

## Application on the PEFC Notification of a Certification Body

<b>Information of the certification body:</b>	
Name:	
Business ID:	
Postal address:	
Web page/www address:	
Name of contact person:	
Phone number of contact person:	
Email address of contact person:	

<b>Accreditation information of the certification body</b>	Forest certification (PEFC FI standards in Finland)	PEFC Chain of custody (CoC) certification
(i) Name of accreditation body and (ii) code that indicates the accredited certification activities		
- countries (in addition to Finland) with sites/activities covered by the multi-site certificate issued in Finland (in case of multi-site cross-border CoC certification)	-----	

The requirements for the accreditation of a certification body are described in PEFC Technical Documentation (Certification and Accreditation Procedures) ([www.pefc.org](http://www.pefc.org)).

On behalf of the applicant I guarantee that the information given in this document is correct.

Date:

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Signature and name of the certification body representative

Attached annexes related to accreditation ( ) documents

# **PEFC Notification of a Certification Body - Applying and Decision Making**

## **Application submission**

Agreement process starts when the certification body has delivered an application for PEFC Notification to PEFC Finland – Finnish Forest Certification Council (later on referred to as PEFC Finland). Application forms are available in PEFC Finland's office.

## **Processing of the application**

PEFC Finland processes the application without delay.

PEFC Finland sends the agreement in two copies to the applicant for signing if the application submitted by the certification body and optional annexes demonstrate that the terms for the agreement are complied with.

If the material submitted by the applicant is incomplete or inadequate to demonstrate that the conditions set for the agreement are met, PEFC Finland informs the applicant about the information missing in the application and/or to what extent the terms for the agreement are not complied with.

## **Complaint and dispute procedures**

Upon receipt of the complaint PEFC Finland shall provide for:

- a) acknowledgement of the complaint to the complainant,
- b) gathering and verification of all necessary information, validation and impartial evaluation of the complaint, and decision making on the complaint,
- c) formal communication of the decision on the complaint and the complaint handling process to the complainant and concerned parties and
- d) appropriate corrective and preventive actions.

## **Validity of the agreement**

Both parties of the agreement sign the agreement. The agreement has been made in two identical copies – one for PEFC Finland and one for the certification body.

The terms and conditions for the validity of the agreement are presented in the agreement text.