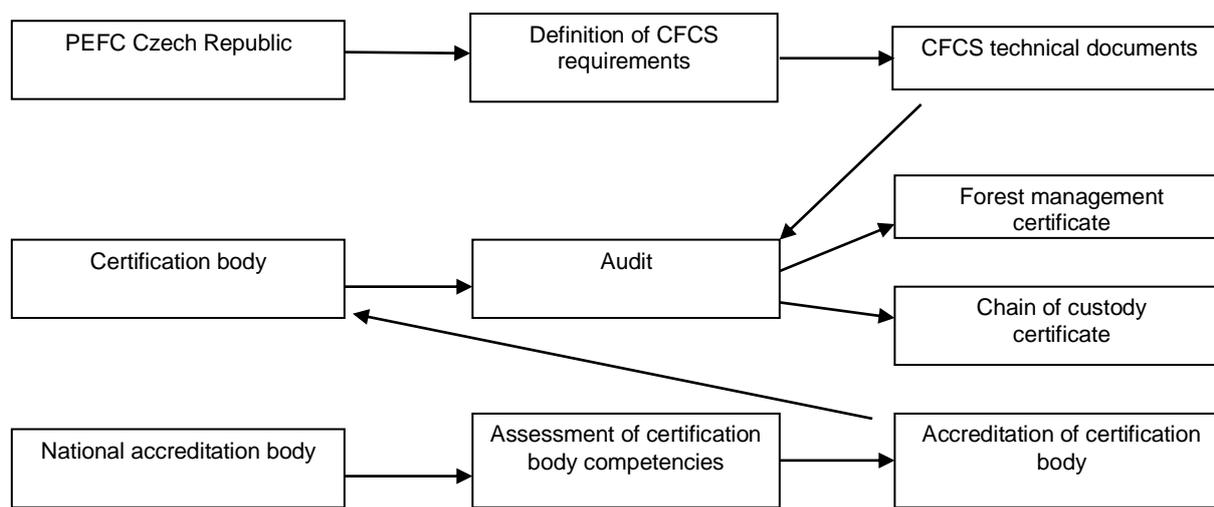
<sup>2</sup> The transition period for the transfer from ISO Guide 65:1996 to ISO/IEC 17065:2012 was completed on 15 September 2015. During the transition period the reference to both standard is possible.

Requirements of the respective intergovernmental processes defined in this international standard shall be reflected in the criteria for sustainable forest management of the national schemes. The Czech system defines these requirements in the technical document TD CFCS 1003:2016 Criteria and indicators of sustainable forest management.

## 6 CREDIBILITY AND INDEPENDENCY

CFCS credibility is based on the mutual independency of the three internationally recognised entities that enter the process of forest management and chain-of-custody certification in relation to the applicant for certification (figure 6.1). Their authorities, responsibilities and mutual relations are defined by the CFCS documentation.

Figure 6.1 Diagram of competencies



## 7 PROCESS OF DOCUMENTATION DEVELOPMENT AND REVISION

### 7.1 Documentation setting process

CFCS documentation setting and revision process is defined by ND 01 CFCS Development and revision of CFCS documentation. The process of CFCS documentation setting, review and revision is initiated by the PEFC Czech Republic Council. Technical Committee is established on a temporary basis for the period of CFCS documentation development or revision. The Technical Committee composition shall provide for balanced representation and decision-making by stakeholder categories relevant to subject matter and scope of the document where single concerned interest shall not dominate nor should be dominated in the process. The Technical Committee shall include stakeholders with expertise relevant to the subject matter of the specific document, those who are materially affected by the document and those that can influence the implementation of the document. The materially affected stakeholders shall represent a meaningful segment of the participants. The members of the Technical Committee are accessible to the materially and directly affected stakeholders through the publicly available contact information on PEFC CR web page. The decision of the Technical Committee to recommend the working draft for public consultations or final draft for formal approval shall be taken on the basis of a consensus. The public consultations shall be at least 60 days and the enquiry draft shall be made publicly available and accessible on the PEFC CR website and on request. The work of the Committee is documented and publicly available.

## **7.2 Periodic documents review**

The objective of periodic review of documents is their ongoing improvement in the light of new scientific knowledge and practical experience. CFCS shall be periodically reviewed at least every 5 years. On the basis of review results the PEFC Czech Republic Council decides on document revision. Reviewed documents shall be submitted to PEFC Council for re-endorsement.

## **7.3 Extraordinary documents review**

The objective of extraordinary review of documents is implementation of requirements resulting from the changes made by the PEFC Council in international requirements for development and implementation of standards which national governing bodies shall implement within a defined transition period. Reviewed documents shall be submitted to PEFC Council for extraordinary recognition.

