

14 June 2023

---

---

## PEFC Notification of Certification Bodies in Finland



**PEFC Finland – Finnish Forest Certification Council**

Elimäenkatu 17-19, FI-00510 Helsinki, Finland

office@pefc.fi

### **Copyright notice**

© PEFC Finland 2023

This document is protected by copyright owned by the PEFC Finland. The document is freely available from the PEFC Finland's website or upon request.

No part of the document may be changed or copied for commercial purposes without the permission of the PEFC Finland.

The official version of the document is Finnish. In case of any doubt between language versions, the English version shall prevail.

**Document name:** PEFC notification of Certification Bodies in Finland

**Document title:** PEFC FI 2002:2023

**Approved by:** PEFC Finland – Finnish Forest Certification Council

**Approval date:** 14 June 2023

**Publication date:** 1 September 2023

**Entry into force:** 1 September 2023

**Transition date:** 1 September 2023

## Content

1. Scope.....	4
2. Normative references .....	5
3. Terms and Definitions.....	5
4. Conditions for notification .....	5
5. Data management procedure.....	6
6. Notification issuance procedures .....	7
7. Obligations of the notified certification body .....	8
8. Validity of the notification.....	8
9. Complaints and appeal resolution.....	9
Appendix 1. Application of PEFC notification of Certification Bodies .....	10
Appendix 2. Contract on PEFC notification of Certification Bodies .....	11

## Foreword

PEFC, the Programme for the Endorsement of Forest Certification, is an international organisation promoting sustainable forest management through forest certification, chain of custody certification and labelling of forest and tree-based products.

Products with a PEFC claim and/or label deliver confidence that the raw material originates in a sustainably managed forest.

The PEFC Council provides endorsement of national forest certification systems, which are required to comply with the PEFC Council requirements, subject to regular evaluations.

This document provides guidance on PEFC notification of certification bodies for forest management and chain of custody certification in Finland.

## Introduction

Certification under the PEFC 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 PEFC Finland, which has signed an administration contract with the PEFC Council establishes a necessary link to accredited certification bodies to issue certificates recognised by PEFC.

### 1. Scope

This document describes procedures for the issuance of PEFC notification by PEFC Finland to certification bodies operating:

- a) Forest Management certification against the requirements of the PEFC Finland (i.e. PEFC FI) scheme,  
and/or
- b) Chain of Custody certification in Finland.

This document shall be applied for all certification bodies carrying out forest management and/or chain of custody certification in Finland. In case of multi-site cross-country certification the notification covers certification of entities with the chain of custody head-office registered in Finland.

## 2. Normative references

The following referenced documents are indispensable for the PEFC notification of Certification Bodies. 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 FI 1001:2022, Group forest management certification - Requirements
- PEFC FI 1002:2022, Sustainable forest management - Requirements
- PEFC FI 1005:2022, Requirements for certification bodies operating PEFC forest management certification
- 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
- ISO/IEC 17021:2011, 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

### Accredited certificate

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

### 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

The certification body applying for notification by PEFC Finland shall:

- be a legal entity;
- agree to be listed on the publicly available, web-based database operated by PEFC Council and/or PEFC Finland, including the certification body's identification data and / or other data as specified by the PEFC Council and or PEFC Finland;
- have a valid accreditation; and
- sign a notification contract with PEFC Finland.

The certification body applying for notification for Forest Management certification 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 17021:2011 and the scope of the accreditation shall explicitly include PEFC Finland forest management standard *in its valid version*.

The certification body applying for notification for Chain of Custody certification 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 (Chain of Custody of Forest Based Products – Requirements) in its valid version.

## **5. Data management procedure**

To notify a certification body, PEFC Finland collects some personal data on the individuals working for certification bodies as specified in Application Form (Appendix 1).

The personal data collected includes: full name of the contact person, email address and telephone number. This data is necessary for the practical operations of the PEFC certification system and may be made publicly available on the PEFC websites (PEFC Council website and PEFC Finland website), and PEFC Finland may share them with third parties limited to and exclusively for certification purposes. These data are indispensable to ensure the PEFC certification system operations, such as to trace validity of certificates, certification bodies notification and accreditation.

