



Specific rules relating to the PEFC CoC scheme (appendix to GP01 17065)

Relevant paragraph	Additional rules
1.1	<p>The Bureau Veritas Certification form entitled "Wood CoC Application Form" or any other equivalent document is the basis for the certification contract. Bureau Veritas Certification, at a minimum, should collect the following information:</p> <ul style="list-style-type: none"> ▪ Organisation name and contact information (name, address, legal status, etc.). ▪ Type of requested service (standard, scope of certification, etc.). ▪ Completed activity or activities¹ (process, products or services, clients, etc.). ▪ Organisation structure¹ (number of sites covered by the certification for multisite certifications (please refer to § VIII), number of employees, etc.). ▪ Products covered by the chain of custody (for each site). <ul style="list-style-type: none"> ▪ Selected chain of custody method (physical separation method, percentage method, credit method). ▪ If the percentage method is applied, the selected method of calculation of the certification percentage (single percentage, mean sliding percentage). ▪ PEFC logo application terms. ▪ Origin of species (species, procurement zone, etc.). ▪ Sub-contracting (activities, duration, etc.). ▪ List of certifications and qualifications already obtained. ▪ Pre-audit request as applicable. <p>The organisation will include any chain of custody procedure already implemented or briefly describe their own chain of custody.</p> <p>Any organisation using sub-contractors² may include those sub-contracted activities in the scope of certification. To that end, they must specify the sub-contracted activities, the name and address of their sub-contractors and the number of employees on their Wood CoC Application Form questionnaire.</p> <p>The level of risk inherent in each sub-contractor is then assessed so as to develop the certification quotation. Indeed sub-contractors qualified as being "high risk" should be evaluated by Bureau Veritas Certification on a sample basis. Due to those inspection visits the audit will last longer.</p> <p>Number of sub-contractors to be audited is given by the formula :</p> $Y = \sqrt{(X)}$ <p>With :</p> <p>Y = number of sub-contractors to be audited X = number of high risk sub-contractors</p> <p>The risk level is "high" when the organisation meets one of the criteria below:</p> <ul style="list-style-type: none"> ▪ The organisation sub-contracts all or part of its processing activities. ▪ The sub-contractor mixes materials from different PEFC categories (ex. : PEFC 100% with PEFC Controlled sources). ▪ The sub-contractor affixes the PEFC trademark on the certified material.

² Bureau Veritas considers that an activity is sub-contracted when all or part of the chain of traceability is managed by a third party company.



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	<ul style="list-style-type: none"> ▪ The sub-contractor does not physically return the certified material to the organisation. ▪ The sub-contractor is located abroad, in a country with a Corruption Perception Index (CPI) below 50. <p>Even when one or more of the above high risk indicators apply to the outsourced activity, the Audit Team may approve the low risk categorization if a low risk of contamination may be demonstrated through one of the following indicators:</p> <ul style="list-style-type: none"> ▪ The product is permanently labelled or marked in a way that the contractor cannot alter or exchange products (e.g. heat brand, printed materials), or ▪ The product is palletized, or otherwise maintained as a secure unit that is not broken apart during outsourcing, or ▪ The contractor is employed for services that do not involve manufacture or transformation of certified products (e.g. warehousing, storage, distribution and logistics), or ▪ the sub-contractor is an PEFC-certified organization and the subcontracted activities are included within the certification scope of its PEFC certificate. <p>When auditing multi-sites certificates, the calculation will be based on the number of sub-contractors of sampled participating sites. If sub-contractors are PEFC certified for the sub-contracted process or if sub-contractors haven't sub-contracted since the last surveillance audit, they won't be included in the sampling method as there is no need to audit them.</p> <p>A list of the sub-contractors covered by the chain of custody certification should be provided to Bureau Veritas Certification upon each change. The coherence of this list will be verified during audit; in case of gap, complementary audits of sub-contractors could be planned.</p>
1.2	Auditing time is minimum 0,5 day on site for each site included in the certification scope.
1.1.2	<p>The certification covers the implemented PEFC chain of custody but does not cover any specific legal entity. It may be issued to an organisation comprised of several entities with different names, however contractually or legally bound together.</p> <p>Sampling method</p> <p>In addition to the foregoing criteria the certification is based on a sample of the existing sites, the activities carried out, the traceability methods implemented on each site, the outcomes of internal audits and/or of the latest certification audits, complaint cases, site sizes, their geographical dispersion, the changes that occurred on the sites.</p> <p><i>a. Initial audit: sample calculated based on the following formula:</i></p> $a = \text{Central Office} + \sqrt{x_1} + \sqrt{x_2} + \sqrt{y_1} + \sqrt{y_2} + \dots$ <p>With a = the number of sites to be audited (higher whole number) x_1 = number of sites with activity A and traceability method 1 x_2 = number of sites with activity A and traceability method 2</p>