## **7.4 Specific documents review**

The objective of specific review of documents is implementation of requirements that resulted from the specific requirements for the system in the period before performing periodic review. Changes resulting from the review may be essential or merely editorial nature. Where a national governing body does not define changes as major changes covered by the whole assessment process, amendments may be evaluated in an accelerated assessment process. PEFC Council decides on whether it is a major or minor change and on the assessment process.

## **7.5 Transition period**

The revision shall define the application date and transition date of the revised documents. The application date shall not exceed a period of one year from the publication of the document. This is needed for the endorsement of the revised documents, introducing the changes, information dissemination and training.

The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the revised documents requires a longer period.

## **8 FOREST CERTIFICATION**

Ensuring the non-discrimination, voluntariness, credibility and cost-effectiveness of the process is the mandatory principle of forest certification. Regional form of certification is used for forest certification in the Czech Republic. The requirements for the process of regional certification are defined in the technical document TD CFCS 1002:2016 Rules for certification of forest management

All participants in certification shall meet the requirements for certification. The rules and control mechanisms to ensure compliance with the certification criteria shall be demonstrated in the process of PEFC recognition and endorsement shall be monitored by certification bodies.

It is the responsibility of all participants in certification that the activities and operations of suppliers comply with the requirements of certification criteria.

CFCS does not define criteria for suppliers and the rules for the participation of suppliers in group or regional certification. Suppliers are not participants or members of the regional or group certification.

## 8.1 Regional certification

Regional certification is the group certification of forests within delimited geographic boundaries providing access for the voluntary participation of all forest owners/managers.

The process of regional certification is governed by the legal entity – applicant, who is authorised by the forest owners/managers and in their name represents the region.

The applicant for regional certification shall have a written contract or other written agreement with all participants requiring the contract parties to comply with the sustainable forest management standard and related requirements of CFCS.

The applicant represents forest owners/managers who represent or manage more than 50% of the forest area in the region. Individual forest owners and other authorized bodies have the opportunity to attend PEFC certification on a voluntary basis.

Commitment of forest owners/managers to participate in certification is based either on the individual commitment of forest owners/managers or on the majority decision within an organisation representing forest owners/managers in the region. Regardless of the form of commitment, the participation in certification is absolutely voluntary and forest owners and other forest managers can leave this process at any time.

Only the forests of forest owners/managers participating in the certification are considered as certified. The area of these forests is considered as certified area and raw material coming from these forests is considered as certified raw material.

All actors participating in the regional certification shall meet the criteria of CFCS that is PEFC endorsed and mutually recognised.

The applicant shall keep an appropriate register of individual forest owners and other forest managers participating in the certification.

## 9 CHAIN OF CUSTODY CERTIFICATION

The overall goal of the PEFC chain of custody is to provide customers of forest based products with accurate and verifiable information on the content of material originating in PEFC certified, sustainably managed forests, recycled material and controlled sources.

PEFC rules for certification and verification of chain of custody are defined in the international PEFC standard PEFC ST 2002:2013 Chain of Custody of Forest Based Products - Requirements. This international standard is a part of CFCS as the technical document TD CFCS 2002:2013 Chain of custody of forest based products – requirements. This document defines requirements for the implementation of chain of custody of forest based products. It describes a process of how to get from the information about the origin associated with the procured raw material to the information about the origin which is attached to the organisation's products, specifies the minimum management system requirements for the implementation and management of the chain of custody process and defines minimum requirements on health, safety and labour issues.

## 10 PEFC LOGO AND LABELS

The PEFC logo and labels provide information relating to the origin of forest based product in sustainably managed forest and other non-controversial sources. The overall goal of the PEFC logo and label usage is, through communication of accurate and verifiable information that is not misleading, to encourage demand for and supply of those products originating in sustainably managed forests and thereby stimulating the potential for market-driven continuous improvement of the world's forest resource.

The PEFC Logo is copyrighted material and is a registered trademark owned by the PEFC Council. The initials "PEFC" are covered by the copyright and are registered (Fig. 9.1)



Fig. 9.1 PEFC logo

The PEFC logo shall be used under the authority of a PEFC logo usage licence which is issued by the PEFC Council or other body authorised by the PEFC Council relevant to the country in which the PEFC logo user is registered. The PEFC logo licence applies to an individual legal entity. PEFC Czech Republic is the authorised body having permission from the PEFC Council to issue the licences on behalf of the PEFC Council in the Czech Republic.

The usage of PEFC logo is defined in the international PEFC standard PEFC ST 2001:2008, version 2 PEFC Logo Usage Rules – Requirements, which is a part of CFCS as the technical document TD CFCS 2001:2008, Issue 2 PEFC logo usage rules in the Czech Republic. This document covers requirements for users of the PEFC logo relating to ensure accurate, verifiable, relevant and non-misleading usage of the PEFC logo and related claims. It also specifies legal protection, rights for PEFC logo use, logo usage groups and requirements for on-product and off-product PEFC logo usage.

