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**Guideline for PEFC notification of certification bodies  
operating forest management and chain of custody  
certification in the Czech Republic**

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## CONTENT

1 OBJECTIVE .....	3
2 SCOPE.....	3
3 CONDITIONS FOR PEFC NOTIFICATION .....	3
4 PEFC NOTIFICATION ISSUANCE PROCEDURES.....	4
5 OBLIGATIONS OF THE PEFC NOTIFIED CERTIFICATION BODY .....	4
6 VALIDITY OF THE PEFC NOTIFICATION .....	4

## TABLE OF APPENDIXES

Appendix 1: PEFC Notification Contract  
Appendix 2: Application for PEFC Notification  
Appendix 3: Tariffs of PEFC Notification Fee

## 1 OBJECTIVE

These guidelines describe the rules for the PEFC notification of certification bodies operating forest management and chain of custody certification in the Czech Republic.

## 2 SCOPE

This guideline is based on chapter 12 of TD CFCS 1004:2011 (*Requirements for certification and accreditation of certification bodies operating certification of forest management*) and on chapter 12 TD CFCS 1005:2011 (*Requirements for certification and accreditation of certification bodies operating certification of chain of custody of forest based products*).

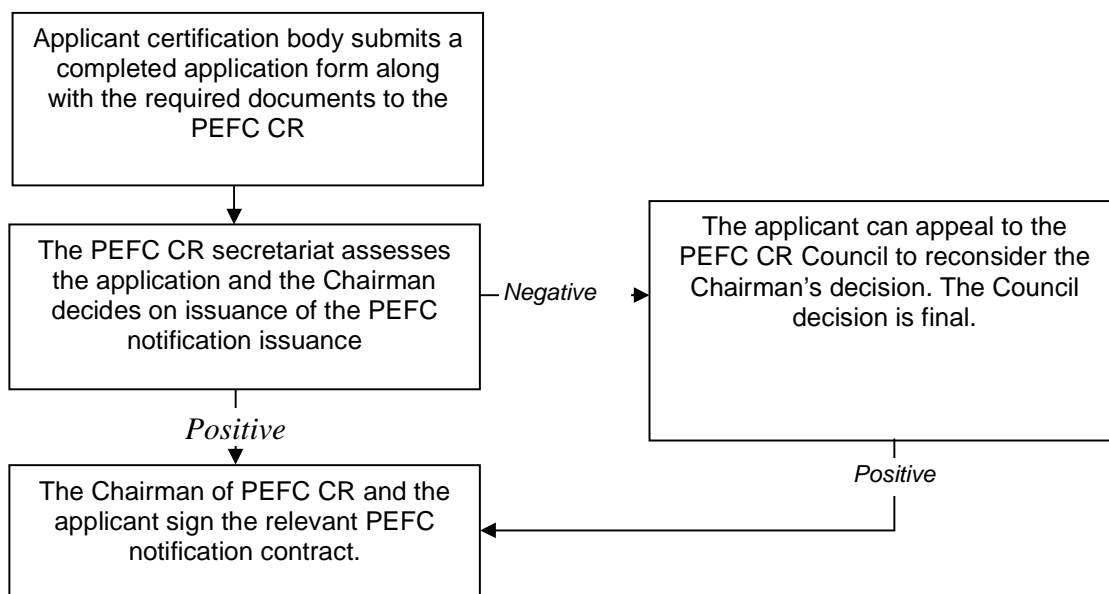
This guideline covers the PEFC notification by the PEFC National Governing Body in the Czech Republic of certification bodies providing forest certification against the documents of Czech Forest Certification System TD CFCS 1001:2011, TD CFCS 1002:2011, TD CFCS 1003:2011 and chain of custody certification against TD CFCS 2002:2011 (PEFC ST 2002:2010) in the Czech Republic.

## 3 CONDITIONS FOR PEFC NOTIFICATION

The certification body applying for PEFC notification from the National Governing Body shall:

- be a legal entity;
- agree to be listed on the publicly available PEFC Council Internet database including the certification body's identification data;
- have valid accreditation issued, by a national accreditation body which is a member or a part of IAF (International Accreditation Forum). The accreditation for certification bodies operating forest management certification shall be issued against ISO/IEC 17021 and the scope of the accreditation shall explicitly include TD CFCS 1001:2011, TD CFCS 1002:2011 and TD CFCS 1003:2011. The accreditation for certification bodies operating chain of custody certification shall be issued against ISO Guide 65 and the scope of the accreditation shall explicitly include CFCS 2002:2011 (PEFC ST 2002:2010);
- sign a PEFC notification contract with the PEFC National Governing Body (*Appendix 1*).

#### 4 PEFC NOTIFICATION ISSUANCE PROCEDURES



#### 5 OBLIGATIONS OF THE PEFC NOTIFIED CERTIFICATION BODY

The PEFC notified certification body shall:

- Carry out the forest certification against TD CFCS 1001:2011, TD CFCS 1002:2011 and TD CFCS 1003:2011 and/or chain of custody certification against TD CFCS 2002:2011 (PEFC ST 2002:2010) in the Czech Republic within the scope of the valid accreditations;
- Inform the PEFC National Governing Body about any changes in its accreditation, the scope of which covers the forest management and / or chain of custody certification;
- Provide the PEFC National Governing Body, without delay, with information on every forest management and/or chain of custody certificate it issues to an organisation in the Czech Republic and /or information on any changes to already issued certificates. The range of data is specified by the PEFC National Governing Body;
- Pay the PEFC National Governing Body the annual PEFC notification fee for every issued certificate based on an invoice issued by the PEFC National Governing Body. 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 the PEFC National Governing Body.

#### 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 the PEFC National Governing Body if the notification contract is violated.