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	<p> y_1 = number of sites with activity B and traceability method 1 y_2 = number of sites with activity B and traceability method 2 </p> <p>b. <i>Surveillance audit: sample calculated based on the following formula:</i></p> $a = \text{Central Office} + \delta\sqrt{x_1} + \delta\sqrt{x_2} + \delta\sqrt{y_1} + \delta\sqrt{y_2} + \dots$ <p> With a = the number of sites to be audited (higher whole number) δ = a risk coefficient between 0,6 and 1 x_1 = number of sites with activity A and traceability method 1 x_2 = number of sites with activity A and traceability method 2 y_1 = number of sites with activity B and traceability method 1 y_2 = number of sites with activity B and traceability method 2 </p> <p>c. <i>Renewal audit: sample calculated based on the following formula:</i></p> $a = \text{Central Office} + \delta\sqrt{x_1} + \delta\sqrt{x_2} + \delta\sqrt{y_1} + \delta\sqrt{y_2} + \dots$ <p> With a = the number of sites to be audited (higher whole number) δ = a risk coefficient between 0,8 and 1 x_1 = number of sites with activity A and traceability method 1 x_2 = number of sites with activity A and traceability method 2 y_1 = number of sites with activity B and traceability method 1 y_2 = number of sites with activity B and traceability method 2 </p> <p>At least 25% of the sample should be selected on a random basis. The δ coefficient is determined depending on the complexity and fluctuations of flow of raw material, on the level of raw material procurement risk, on the outcomes of internal audits, on the multinational status of the organisation...</p> <p>Therefore, the sites to be audited are chosen based on the total number of sites and activities so that the selected sample fairly reflects every type of facilities and activities.</p> <p>This approach takes into account the similarities existing within the organisation, and helps to get a comprehensive picture of the organisation's compliance status, avoiding any redundancy.</p> <p>The list of sites to be audited during the initial audit, just as during the follow-up visits, includes the corporate headquarters or the central office where all general PEFC chain of custody functions are located. Auditing time is minimum 0,5 day for each site included in the sampling.</p> <p>GROUP CERTIFICATION</p> <p>Multisite organisation certification also helps to implement and certify the chain of custody within a group of small independent companies.</p>



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	<p>It is a group of legally independent companies that functions together to have their chain of custody certified (group of producers). Membership to an association is not covered by the term "management or other organisational relation". The group of producers is usually a network of small independent companies that have partnered together in order to obtain and maintain the chain of custody certificate. The central office may be an appropriate trade association or any other experienced legal entity appointed to that end by the members of the group in order to comply with this standard. The central office may also be administered by one of the members of the group. The group of producers is limited to those participating sites that are headquartered in a single country :</p> <p>a. that have no more than 50 employees (full-time employees or equivalent); and b. with a sales figure of up to 6.5 million Euros or equivalent.</p> <p>The rules applying to multisite certification also apply to group certification.</p>
2	In some cases technical experts may be hired to support the auditor when a skill proves necessary in a specific area.
3	<p>The auditing time of pre-audit has to be inferior to the global auditing time for initial audit.</p> <p>A verification check-list is completed and delivered to the client with evidence of upgrade requests needed.</p>
4	<p>Upon confirmation of the audit schedule Bureau Veritas Certification asks the organisation to provide them with the following documents related to the PEFC timber chain of custody, if possible six weeks before the agreed-upon date of certification audit to complete the document review:</p> <ul style="list-style-type: none"> ▪ A copy of their quality and/or environment manual as appropriate, a copy of their traceability procedures. ▪ A list of applicable procedures. ▪ An organisation chart with names. ▪ A list of any PPE (Personal Protection Equipment), e.g. helmets, safety shoes, that the auditors may need to wear in order to perform the audit on site. ▪ Any other information deemed relevant by the organisation or that may be requested by the auditors.
4.1	The scope of certification in terms of geography and products is addressed.
4.2	<p>The auditor checks the following:</p> <ul style="list-style-type: none"> ▪ The required procedures as specified by the standard. ▪ The documents required to determine the origin of timber provided to the organisation and to ensure incoming and outgoing product consistency. ▪ The recording and consistency of the relevant records (survey conducted based on incoming and outgoing product invoices...).
6	The certificate is valid for a period of up to five years from the day when the Forest and Wood Department Manager's decision becomes effective.
7	<p>Checking the use of the PEFC mark is part of the audits. Bureau Veritas Certification auditors make sure that the PEFC ST 2001:2008 (<i>PEFC Logo Usage Rules – Requirements</i>) appendix is properly implemented.</p> <p>The PEFC logos that the organisation may use with their own licence number are provided together with the graphic charter regarding mark usage by the PEFC National Governing Body or PEFC</p>