## 11 CERTIFICATION PROCEDURES

Certification and audit procedures applied within CFCS are based on the international standard of system management or on product certification.

Rules for certification and competencies of certification bodies operating forest certification are defined in the document TD CFCS 1004:2016 Requirements for certification bodies operating forest management certification.

Rules for certification procedures and competencies of certification bodies operating chain of custody certification are defined in the defined in the international PEFC standard PEFC ST 2003:2012 Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard. This international standard is a part of CFCS as the technical document TD CFCS 2003:2012 Requirements for certification bodies operating certification against the PEFC international chain of custody standard.

### 11.1 Certification body

Certification bodies are impartial and independent third parties that shall have appropriate technical competence in certification procedures, adequate know-how in forest management and forest products procurement and processing in general, respectively and shall have a good understanding of the certification criteria of national certification system.

Only those certificates are recognised by CFCS which are issued by accredited and PEFC Czech Republic notified certification bodies.

When certifying forests, the certification body assess conformity of forest management with the criteria and indicators of sustainable forest management in the Czech Republic (TD CFCS 1003:2016 Criteria and indicators of sustainable forest management) and issues a certificate after the conformity has been confirmed.

When certifying chain of custody, the certification body assess credibility in tracing the origin of forest based products against the requirements of TD CFCS 2002:2013 Chain of custody of forest based products - requirements.

The tasks of the certification body include:

- a) conduction of independent audits,
- b) issuance, suspension and withdrawal of certificates referring to the Czech Forest Certification System (i.e. forest managements and chain of custody) recognised by PEFC and information of PEFC Czech Republic about them,
- c) control of the use of forest management and chain of custody certificates and PEFC logo.

## 11.2 Certification process

The process of forest certification is defined in the document TD CFCS 1002:2016 Rules for certification of forest management.

The main steps in certification are as follows:

- a) application for certification,
- b) assessment process by a team of auditors,
- c) evaluation (written audit report),
- d) decision on certification performed by a representative of the certification body who did not participated in audit. The decision is based on audit report.
- e) documents specifying issuance, discontinuation, suspension or denial of certificate are submitted to the applicant.

Certification, surveillance or recertification audits of forest management are conducted according to the technical document TD CFCS 1004:2016 Requirements for certification bodies operating forest management certification.

Certification, surveillance or recertification audits of chain of custody are conducted according to the technical document TD CFCS 2003:2012 Requirements for certification bodies operating certification against the PEFC international chain of custody standard.

## 12 ACCREDITATION AND PEFC NOTIFICATION

Only those certificates of forest management and chain of custody are recognised by PEFC Czech Republic which are issued by accredited and PEFC notified certification bodies within the scope of accreditation of certification bodies (accredited certification). CFCS requirements for accreditation and PEFC notification of certification bodies are defined in the technical document TD CFCS 1004:2016 Requirements for certification bodies operating forest management certification and in TD CFCS 2003:2012 Requirements for certification bodies operating certification against the PEFC international chain of custody standard.

Rules for granting PEFC notification are defined in the normative document ND CFCS 02 PEFC notification of certification bodies operating forest management and chain of custody certification in the Czech Republic.

Accreditation of certification bodies operating forest management certification shall be based on CSN EN ISO/IEC 17021 within the scope defined by the technical documents TD CFCS 1002:2016 Rules for certification of forest management, TD CFCS 1003:2016 Criteria and indicators of sustainable forest management and TD CFCS 1004:2016 Requirements for certification bodies operating forest management certification the national standards for forest management.

Accreditation of certification bodies operating chain of custody certification shall be based on CSN EN 45011 within the scope defined by the technical documents TD CFCS 2002:2013 Chain of custody of forest based products – requirements and TD CFCS 2003:2012

Requirements for certification bodies operating certification against the PEFC international chain of custody standard.

Accredited forest management and chain of custody certificates shall bear an accreditation mark as prescribed by the relevant accreditation body.

### **13 APPEALS, COMPLAINTS AND DISPUTES SETTLEMENT**

Each participant in certification process is entitled to appeals and corresponding process of complaints resolution referring to the certification process.

Rules of the national governing bodies for procedures of disputes settlement are defined in the document ND CFCS 03 PEFC Czech Republic procedures for the investigation and resolution of complaints and appeals.

PEFC Czech Republic has established „Arbitral Commission“, which deals with those complaints that are outside the scope of the respective certification of accreditation body.

Certification body deals with the appeals, complaints and disputes referring to the process of certification and its results within the scope of accreditation.

Relevant accreditation body deals with the appeals, complaints and disputes referring to the accreditation process and fulfilment of accreditation requirements.