



# Chain of Custody Refresher Training

2025

# Training Overview

## Training Slides: 1-2 hours

✓ Some slides have notes

## Case Study Discussions 2-3 hours

- Outsourcing
- Recycled Material
- Chain of Custody Methods
- DDS





# Introduction

# Background GD 2001:2025

- Contains clarifications issued by CoC Working Group
- Members consultation completed in February and comments discussed in CoC WG
- Approved by the Board in May
- Clarifications on the document are highlighted in **dark green**

PEFC  
PEFC/01-00-01

PEFC GD 2001:2025

## Chain of Custody of Forest and Tree Based Products and Related Standards – Guidance for Use

Second edition



### PEFC Council

ICC Building C1, Route de Pré-Bois 20, 1215 Geneva 15, Switzerland

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# Introduction: GD 2001:2025

- Conformity assessment activities need to be carried out against PEFC ST 2001:2020; PEFC ST 2002:2020; PEFC ST 2003:2020 and interpretations.
- Clarifications provided in this GD, should be considered during the audit.
- This document replaces PEFC GD 2001:2022. Annex 1: Guidance for the implementation of PEFC Chain of Custody for specified projects, of PEFC GD 2001:2014 remains valid until covered by a new official document.



# Background

- PEFC has revised its SFM standard ST 1003:2024
- The GD 2001:2025 clarifies the revised definitions from ST 1003:2024 that are defined in the PEFC ST 2002:2020
- Affected definitions include: Forest, forest conversion, forest plantation, trees outside forests
- Some definitions could be calibrated at national level by the NGB



PEFC/01-00-01

PEFC ST 1003:2024

## Sustainable Forest Management – Requirements



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PEFC/01-00-01



# PEFC: ON THE PATH TO EUDR ALIGNMENT



# References

- Links to download:
  - PEFC GD 2001:2025
  - [PEFC ST 2001:2020](#)
  - [PEFC ST 2002:2020](#)
  - [PEFC ST 2003:2020](#)

PEFC  
PEFC/01-00-01

PEFC GD 2001:2025

## Chain of Custody of Forest and Tree Based Products and Related Standards – Guidance for Use

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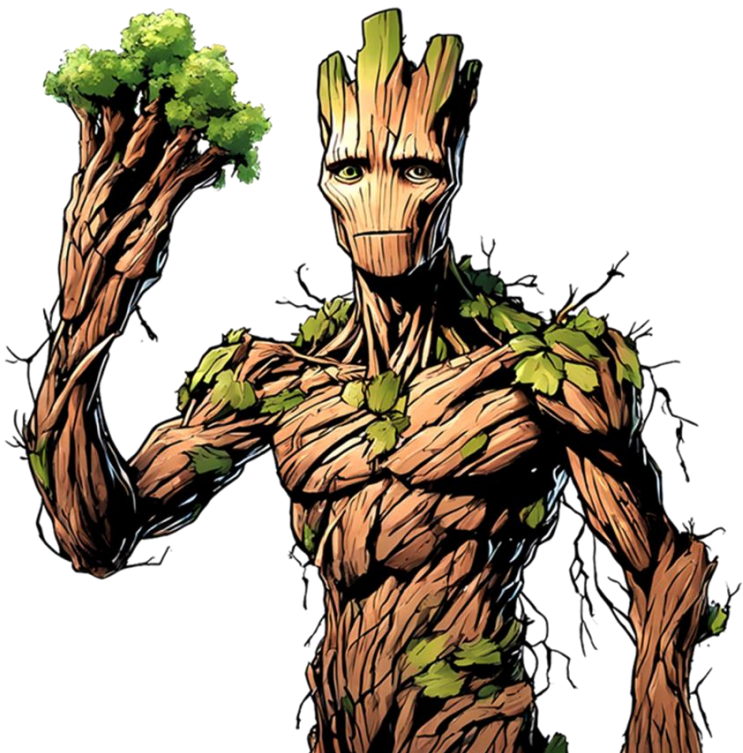
PEFC  
GUIDANCE  
DOCUMENT

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# Training Requirements for experienced auditors



## Training Process:

- I. Attend a PEFC CoC Refresher Training
- II. Pass knowledge test:
  - The pass mark is 80%
  - Scores between 65% and 79%: the participant can retake the test on the platform.
  - Scores of less than 65%: the participant will need to re-take a recognized PEFC CoC Refresher Training training and contact PEFC international to retake the knowledge test.
- III. Automatically receive new CoC training certificate with adjusted training expiry date.



