

PEFC LV 03:2022

Procedure for the notification of the Certification Bodies



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The original version of the document is in Latvian. When there is doubt in regard to language interpretation, the English version is the reference.

Document title: Procedure for the notification of the Certification Bodies

Document number: PEFC LV 03:2022

Approved by: “PEFC Latvija”

Approval date: 21.07.2022.

Amended: 15.12.2023.; 27.02.2025.

Date of entry into force (application date): 20.07.2023.

Transition period: 20.07.2024., except for the clause 4.1 b) for which the transition period is set 20.01.2026.

1. Scope of the document

This document defines the requirements for the PEFC notification of the Certification Body for forest management (PEFC FMS:2022) and/or Chain of the custody (PEFC ST 2002) certification in Latvia.

This document is based on Administration of PEFC scheme PEFC GD 1004:2009.

2. Normative references

This document is established and approved by PEFC Latvia based on:

- PEFC FMS:2022 - Latvian National PEFC Forest Management Standard;
- PEFC International Standard PEFC ST 2002:2020 Chain of Custody of Forest Based Products - Requirements;
- PEFC Council Technical Document Annex 6 “Certification and Accreditation Procedures”;
- PEFC Council Technical Document Annex 1 “Terms and Definitions”;
- PEFC Council Guidelines Administration of PEFC Scheme (PEFC GD 1004:2009);
- ISO 19011 – Guidelines for quality and/or environmental management systems auditing;
- LVS EN 17065 – Requirements for bodies certifying products, processes and services;
- LVS EN 17021 - Requirements for bodies providing audit and certification of management systems
- PEFC LV 02:2022 Requirements for certification bodies carrying out PEFC forest management certification.

3. Terms and Definitions

The relevant definitions are given in PEFC Latvia technical documentation.

4. Accreditation of the Certification Body

Certification Body carrying out forest management or chain of custody certification shall be accredited by the Latvian National Accreditation Bureau (LATAK), or by the European cooperation for Accreditation (EA) or International Accreditation Forum (IAF) members Body:

a) for PEFC forest management certification in accordance with:

- PEFC FMS:2022 - Latvian National PEFC Forest Management Standard;
- LVS EN 17021 – Requirements for bodies providing audit and certification of management systems;
- PEFC LV 02:2022 - Requirements for certification bodies carrying out PEFC forest management certification

b) for PEFC Chain of custody certification in accordance with:

- PEFC International Standard PEFC ST 2002:2020 Chain of Custody of Forest Based Products – Requirements ;
- LVS EN 17065 – Requirements for bodies certifying products, processes and services.

5. PEFC notification of the Certification Body

- 5.1 The Certification Body, which is accredited in accordance with requirements in the paragraph 4 of this document, performing PEFC forest management and/or chain of custody certification in Latvia shall be notified and sign the written notification contract with the PEFC Latvia. In order to ensure the independence of Certification Body, in the contract between PEFC Latvia and Certification Body are included such parts:
- administrative arrangements (e.g. information exchange and communication between the certification body and PEFC Latvia);
 - financial arrangements (a recognition fee of a certification body and fees for certified forest areas);
 - conditions for ensuring the accreditation requirements of certification bodies.
- 5.2 The PEFC notification may be terminated by the PEFC Latvia in the case of the certification body non adherence to the conditions of the PEFC notification or in the case of the cancellation of the contract between the PEFC International and PEFC Latvia.
- 5.3 Within three working days after issuance the certificate notified certification body provides the PEFC Latvia with information on certified entities as required by the PEFC Registration System (PEFC GD 1008).
- 5.4 The PEFC Latvia notification does not include any discriminatory measures, such as the certification body country of origin, affiliation to an association, etc.
- 5.5 The PEFC Latvia may charge a fee for the PEFC notification. The PEFC Latvia shall inform the PEFC International about the level of its PEFC notification fees, when requested.
6. The notified certification body shall comply to
- the Requirements for certification bodies carrying out PEFC forest management certification PEFC LV 02:2022 in the case of the forest management certification;
 - Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard PEFC ST 2003 in the case of the chain of custody certification.