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Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme

Document name: Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme

Document title: PEFC MK 05:2017

Approved by: Assembly of the Council for SFM in Macedonia

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Introduction

Certification under the PEFC Macedonian forest certification scheme shall be carried out by third party certification bodies, which are accredited by a national accreditation body which is a member or a part of the International Accreditation Forum (IAF) in order to demonstrate its competence and independence.

Notification by *The Council for Sustainable Forest Management in Republic of Macedonia (hereafter The Council for SFM)* establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by The Council for SFM.

1. Scope

This guideline describes procedures for the issuance of notification by The Council for SFM to certification bodies operating:

- a) Forest Management certification against the requirements of the PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia, and/or
- b) Chain of Custody certification in the Republic of Macedonia.

This guideline was approved by the Assembly of the Council for SFM in Macedonia and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the PEFC Macedonian forest certification scheme.

2. Normative references

The following referenced documents are indispensable for the application of this document. For both dated and undated references, the latest edition of the referenced document (including any amendment) or the document which replaced the referred document applies.

PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia

PEFC MK 04:2017, Certification and accreditation procedures

PEFC MK 06:2017, Group Certification Rules and Procedures

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

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

PEFC MK 07:2017, PEFC logo usage procedures

ISO/IEC 17021-1:2015, Conformity assessment – requirements for bodies providing audit and certification of management systems

ISO/IEC 17065:2012, Conformity assessment — Requirements for bodies certifying products, processes and services

PEFC GD 1004:2009, Administration of PEFC scheme

3. Terms and definitions

3.1 Accredited certificate

A certificate issued by a certification body within the scope of its accreditation which bears the accreditation body's symbol.

3.2 PEFC authorised body

An entity authorised by the PEFC Council to administer the PEFC scheme on behalf of the PEFC Council

Note: The authorised body is either the PEFC National Governing Body operating within its country or another entity which has been authorised by the PEFC Council to administer the PEFC scheme.

4. Conditions for notification by The Council for SFM in Macedonia

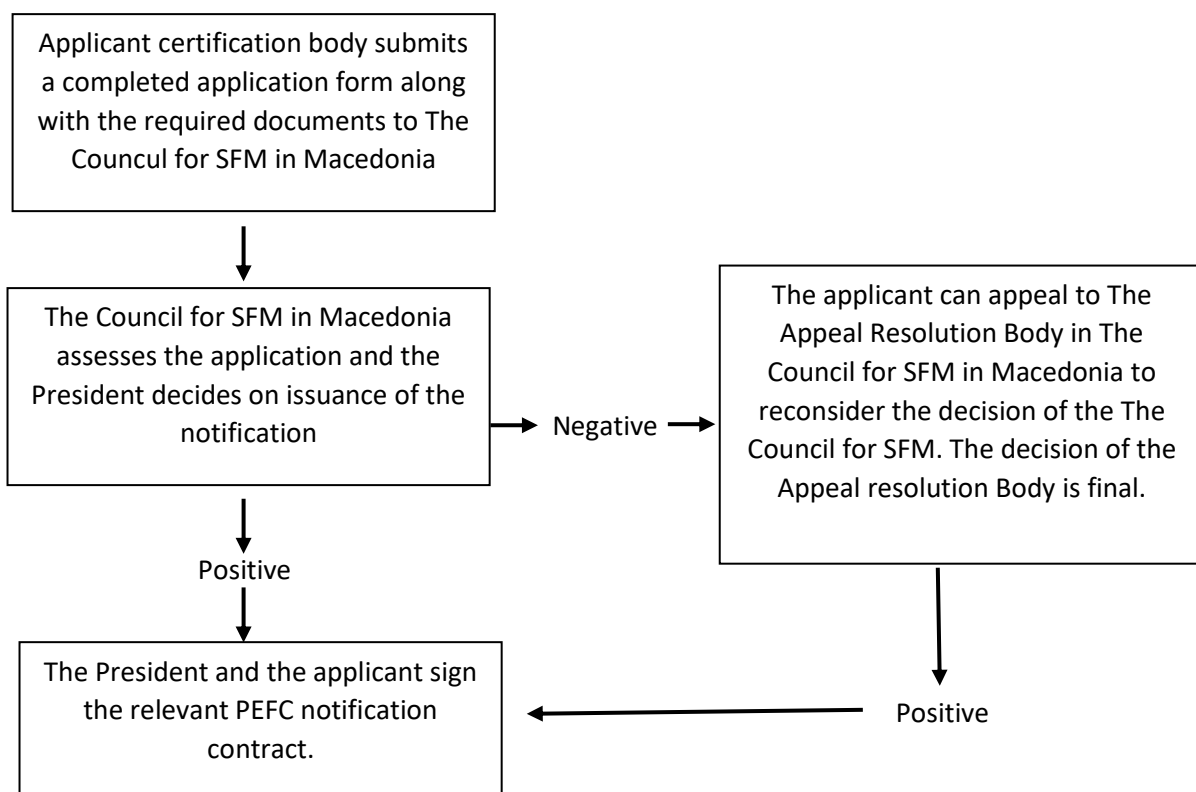
The certification body applying for notification by The Council for SFM in Macedonia shall:

- be a legal entity;
- agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and / or other data as specified by the PEFC Council and/or The Council for SFM in Macedonia;
- sign a notification contract with The Council for SFM in Macedonia (Appendix 1).

a) The certification body applying for notification for Forest Management certification under the Macedonian forest certification scheme shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17021-1:2015 and the scope of the accreditation shall explicitly include PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia, in its valid version.

b) The certification body applying for notification for Chain of Custody certification under the Macedonian forest certification scheme shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17065:2012 and the scope of the accreditation shall explicitly include PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements, in its valid version.

5. Notification issuance procedures



6. Obligations of the notified certification body

The certification body notified by The Council for SFM in Macedonia shall:

1. Pay The Council for SFM an annual notification fee for every certificate when invoiced by the Council for SFM. The amount of the fee is specified in Appendix 3, *Tariffs of the Notification Fee* and can be changed by The Council for SFM during the validity of the contract. Any change to the contract between the The Council for SFM and the notified certification body resulting from a change in the rates will take effect the year following that in which The Council for SFM has informed the certification body, in writing, of the change.
2. Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or The Council for SFM in Macedonia.
3. Inform certificate holders about the range of information it is reported to The Council for SFM and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
4. Inform the certificate holder how to obtain a PEFC Logo use license from The Council for SFM.

6.1. Forest management certification

The certification body notified by The Council for SFM for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC MK 04:2017, Certification and accreditation procedures and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out Forest Management certification against PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia within the scope of the valid accreditation.
3. Provide The Council for SFM immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate issued within the scope of notification and on changes concerning reported certificates.
4. Provide The Council for SFM, upon request, with a list of Forest Management certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

6.2. Chain of Custody certification

The certification body notified by The Council for SFM for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.

2. Carry out PEFC chain of custody certification against PEFC ST 2002:2013 within the scope of the valid accreditation.

3. Provide The Council for SFM immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by The Council for SFM and on changes concerning reported certificates.

4. Provide The Council for SFM, upon request, with a list on certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

6.3. Check on fulfillment of requirements of PEFC Logo Usage Rules

The certification body notified by The Council for SFM for Chain of Custody certification shall:

1. Carry out PEFC logo usage verification against PEFC ST 2001:2008 and PEFC MK 07:2017 within the scope of the valid accreditation.

2. Provide The Council for SFM immediately and truthfully for PEFC logo use by certified entities issued under the scope of notification by The Council for SFM and on changes concerning reported certificates.

7. Validity of notification

The notification is valid for the period of the validity of the certification body's accreditation. The notification can be terminated or suspended immediately by The Council for SFM, if the notification contract is violated.