# PEFC CoC Training Validity

- Each refresher training certificate is valid for 2 years
  - If the training completion date is between 01/01/202X and 30/06/202X then it will expire on 30/06/202X+2, i.e. **two years later end June**
  - If the training completion date is between 01/07/202X and 31/12/202X then it will expire on 31/12/202X+2, i.e. **two years later end December**
- Training expiry dates are reflected on the training certificate that is only issued by PEFC International.



**CERTIFICATE OF TRAINING**

This is to confirm that

[Redacted Name]

of

[Redacted Organization]

has successfully completed a recognized PEFC chain of custody training and passed the knowledge test.

Type of training: [Redacted]

Trained by: [Redacted]

Issue date: [Redacted]

Certificate ID: **PEFC-COC-A/R/CD** [Redacted]

This certificate demonstrates the compliance of the auditor, reviewer, or certification decision maker with PEFC's chain of custody training requirements as specified in PEFC ST 2003:2020.

It is valid until **30 June 2026**

The training covered the following standards:

- PEFC ST 2002:2020
- PEFC ST 2002-1:2024
- PEFC ST 2003:2020
- PEFC ST 2001:2020

**APPROVED**  
BY PEFC INTERNATIONAL

**PEFC**  
PEFC/01-00-01

For enquiries please contact [training@pefc.org](mailto:training@pefc.org) • PEFC International – ICC Building C1, Route de Pré-Bois 20, CH-1215 Geneva 15, Switzerland – [www.pefc.org](http://www.pefc.org)

# Other Additional Voluntary Trainings

- PEFC International also offers the following trainings
  - PEFC EUDR DDS Training offered through our recognized global trainers
  - RED II-RED III only offered by PEFC International

If interested, please contact [training@pefc.org](mailto:training@pefc.org)

PEFC  
PEFC/01-00-01

PEFC ST 2002-1:2024

**Requirements for the Implementation  
of PEFC EUDR Due Diligence System  
(PEFC EUDR DDS)**



# Training Content

The training is focused on PEFC GD 2001:2025 and will cover the following topics:

## ST 2002:

- Definitions
- Outsourcing
- Identification of Inputs and Declaration of Outputs
- DDS: Table 2 list of indicators for significant risk – EPI
- Appendix 2: Multisite producer group
- DDS for ToF Material : New Chapter

## ST 2003

- Resource requirements: working experiences & audit experiences in land-based sectors & related industries for initial and maintain qualification

## ST 2001

- Examples of use of PEFC trademarks, instructions regarding label generator and clarifications on use of PEFC trademarks on material certified against a PEFC endorsed Chain of Custody standard





# Definitions

# Definitions according to PEFC (SFM) ST 1003:2024



- Forest
- Forest Conversion
- Forest Plantation
- Trees outside Forests

## 3.7 Controversial Sources

- Simplified: Separate guideline per each element of controversial source definition.
- This version provided more guidance on the 3.7.a, 'applicable legislation on forest management' taking account the legality aspect required by EUDR. For instance:
  - **Land use rights including rights to harvest, produce or manage of land..**
  - **Environmental protection**
  - **Taxes and fees based on legal requirements**
  - **Human rights protected under international law and ratified by the country where the organization has its operations.**
  - **Applicable legislation to people being present or people with rights to the area of production where the material originates from.**

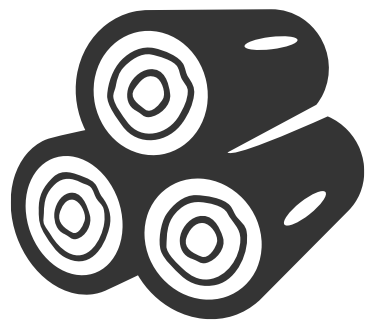




## 3.22 Other Material

Clarification for categorization of non-certified material from TOF areas

- Input material categorized as other material (including non-certified TOF) needs to go through PEFC DDS and **result to negligible risk categorization** to be classified as PEFC controlled sources.



