

GUYANA NATIONAL FOREST CERTIFICATION SYSTEM

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NOTIFICATION OF CERTIFICATION BODIES FOR CHAIN OF CUSTODY AND FOREST MANAGEMENT CERTIFICATIONS IN GUYANA AGAINST THE REQUIREMENTS OF THE GUYANA NATIONAL FOREST CERTIFICATION SYSTEM



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Introduction

Certification under the Guyana National Forest Certification System (GNFCS) shall be carried out by third party certification bodies, which are accredited by an 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 Guyana Forestry Commission (GFC), which has signed an administration contract with the PEFC Council, establishes a necessary link between accredited certification bodies and the System owner and allows certification bodies to issue certificates recognised by the Guyana Forestry Commission

1. Scope

This Notification of Certification Bodies for Chain of Custody and Forest Management Certifications in Guyana against the requirements of the GNFCS describes procedures for the issuance of notification by the GFC to certification bodies operating:

- a) Forest Management certification against the requirements of the GNFCS; and
- b) Chain of Custody certification in Guyana.

This Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Guyana against the requirements of the GNFCS was approved by the National Standard Setting Working Group (NSSWG) and shall apply to all certification bodies carrying out forest management and or chain of custody certification against the GNFCS.

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.

- The Guyana Standard for Sustainable Forest Management (GSSFM);
- The Group Certification Standard;
- Chain of Custody of Forest and Tree Based Products – Requirements (PEFC ST 2002:2020) adopted by the National Standards Setting Working Group (NSSWG);
- PEFC Logo Usage Rules – Requirements (PEFC ST 2001:2008, Second Edition) adopted by Guyana;
- Requirements for Certification Bodies operating Certification against the Guyana Standard for Sustainable Forest Management (GY-ST-2023-01);
- Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard (PEFC ST 2003:2020) adopted by the NSSWG; and
- PEFC Trademarks Rules – Requirements (PEFC ST 2001:2020) adopted by the NSSWG.

- ISO/IEC 17021, Conformity assessment – Requirements for bodies providing audit and certification of management systems.
- ISO/IEC 17065, Conformity assessment — Requirements for bodies certifying products, processes, and services
- PEFC GD 1004, Administration of PEFC scheme.

3. Terms and Definition

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 Notified Certification Body

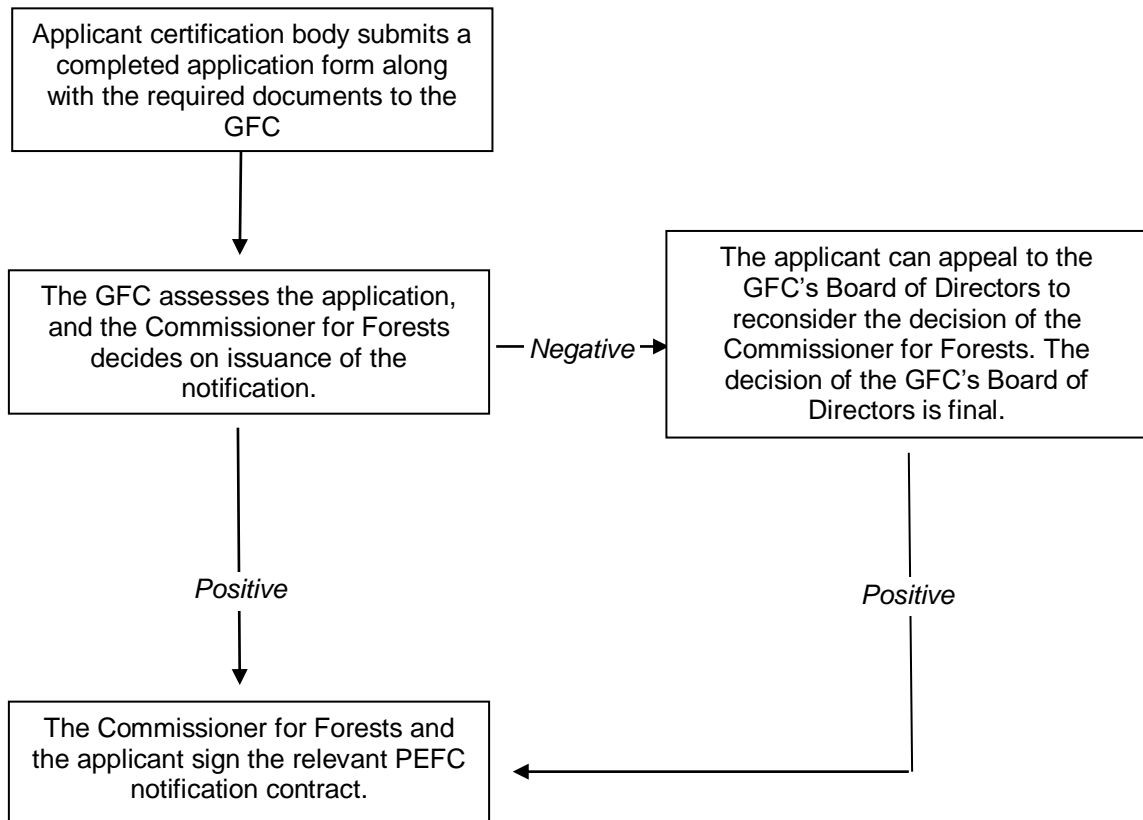
A body notified by the GFC to the PEFC Council.