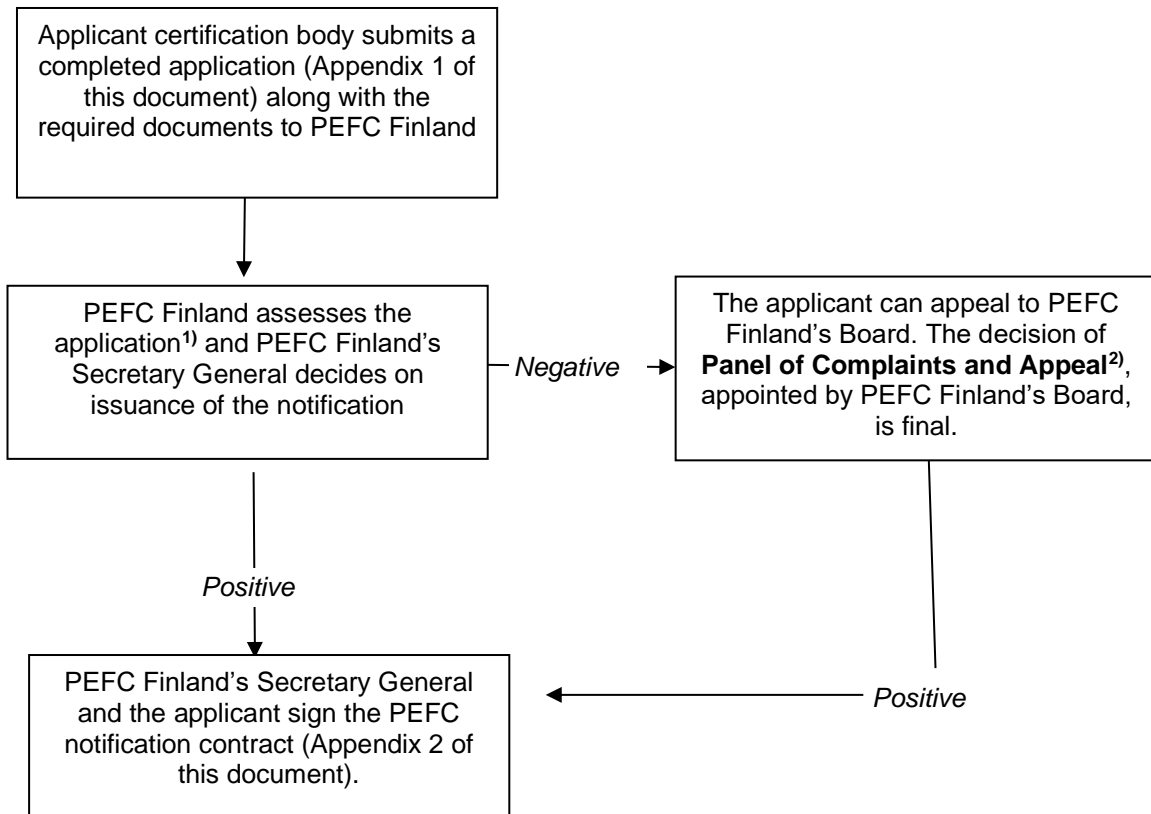
Personal data are kept for a duration of five (5) years after the end of the notification contract validity. Data will then be deleted. Upon request, PEFC Finland and PEFC Council may provide data subjects with information about the personal data it holds. Individuals working for certification bodies have the right to access or verify their personal data and to have them modified, transferred, corrected or deleted at any time. If the individuals working for certification bodies would like to exercise one of these data protection rights, they can contact PEFC Finland, whose contact details are on PEFC Finland's website.

By signing the PEFC notification contract, the certification body agrees to this data management procedure.

Further information on PEFC Finland's data management is available from PEFC Finland.

In addition to this procedure, the general Finnish legislation is complied with, including the general EU data protection regulation.