**Other Material** (e.g. material from non-certified TOF areas delivered without a PEFC claim)

### PEFC CoC DDS

**Step 1:** Gathering of Information

**Step 2:** Risk Assessment (*If indicators in step 2 show significant risk proceed to step 3*)

**Step 3:** Risk Management



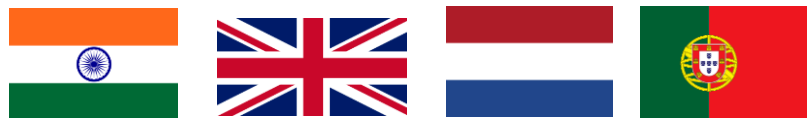
**PEFC controlled sources**

## 3.40 Trees outside Forests (TOF)

- Revised ToF Definition based on PEFC ST 1003:2024



TOF material certified against  
National Endorsed TOF Standard



Endorsed TOF  
Standards as of  
April 2025

PEFC CoC DDS  
Step 1: Gathering of Information



- X% PEFC Certified
- 100% PEFC Origin

# Trees Outside Forests (TOF) & DDS



## Example for non-certified TOF material

A company receives timber from India without a claim and classifies as 'other material'.

During the first step of DDS they seek information from their supplier concerning the timber so that they can categorise the timber as PEFC Controlled sources.

Their supplier informs them that the timber is coming from a TOF area.

PEFC COC DDS process applies with guidance from section 4 of GD 2001.

## Example for certified TOF material

A company receives timber from India with a PEFC claim.

Their supplier informs them that the timber is coming from a TOF area.

The validity of the certificate is checked using the PEFC website.

PEFC COC DDS process applies with guidance from section 4 of GD 2001.

When checking material with a PEFC claim originating from TOF areas, please verify the following:

1. **Does the country have an endorsed TOF standard?** → It could be a separate standard or appendix of their SFM standard.
  2. **Was the area TOF certified?** → Check that a valid certificate covers the TOF area.
- ✓ Information for endorsement of TOF standards can be found in the **members section** at PEFC website: <https://www.pefc.org/discover-pefc/our-pefc-members/national-members>
  - ✓ Information on validity of certificates can be found on the **'find certified' section** at PEFC website: <https://pefc.org/find-certified>



## 3.29 PEFC Customer

**X% PEFC certified**



**PEFC Chain  
of Custody**

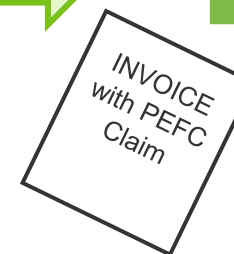
**PEFC Due  
Diligence  
requirements**



*Processing*



**X% PEFC certified**



**PEFC Customer**

1. Determine the PEFC customer for the claim
2. Identify the type(s) of documents used for communicating PEFC claims

## 3.30 PEFC Product Group

Product Categories within PEFC Product Group  
Example: Board Manufacturer

Input Level			Output Level
<b>Product Categories (Lowest level not required)</b> <ul style="list-style-type: none"><li>i. Chips</li><li>ii. Post-consumer recycled wood</li><li>iii. Pruning Logs</li></ul>	DDS	Processing & CoC Method	<b>Product Categories (Lowest level required)</b> <ul style="list-style-type: none"><li>i. 050500 Particle board</li><li>ii. 050502 Oriented strand board (OSB)</li><li>iii. 050503 Other particle board</li></ul>

# Recycled Material

## What is accepted as PEFC recycled material?

### PEFC adopted the definition of recycled material in ISO 14021

- i) Recovered from waste during a manufacturing process. **No** reutilisation of material capable of being reclaimed within the same process
- ii) Generated by end-users that the product can no longer be used for its intended purpose.