4. Conditions for notification by GFC

The certification body applying for notification by the GFC 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;
 - sign a notification contract with the GFC (Appendix 1).
- a) The certification body applying for notification for Forest Management certification under the GNFCs 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 and the scope of the accreditation shall explicitly include all the relevant standards of the GNFCs.
 - b) The certification body applying for notification for Chain of Custody certification under the GNFCs 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 2002:2020, Chain of Custody of Forest Based Products – Requirements.

5. Notification issuance procedures



6. Obligations of the notified certification body

The certification body notified by the GFC to the PEFC shall:

1. Pay the GFC an annual notification fee for every certificate when invoiced by the GFC. The amount of the fee is specified in Appendix 4, Tariffs of the Notification Fee of the GFC can be changed by the GFC during the validity of the contract. Any change to the contract between the GFC and the notified certification body resulting from a change in the rates will take effect the year following that in which the GFC has informed the certification body, in writing, of this 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.
3. Inform certificate holders about the range of information it is reporting to the GFC and that this information (except the certificate holders' turnover and any commercial-in-confidence information) will be made publicly available on the PEFC Information Register.
4. Inform the certificate holder how to obtain a PEFC trademarks usage licence from the GFC.

7. Forest Management Certification

The certification body notified by the GFC for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with the GNFCs' requirements for certification bodies carrying out Forest Management certification and inform the GFC 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 the GSSFM of the GNFCs within the scope of the valid accreditation.
3. Provide the GFC immediately and truthfully with a completed reporting form for each certificate issued, within the scope of PEFC Council notification, and on changes concerning reported certificates.
4. Provide the GFC, upon request, with a list of Forest Management certificates issued under the scope of notification by the GFC, including information defined in the reporting form in the Appendix 6 to this document.

8. Chain of Custody certification

The certification body notified by the GFC for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 [or scheme specific requirements, if applicable [not recommended]] and inform the GFC 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 2002:2020 within the scope of the valid accreditation.
3. Provide the GFC 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 GFC, and on changes concerning reported certificates.
4. Provide the GFC, upon request, with a list on certificates issued under the scope of notification by the GFC, including information defined in the reporting form in the Appendix 5 to this document.

9. Validity of the notification

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

10. Data management

To notify a certification body, the GFC may collect some personal data on the individuals working for certification bodies. The personal data collected includes: full name of the contact person, email address and telephone number. This information is necessary for the normal operations of the PEFC certification system. They are made publicly available on the PEFC

websites (PEFC Council's website and the GFC's websites), and the GFC 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 on individuals working for certification bodies are kept public for a duration of five years after the end of the notification contract validity. Data will then be deleted. Upon request, the GFC 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 Ms. Basmatee Mohabeer (basmatee.mohabeer@gmail.com).

By signing the PEFC notification contract, the individuals working for certification bodies agree to this data treatment procedure. In case the individuals working for certification bodies do not want this information to be publicly available, we encourage to provide generic contact details or the PEFC notification contract shall be cancelled.

Appendix 1: Notification Contract

- Between
- (1) The GFC, having its registered office at 1 Water Street, Kingston, Georgetown, Guyana
- And
- (2) **[Certification body]**, hereafter the “Notified Certification Body”, having its registered office at [address]

Whereas the Notified Certification Body is operating Chain of Custody certification and Forest Management certification recognised by the GFC;

Whereas the GFC is the governing body of the Programme for the Endorsement of Forest Certification schemes in Guyana, based on an administration contract signed with the PEFC Council.

Whereas the Notified Certification Body is to be granted notification, and the GFC recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered **in Guyana**, 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. Forest Management certification
This is GSSF of the GNFC, which forms part of the contractual documentation.
2. Certification and Accreditation Procedures – Forest Management certification -
This is Requirements for Certification Bodies operating Certification against the GSSF (GY-ST-2023-01), which forms part of the contractual documentation.
3. Chain of Custody of Forest Based Products – Requirements -
This is PEFC ST 2002:2020, Chain of Custody of Forest Based Products – Requirements, which forms part of the contractual documentation.
4. 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.
5. Tariffs of the Notification Fee of the GFC

These are the tariffs defined in Appendix 4 to which forms part of the contractual documentation and is found in the annex of this contract.