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	Council once the certification is granted. The organisation may only use those logos (the logo found on the PEFC certificate remains the exclusive property of Bureau Veritas Certification).
9	<p>The auditing time is at least half a day (0,5) for each audited site.</p> <p>If, during the audit, at least 5 major non-conformities are identified, then a decision to suspend the certificate can be taken by the committee after the audit file review.</p>
10	<p>Renewal audit has to be planned 4 months before the end of validity of the certificate.</p> <p>If the decision of renewal is taken after the end of validity of the certificate, a letter is sent to the company mentioning that it is forbidden to product, label and sell certified products during the transition period (rupture). This aspect is verified during the following surveillance audit.</p>
11	<p>The organisation or group of organisations may at any time chose to extend the scope of certification for the PEFC chain of custody. They must file their request in writing with Bureau Veritas Certification France who will amend the contract as appropriate.</p> <p>For multisite certifications, an extension may be completed between two audit cycles based on a documentary audit.</p> <p>To this end, the certified organisation or group of organisations shall provide all of the following elements:</p> <ul style="list-style-type: none"> ▪ The initial audit report produced by the Central Office; ▪ The Chain of Custody procedure of the site and any annex procedure; ▪ The list of certified suppliers; ▪ The evidence of employee training; ▪ The list of subcontractors; ▪ Templates of invoices and delivery notes for certified products; ▪ Any element required for the successful completion of the documentary audit carried out by Bureau Veritas Certification. <p>This documentary audit gives rise to the writing of an audit report which will be reviewed according to the procedure described in Chapter 6.</p> <p>Every new site will be incorporated into the sampling calculation applying to the Year-n surveillance audit as follows:</p> $a = \text{Central Office} + \delta\sqrt{x_1} + \delta\sqrt{x_2} + \delta\sqrt{y_1} + \delta\sqrt{y_2} + \delta\sqrt{z_1} + \delta\sqrt{z_2} + \delta\sqrt{w_1} + \dots$ <p>With a = the number of sites to be audited (higher whole number) δ = a risk coefficient between 0,6 and 1 x_1 = number of sites with activity A and traceability method 1 x_2 = number of sites with activity A and traceability method 2 y_1 = number of sites with activity B and traceability method 1 y_2 = number of sites with activity B and traceability method 2 z_1 = number of new sites with activity A and traceability method 1 z_2 = number of new sites with activity A and traceability method 2 w_1 = number of new sites with activity B and traceability method 1</p>



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	<p>During the Year n+1 surveillance audit, those new sites will be reincorporated into the sample as follows:</p> $a = \text{Central Office} + \delta\sqrt{(x_1 + z_1)} + \delta\sqrt{(x_2 + z_2)} + \delta\sqrt{(y_1 + w_1)}$
13	<p>A certificate may be suspended, withdrawn or cancelled in any of the following situations:</p> <ul style="list-style-type: none"> ▪ Five major non-conformities have been identified during the surveillance audit, in which case the suspension is immediately suggested by the auditor. ▪ Upon request from the PEFC National Governing Body or PEFC Council, when the PEFC fee payment remains outstanding. ▪ The organisation refuses to complete random audits (please refer to § XIX). <p>The suspension or withdrawal of a certificate entails the following:</p> <ul style="list-style-type: none"> • A notification is sent to the certified organisation, which loses all rights to using the mark of conformity. • The PEFC National Governing Body or PEFC Council is advised of the situation. <p>The organisation whose certificate has been suspended or withdrawn has one week to act on that decision.</p> <p>Voluntary suspension is not allowed by PEFC certification system.</p>
16	<p>Confidentiality term may be waived if information is requested by the PEFC Council or PEFC National Governing Body : this information will be provided by Bureau Veritas Certification subject to the organisation's written consent.</p>
	<p>On-site audits may be replaced with documentary audits in the following case:</p> <p>Replacing an on-site audit with a documentary audit</p> <p>An on-site surveillance audit may be replaced with a documentary audit so long as the organisation submits sufficient evidence proving that they have neither provided nor used any statement on the certified raw material since the last audit completed on site.</p> <p>To that end, the certified organisation will submit their raw material balance sheet table along with a sworn statement. Bureau Veritas Certification will review those elements and validate the conditions under which the documentary audit was performed. To ensure that the documentary audit is duly conducted the certified organisation shall submit all of their procedures and recordings as required pursuant to the applicable standards.</p> <p>The time period between two on-site surveillance audits may not exceed two years.</p>
	<p>Bureau Veritas Certification reserves the right to randomly audit PEFC-certified organisations at the client's expense, following stakeholder complaints (PEFC, suppliers, clients, NGOs...) regarding the running of the PEFC chain of custody.</p> <p>Refusal to complete this audit may result in the suspension of the certificate.</p>