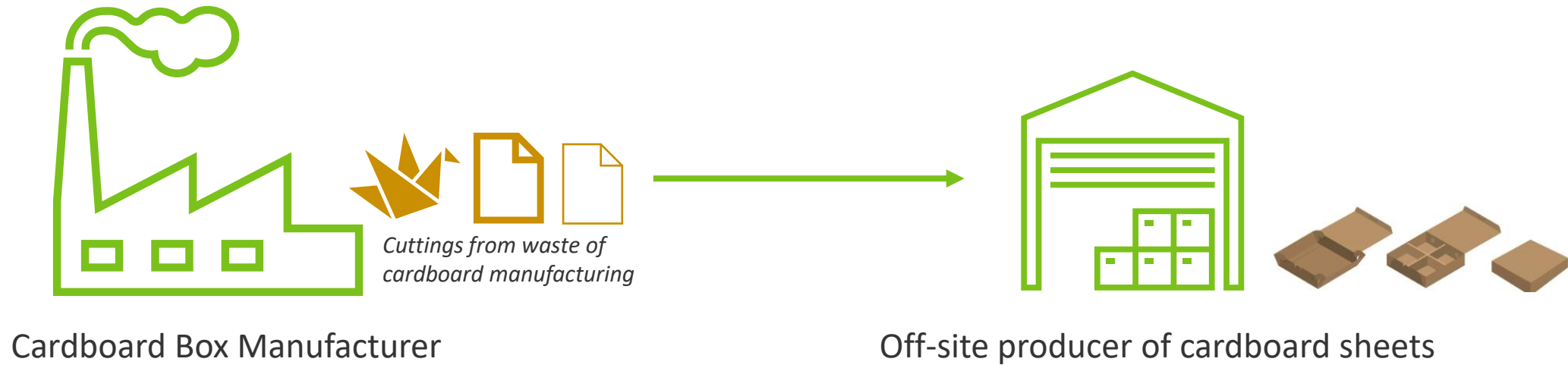
### According to ISO 14021:1999 lifecycle of materials

- Material delivered with a recycled claim from another certification system. It needs to meet PEFC definition of recycled material
- Examples of documents & claims that could be accepted as recycled material: EN 643 classification, Product details, Producer claim, Legal statements, ISO 14021 claims, A Type iii Environmental Product Declaration, compliant with UNI EN 15804 and ISO 14025 (EPD)
- More examples on GD 3.35





## 3.35 Recycled Material



## 3.35 Recycled Material



Waste from private garden, such as twigs, branches in private gardens can be considered as recycled material provided that sufficient evidence is available to demonstrate the origin of the material in private garden, and that the material is indeed recycled. And this will be verified by the auditors.



The term 'waste' referred to the bullet 3.35 a), can be understood as per the following definition 'Any substance or object which the holder discards or intends or is required to discard.' (Source: Article 3, point (1), of Directive 2008/98/EC).

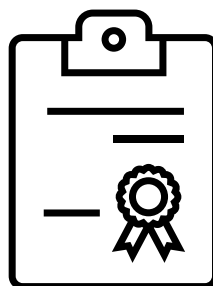
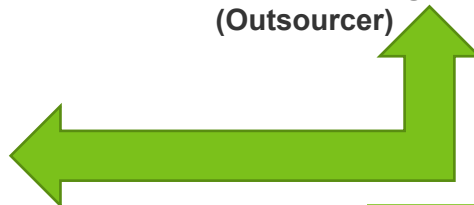


## 4.9 Outsourcing

## 4.9 Outsourcing



New Logging Contractor (Outsourcee)



Certified organisations who engage contractors should undertake an internal audit of any new contractors and should have a mechanism to carry out and record an induction of existing contractors. This induction process should be documented and can be reviewed during the annual internal audit.