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6. Certificate Reporting Forms

This is Appendices 5 and 6, which form 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:

1. Pay the GFC an annual notification fee for every certificate when invoiced by the GFC. The amount of the fee is specified in Appendix 3, Tariffs of the Notification Fee of the GFC can be changed by the GFC during the validity of the contract. Any change to the contract between the GFC and the notified certification body resulting from a change in the rates will take effect the year following that in which the GFC has informed the certification body, in writing, of this 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.
3. Inform certificate holders about the range of information it is reporting to the GFC and that this information (except the certificate holders' turnover and any commercial-in-confidence information) will be made publicly available on the PEFC Information Register.
4. Inform the certificate holder how to obtain a PEFC trademarks usage licence from the GFC.

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

5. Have and keep valid accreditation issued in compliance with the GNFC's requirements for certification bodies carrying out Forest Management certification and inform the GFC immediately about any changes in the accreditation. Upon request, it shall provide updated evidence that it still meets the requirements of valid accreditation.
6. Carry out Forest Management certification against the GSSF of the GNFC within the scope of the valid accreditation.
7. Provide the GFC immediately and truthfully with a completed reporting form for each certificate issued, within the scope of PEFC Council notification, and on changes concerning reported certificates.
8. Provide the GFC, upon request, with a list of Forest Management certificates issued under the scope of notification by the GFC, including information defined in the reporting form in the Appendix 6 to this document.

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

9. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 [or scheme specific requirements, if applicable [not recommended]] and inform the GFC immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
10. Carry out PEFC chain of custody certification against PEFC ST 2002:2020 within the scope of the valid accreditation.
11. Provide the GFC 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 GFC, and on changes concerning reported certificates.

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12. Provide the GFC, upon request, with a list on certificates issued under the scope of notification by the GFC, including information defined in the reporting form in the Appendix 6 to this document.

Article 3: Responsibilities of the GFC

1. The GFC 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 trademarks usage licence under the conditions specified by the GFC.
2. The GFC 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-months prior notice provided, in writing, and by registered letter to the last known address.
2. The GFC 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. 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, Numbers 1, 2 and 3.
5. The GFC 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 the laws of Guyana.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of Guyana.

Signed in duplicate.

In:

On:

In:

On:

For and on behalf of
the GFC

For and on behalf of
the Notified Certification Body

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Appendix 2: Application Form for Notification by the GFC

I. Applicant's Identification Data

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

II. Type of certification

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

III. Information and Documents for Application Processing:

a) Forest Management certification

Accreditation number / expiry date of validity	
Accreditation Body Name	
Documents required to process the application:	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2011 [or ISO/IEC 17065:2012, if applicable] with the scope of the accreditation explicitly including [relevant Forest Management standard(s) of the forest certification scheme].	

b) Chain of Custody certification

Accreditation number / expiry date of validity	
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 [or scheme specific Chain of Custody standard, if applicable].	

IV. Self-Declaration:

I hereby confirm that:

- I have read the GFC's regulations concerning PEFC certification and notification and accept them,
- the data included in this application is complete and truthful.

Signature of applicant's representative
(given in Section I)

Appendix 3: Application Processing Form
(Completed by the GFC)

I. Application Processing:

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the requirements	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
Contract sent to the applicant	<input type="checkbox"/> Yes		
Signed contract received	<input type="checkbox"/> Yes		
Contract signed by both parties returned	<input type="checkbox"/> Yes		

II. Notification Fee Payment:

Year	Amount	Paid on Date	Signature

III. Application Appeal Process:

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal processed with decision	<input type="checkbox"/>		
	Positive		
	Negative		

IV. Suspension and Termination of the notification:

Statutes of Decision	Date	Penalty

Appendix 4: Tariffs of Notification Fee of GFC

a) Forest Management certification

GFC charges 0.02 USD annually per hectare of forest certified against its Forest Management standard(s).

b) Chain of Custody certification

For chain of custody certification, the charges in the table below shall apply:

Turnover of the PEFC certified organisation (CHF)	PEFC notification fee (CHF)
under 150,000	50
150,000 to 750,000	150
750,000 to 1.5 million	300
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.

Note: The fees and categories above are merely a suggestion and every PEFC National Governing Body is free to set up its own fee structure and fees. The fees of other PEFC forest certification schemes and of "competing" forest certification systems are usually available publicly and can give some orientation. It should also be considered that the development fee as part of the annual PEFC NGB membership fee needs to be paid to the PEFC Council for every hectare of certified forest and Chain of Custody certificate.

Appendix 5: 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.

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 (Guaiacum), 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		

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.

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 (Guaiacum), 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		