Annex 1

PEFC NOTIFICATION CONTRACT FOR FM IN MACEDONIA

Between

1) The Council for SFM, st. Mirka Ginova nr.13, 1000 Skopje, Macedonia

and

2) Name and address of the certification body (hereafter certification body)

Whereas the Notified Certification Body is operating Forest Management certification recognised by The Council for SFM;

Whereas The Council for SFM in Republic of Macedonia is the governing body of the PEFC Council, Programme for the Endorsement of Forest Certification schemes in The Republic of Macedonia, based on an administration contract signed with the PEFC Council;

Whereas the Notified Certification Body is to be granted notification, and The Council for SFM recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in The Republic of Macedonia.

Now, therefore the above said parties agree to the following:

Article 1: Definitions

1. Forest Management certification

This is PEFC MK 03:2017, PEFC National Standard for Sustainable Forest Management in Macedonia which forms part of the contractual documentation. The PEFC MK 03:2017 can be altered or replaced with another document by The Council for SFM.

2. Certification and Accreditation Procedures – Forest Management certification

This is PEFC MK 04:2017, Certification and accreditation procedures which forms part of the contractual documentation. PEFC MK 04:2017 can be altered or replaced with another document by The Council for SFM.

3. Tariffs of the Notification Fee of The Council for SFM

These are the tariffs defined in Appendix 3 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme” which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme” which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the Notified Certification Body

The Notified Certification Body is obliged to:

a) Pay The Council for SFM an annual notification fee for every certificate when invoiced by The Council for SFM. The amount of the fees is specified in Appendix 3, *Tariffs of the Notification Fee of The Council for SFM* and can be changed by The Council for SFM during the validity of the contract. Any change to the contract between The Council for SFM and the notified certification body resulting from a change in the rates will take effect the year following that in which The Council for SFM has informed the Notified Certification Body, in writing, of the change.

b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council and/or The Council for SFM.

c) Inform certificate holders about the range of information it is reporting/reported to The Council for SFM and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.

d) Inform the certificate holder how to obtain a PEFC Logo use license from The Council for SFM.

The Notified Certification Body carrying out Forest Management certification is obliged to:

e) Have and keep valid accreditation issued in compliance with PEFC MK 04:2017 and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.

f) Carry out Forest Management certification against PEFC MK 03:2017 within the scope of the valid accreditation.

g) Provide The Council for SFM immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.

h) Provide The Council for SFM, upon request, with a list of Forest Management certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

Article 3: Responsibilities of The Council for SFM

1. The Council for SFM recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license under the conditions specified by The Council for SFM.

2. The Council for SFM is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.

2. The Council for SFM may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.

3. Withdrawal, suspension or the end of the validity of the Notified Certification Body’s accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
4. The notification contract may be terminated in case of cancellation of the administration contract between The Council for SFM and the PEFC Council.
5. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
6. The Council for SFM is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

Article 5: Validity of the Contract

The contract enters into force when it has been signed by both parties.

Article 6: Governing Law - Jurisdiction

1. This contract is subject to Macedonian law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of The Republic of Macedonia.
- Signed in duplicate.

In _____ on _____

For and on behalf of
The Council for SFM in Macedonia

In _____ on _____

For and on behalf of the
The Notified Certification Body

Annex 1

PEFC NOTIFICATION CONTRACT FOR CHAIN OF CUSTODY IN MACEDONIA

Between

1) The Council for SFM, st. Mirka Ginova nr.13, 1000 Skopje, Macedonia

and

2) Name and address of the certification body (hereafter certification body)

Whereas the Notified Certification Body is operating Chain of Custody certification recognised by The Council for SFM;

Whereas The Council for SFM in Republic of Macedonia is the governing body of the PEFC Council, Programme for the Endorsement of Forest Certification schemes in The Republic of Macedonia, based on an administration contract signed with the PEFC Council;

Whereas the Notified Certification Body is to be granted notification, and The Council for SFM recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in The Republic of Macedonia, and international sites participating in multi-site Chain of Custody certifications of these organisations.

Now, therefore the above said parties agree to the following:

Article 1: Definitions

1. Chain of Custody of Forest Based Products – Requirements -

This is PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements, which forms part of the contractual documentation. PEFC ST 2002:2013 can be altered or replaced with another document by The Council for SFM.