## 6. Notification issuance procedures



<sup>1)</sup> When the material submitted by the applicant is not sufficient to demonstrate that the conditions for a positive decision are met, PEFC Finland will provide the applicant with information on which parts of the application are incomplete and/or which parts of the contract requirements are not met.

<sup>2)</sup> PEFC Finland's Board shall appoint an impartial **Panel of Complaints and Appeal** composed of the Chairman and two other members on a case-by-case basis (Chapter 9 of this document)

## **7. Obligations of the notified certification body**

The certification body notified by PEFC Finland shall have and keep valid accreditation issued for forest certification and/or chain of custody certification and inform PEFC Finland immediately about any changes in the accreditation. Upon request it shall provide up-to-date evidence that it still meets the requirements of valid accreditation.

The certification body notified by PEFC Finland shall provide PEFC Finland without delay, with information on:

- changes in the accreditation status that affects meeting the PEFC's requirements;
- issuance of PEFC forest certificates and chain of custody certificates in Finland, changes in the validity of the certificates, and other information on the coverage of the certificates and information on certified entities as required by the PEFC Registration System; and
- area or other data on the operations covered by the forest certificate as well as data on production volumes, turnover, and other data on sites and operations covered by chain of custody certificate to the extent that is needed, for example, for determining the amount of payments (Notification fee) set by PEFC Finland.

The certification body notified by PEFC Finland shall inform certificate applicants/holders on:

- the range of information reported to PEFC Finland and to which extent the information will be made publicly available by PEFC Finland and PEFC Council;
- the payments imposed by PEFC Finland or PEFC Council to certificate holders (Notification fees); and
- other issues mentioned in this document as appropriate.

## **8. Validity of the notification**

The notification is valid for the period of the validity of the certification body's accreditation.

If either party wishes to terminate the contract it must give a written notice to the other party at least three months in advance.

The notification can be terminated or suspended immediately by PEFC Finland, if the notification contract is violated. The notification will be terminated by PEFC Finland in the case of cancellation of the contract between the PEFC Council and PEFC Finland.

The contract will enter into force immediately after both parties have signed the contract.

Note: PEFC Finland shall inform the certification body without delay about changes in PEFC Council's practices or policies that may have impact on the terms of the notification contract.



## 9. Complaints and appeal resolution

A complaint/appeal may be lodged with PEFC Finland against a decision rejecting an application for PEFC notification or against the termination or withdrawal of a contract. The complaint/appeal must be in writing and must be filed no later than four (4) weeks after receipt of the rejection decision. A complaint/appeal may be lodged only by the person concerned by the decision. The complaint/appeal shall state which decision is required to be reconsidered and the grounds relied on in the appeal.

In the event of suspension or withdrawal of the notification contract, the organization may submit a written complaint to PEFC Finland within four weeks of receiving the decision.

PEFC Finland shall:

- acknowledge the received complaint/appeal to the complainant/appellant;
- gather and verify all necessary information, validate and impartially evaluate the complaint/appeal and make decision on the complaint/appeal;
- formally communicate the decision on the complaint/appeal and the complaint/appeal handling process to the complainant/appellant and concerned parties; and
- ensure appropriate corrective and preventive action.

PEFC Finland's Board shall appoint an impartial Panel of Complaints and Appeal composed of the Chairman and two other members for each case of a complaint or an appeal. A meeting of the Panel shall be held within 21 days of the complaint/appeal on arrival. The complainant/appellant shall be informed at least seven days in advance of the time, place and composition of the Panel.

A previous revocation decision shall remain in force until the meeting of the Panel. At the meeting, both the complainant/appellant and the representative of PEFC Finland have the right to be heard in confidence.

The Panel shall reach this decision on the basis of a majority of votes.

The decision of the Panel is final.

Disputes in which PEFC Finland is the other party are heard in the Helsinki District Court.

## Appendix 1. Application of PEFC notification of Certification Bodies

The certification bodies shall use an application form to apply for PEFC notification. Notification by PEFC Finland, which has signed an administration contract with the PEFC Council establishes a necessary link to accredited certification bodies to issue certificates recognised by PEFC.