- Outsourcing agreement template
- Annual internal audits a must
- Audits can be done remotely where it is feasible and verifiable
- Sampling of outsourcing activities
- It is possible: Annual Internal Audit = Outsourcing Activities + Multi sites





## 4.9 Outsourcing



If the outsourced company is on the organization's list of outsourced contractors, but not being used since the last internal audit, then the organisation may be able to justify not including that outsourced contractor in the internal audit round in a particular year. Before reactivating the outsourced contractors, the organisation should evaluate the necessity of an internal audit based on a risk-based approach.



Additionally, if there have been standards changes or other significant changes e.g., national legislation, change of management/ownership, etc the organization should define the necessity of conducting an internal audit, following a risk-based approach, to make sure the outsourcer can remain on the list.

## 4.9.1 Outsourcing

- The organisation may outsource activities covered by its PEFC chain of custody to another entity.
  - This requirement should be understood as the organisation needs to **maintain the legal ownership of the materials during the outsourced process** and that the outsourced activity is limited to a service.



## 4.9.2 Outsourcing

- Outsourcing agreement needs to be in place also when outsourcing happens between two companies that are both PEFC CoC certified, and the outsourced work is covered under the PEFC CoC scope of the outsourced company.



Technical document

Version 1  
01.12.2020

### Template: Outsourcing Agreement

#### Introduction

This template for an Outsourcing Agreement has been developed by the PEFC Council in relation to requirement 4.9.2 of the [PEFC ST 2002:2020](#) — **Chain of Custody of Forest and Tree Based Products – Requirements**. This template should be adapted for the specific purpose and in particular to the applicable legislation (5.1).

#### PEFC Chain of Custody Outsourcing Agreement between [certified company] and [uncertified company] [date]

[*certified company*], having its registered office at [*address*] and [*uncertified company*], having its registered office at [*address*], herewith enter into an agreement concerning the physical separation, processing and PEFC labelling of specified material/products supplied by [*certified company*] to [*uncertified company*], as referenced in and ruled by sub-section 4.9<sup>1</sup> of [PEFC ST 2002:2020](#), Chain of Custody of Forest and Tree Based Products - Requirements.

Whereas as of [*date*], [*certified company*] is holding a valid PEFC chain of custody certificate with the certificate number [*certificate number*], issued by [*certification body*] and a valid PEFC trademarks usage licence with the licence number [*PEFC/xx-xx-xx*], issued by the PEFC Council or another PEFC authorised body.

## 4.9.2 Outsourcing

- When outsourced activities are conducted by multiple contractors (synonymous to subcontractor), the internal audit can be conducted based on the sampling procedure for multi-sites, following a risk-based approach (that includes social issues). If sampling is permitted, following elements should be followed:
- the minimum number of subcontractors for the internal audit should be the square root of the total number of subcontractors, rounded up to the next whole number:
    - $y = \sqrt{x}$
    - $y$  = number of subcontractors for the internal audit
    - $x$  = total number of subcontractors
  - At least 25% of the sample should be selected at random.
  - the subcontractor selection criteria should include among others the following aspects:
    - results of internal audits or previous certification audits
    - records of complaints and other relevant aspects of corrective and preventive action
    - significant variations in the size of the subcontractors and in production processes of the subcontractors
    - modifications since the last certification audit
    - geographical dispersion
    - subcontractors added since the last external audit





# Identification of inputs and declaration of outputs

## 5.1.1 Identification of inputs



Documentation need to be obtained for each delivery. However, it does not require the documentation to be obtained at the time of delivery. This requirement allows certificate holders to pass on the PEFC claim practically, particularly in the context of e-commerce.



As per PEFC ST 2002, section 5.2.2 the organisation needs to specify the type of document in which the PEFC claims are made and passed on. The documentation should ensure that the claim is clearly associated with the delivery.