2. Certification and Accreditation Procedures – Chain of Custody certification

This is PFC ST 2003:2012, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard, which forms part of the contractual documentation and is found in the annex of this contract. PEFC 2003:2012 can be altered or replaced with another document by The Council for SFM.

3. Tariffs of the Notification Fee of The Council for SFM

These are the tariffs defined in Appendix 3 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest certification scheme” which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 to “Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Macedonia against the requirements of the Macedonian forest

certification scheme” which forms part of the contractual documentation and is found in the annex of this contract.

Article 2: Responsibilities of the Notified Certification Body

The Notified Certification Body is obliged to:

- a) Pay The Council for SFM an annual notification fee for every certificate when invoiced by The Council for SFM. The amount of the fees is specified in Appendix 3, *Tariffs of the Notification Fee of The Council for SFM* and can be changed by The Council for SFM during the validity of the contract. Any change to the contract between the The Council for SFM and the notified certification body resulting from a change in the rates will take effect the year following that in which the The Council for SFM has informed the Notified Certification Body, in writing, of the change.
- b) Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body’s identification data and/or other data as may be specified by the PEFC Council.
- c) Inform certificate holders about the range of information it is reporting to The Council for SFM and that this information (except the certificate holders’ turnover) will be made publicly available on the PEFC Information Register.
- d) Inform the certificate holder how to obtain a PEFC Logo use license from The Council for SFM.

The Notified Certification Body carrying out PEFC Forest Management certification is obliged to:

- e) Have and keep valid accreditation issued in compliance with PEFC MK 04:2017 and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- f) Carry out Forest Management certification against PEFC MK 03:2017 within the scope of the valid accreditation.
- g) Provide The Council for SFM immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
- h) Provide The Council for SFM, upon request, with a list of Forest Management certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

The Notified Certification Body carrying out Chain of Custody certification is obliged to:

- i) Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform The Council for SFM immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- j) Carry out PEFC chain of custody certification against PEFC ST 2002:2013 within the scope of the valid accreditation.
- k) Provide The Council for SFM immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the The Council for SFM and on changes concerning reported certificates.

l) Provide The Council for SFM, upon request, with a list on certificates issued under the scope of notification by The Council for SFM, including information defined in the reporting form in the appendix to this document.

Article 3: Responsibilities of The Council for SFM

1. The Council for SFM recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license under the conditions specified by The Council for SFM.
2. The Council for SFM is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

Article 4: Contract Termination

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. The Council for SFM may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.
3. Withdrawal, suspension or the end of the validity of the Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
4. The notification contract may be terminated in case of cancellation of the administration contract between The Council for SFM and the PEFC Council.
5. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
6. The The Council for SFM is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

Article 5: Validity of the Contract

The contract enters into force when it has been signed by both parties.

Article 6: Governing Law - Jurisdiction

1. This contract is subject to Macedonian law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of The Republic of Macedonia.

Signed in duplicate.

In _____ on _____

In _____ on _____

For and on behalf of
The Council for SFM in Macedonia

For and on behalf of the
The Notified Certification Body

Annex 2: Application for PEFC Notification by The Council for SFM

APPLICATION FORM FOR NOTIFICATION BY THE COUNCIL FOR SFM IN MACEDONIA

1. Applicant's Identification data

Organizations name			
Authorized Person			
Address	Street, no.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		website	

2. Type of certification

- a) Forest Management certification ☐
- b) Chain of Custody certification ☐

3. Information and documents for application processing

a) Forest management certification

Accreditation number / validity date expiry	
Accreditation body name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021-1:2015 with the scope of the accreditation explicitly including PEFC MK 03:2017.	

b) Chain of Custody certification

Accreditation number / validity date expiry	
Accreditation body name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012, with the scope of the accreditation explicitly including certification against PEFC ST 2002:2013.	

4. Self-Declaration

I hereby confirm that:

- I have read The Council for SFM regulations concerning PEFC certification and notification and accept them,
- the data included in this application is complete and truthful.