The application form is available in electronic format at PEFC Finland's website (pefc.fi).

The rules for the PEFC notification in Finland are shown in "PEFC Notification of Certification Bodies in Finland" document (PEFC FI 2002), which is available at PEFC Finland's website (pefc.fi).

Signing of the application form will start the application process and a copy of the received application is sent simultaneously to the applicant by e-mail.

### Applicant's information

Name of the certification body
Business ID
Postal address
Web page
First name and last name of the contact person
Email address
Phone number
Applicant's signatory person, if other than applicant's contact person (above): First name and last name, email address and phone number

### Validity of accreditation of forest certification according to PEFC FI scheme in Finland

Name of accreditation body
Code indicating valid status of accreditation

### Validity of accreditation of Chain of custody certification according to standards PEFC ST 2001 and PEFC ST 2002

Name of accreditation body
Code indicating valid status of accreditation

### Verification of accreditation status

The application shall be annexed by documentation verifying valid accreditation (Forest Certification and/or CoC certification)
---

### Applicant's/certification body's signature

(Signature of the applicant/representative of the certification body)

## Appendix 2. Contract on PEFC notification of Certification Bodies

### Parties and Objective of the Contract

PEFC Finland – Finnish Forest Certification Council (from now on PEFC Finland) and (name of the certification body) have agreed on the administrative tasks to be performed in order to fulfill the requirement concerning the PEFC Notification.

This contract does not limit the possibilities of the certification body to work impartially and independently in the PEFC forest and/or chain of custody certification.

### Scope of the Contract

The certification body shall submit to PEFC Finland without delay:

- changes in the accreditation status that affects meeting the PEFC's requirements;
- issuance of PEFC forest certificates and chain of custody certificates in Finland, changes in the validity of the certificates, and other information on the coverage of the certificates and information on certified entities as required by the PEFC Registration System; and
- area or other data on the operations covered by the forest certificate as well as data on production volumes, turnover, and other data on sites and operations covered by chain of custody certificate to the extent that is needed, for example, for determining the amount of payments (Notification fee) set by PEFC Finland.

The certification body notified by PEFC Finland shall inform certificate applicants/holders on:

- the range of information reported to PEFC Finland and to which extent the information will be made publicly available by PEFC Finland and PEFC Council;
- the payments imposed by PEFC Finland or PEFC Council to certificate holders (Notification fees); and
- other issues mentioned in this document as appropriate.

PEFC Finland shall inform the certification body without delay about such changes in PEFC Council practices or documents that impact this contract.

### Validity of the Contract

This contract covers (name of the certification body) operations of forest management certification (code that indicates accreditation) and/or chain of custody (code that indicates accreditation).

The rules for the PEFC notification in Finland are shown in "PEFC Notification of Certification Bodies in Finland" document (PEFC FI 2002), which is available at PEFC Finland's website (pefc.fi).

This contract will enter into force immediately after both parties have signed the contract.

The contract is valid until further notice.

If either party wishes to terminate the contract it must give a written notice to the other party at least three months in advance.

The notification can be terminated or suspended immediately by PEFC Finland, if the notification contract is violated. The notification will be terminated by PEFC Finland in the case of cancellation of the contract between the PEFC Council and PEFC Finland.

## Complaints and appeal resolution

In the event of suspension or withdrawal of the notification contract, the organization may submit a written complaint to PEFC Finland within four weeks of receiving the decision.

Upon receipt of the complaint PEFC Finland shall provide for:

- acknowledge the received complaint/appeal to the complainant/appellant;
- gather and verify all necessary information, validate and impartially evaluate the complaint/appeal and make decision on the complaint/appeal;
- formally communicate the decision on the complaint/appeal and the complaint/appeal handling process to the complainant/appellant and concerned parties; and
- ensure appropriate corrective and preventive action.

## Signatures

(Place and date)

(First name and last name)

Secretary General

PEFC Finland - Finnish Forest Certification Council

(First name and last name)

(Duty)

(Name of the certification body)