Signature of the applicant's representative
(according to the data in section 1)

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Appendix 3: Tariffs of the Notification Fee of The Council for SFM

Tariffs of Notification Fee of The Council for SFM

a) Forest Management certification

The Council for SFM charges amount of 0,02 EURO annually per hectare of forest certified against its Forest Management standard(s).

b) Chain of Custody certification

Turnover of the PEFC certified organisation (EURO)	PEFC notification fee (EURO)
under 150,000	150
150,000 to 750,000	300
750,000 to 1.5 million	450
1.5 million to 15 million	600
15 million to 45 million	1000
45 million to 150 million	2000
150 million to 450 million	3000
450 million to 1.5 billion	4000
Over 1,5 Billion	5000

In case of multi-site certifications, which are not producer groups, the multi-site organisation's turnover is calculated as a sum of turnovers of sites covered by the multisite organisation.

Appendix 4: (PEFC authorized body) Certificate reporting form

Chain of Custody Certificate Reporting Form

(to be completed for every certificate and every site covered by a multi-site certificate)

Contact details:

Organisation name			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

Certificate information:

Certification Body Name	
Certificate number	
Subcertificate number (if applicable)	
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Accreditation Number	
Certified entity turnover for the last year in [currency]	

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Appendix 4: [PEFC authorised body] Certificate Reporting Form

Code	Product categories		
01000	Roundwood		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
02000	Fuelwood and charcoal		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020		Charcoal	
03000	Sawnwood and sleepers		
03010		Railway sleepers	
03020		Sawnwood	
04000	Engineered wood products		
04010		Laminated Lumber Products	
04020		Finger Jointed Lumber	
04030		Glue Laminated Products (Glulam)	
04040		Laminated Veneer Lumber (LVL)	
04050		Parallel Strand Lumber (PSL)	
04060		I-Joists / I-Beams	
04070		Trusses & Engineered Panels	
04080		Other	
05000	Wood based panels		
05010		Veneer sheets	
05020		Plywood	
05030		Particle board	
05031			OSB
05032			Other particle board
05040		Fibreboard	
05041			MDF
05042			HDF
05043			Softboard
05043			Hardboard
05044			Insulating board
06000	Pulp		
06010		Mechanical	
06020		Semichemical	
06030		Dissolving	
06040		Chemical	
06041			Unbleached sulphite pulp
06042			Bleached sulphite pulp
06043			Unbleached sulphate (kraft) pulp
06044			Bleached sulphate (kraft) pulp
06050		Recovered paper	
07000	Paper and paper board		
07010		Graphic papers	
07011			Newsprint
07012			Uncoated mechanical
07013			Uncoated woodfree
07014			Coated papers
07020		Household and sanitary paper	
07030		Packaging materials	

07031			Case materials
07032			Folding boxboards
07033			Wrapping papers
07034			Other papers mainly for packaging
07040		Other paper and paperboard	
07050		Converted paper products	
07060		Printed matter	
08000	Wood manufacturers		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
09000	Exterior products		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
11000	Cork and cork products		
11010		Natural cork and cork waste	
11020		Cork manufactures	
12000	Energy		
13000	Non-wood products		
14000	Other		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		

Forest Management Certificate Reporting Form

(to be completed for every certificate and every site covered by a multi-site certificate.)

[Note: Depending on the national situation, especially when a high number of small scale forest owners are participating in group Forest Management certification, the registration of forest owners participating in group certification can be registered by the PEFC authorised body itself, or even by a third party. In this case the data requested in this reporting needs to be collected by the PEFC authorised body or the third party from the forest owners directly, and not from the certification body.]

Contact details:

Organisation name			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

Certificate information:

Certification Body Name	
Certificate number	
Subcertificate number (if applicable)	
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Accreditation Number	
Scope of the certificate (total area in hectares)	

Scope of Group forest certificate information:

[illegible]

*1 Primary, 2 natural, 3 semi-natural/planted or 4 forest plantation

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Appendix 4: [PEFC authorised body] Certificate Reporting Form

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

Appendix 4: [PEFC authorised body] Certificate Reporting Form

08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
09000	Exterior products		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
11000	Cork and cork products		
11010		Natural cork and cork waste	
11020		Cork manufactures	
12000	Energy		
13000	Non-wood products		
14000	Other		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		