# Identification of inputs



- For requirement 5.1.1 a), for the case of multi-site certificate, the supplier identification should include the address of the site(s) covered by the PEFC CoC certificate. See more requirement 7.2.1, PEFC ST 2003:2020

# Declaration of outputs

- Whenever a PEFC certified organisation puts the PEFC on product trademarks on a PEFC certified product they produce, the organisation needs to **include the PEFC claim on the sales or delivery documentation.** See clarification to the requirement 7.1.1.1, chapter 5, PEFC 2001:2020 of this guidance document.







# Chain of Custody Methods

## 6.1 General

- During the audit, the balance between the material received and the material sold will be checked. See also guidance to requirement 7.4.4 under chapter 5 of this document, General guidance for the use of PEFC ST 2001:2020. This balance between the material received and the material sold is to be checked at product group level.



## 6.1.1 Chain of Custody Methods

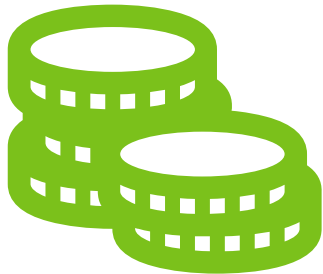
- Companies can decide which chain of custody method to use for each product group, as long as the chain of custody method is covered under their certification scope. However, if the chain of custody method is not included under the company's certification scope and they want to use it, they should get an audit to extend the certificate scope to cover the new chain of custody method.



## 6.3.1 , 6.4.1 Percentage & Credit Method



- The percentage method can be used at the level of multi-sites, across more than one site.



- The credit systems can be used at the level of multi-sites, across more than one site.





# Due Diligence System (DDS)

## Table 2: List of indicators for significant risk at origin level

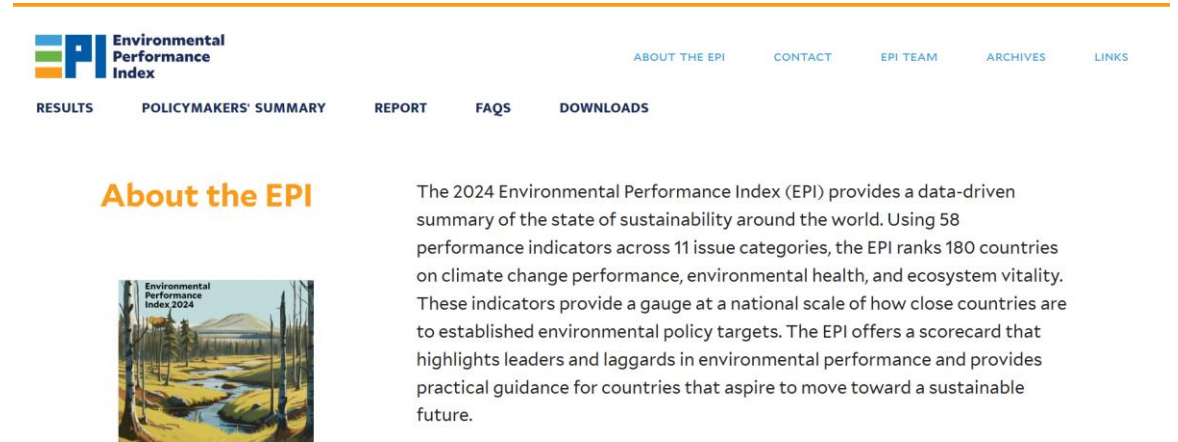
d) Activities where ecologically important forest areas are not identified, protected, conserved or set aside.

i) **The Environmental Performance Index (EPI)** score for “Biodiversity & Habitat” of the country is lower than 50. Where no EPI index exists for a certain country, other indicators may be utilised, such as legislation addressing controversial sources elements c and d, combined with evidence of reliable enforcement of legislation (TI CPI score >50, or WJP Rule of Law score >0.5).



## Table 2: List of indicators for significant risk at origin level

- The methodology used to determine the Environmental Performance Index (EPI) has been changed significantly in 2024. In addition to the score of 'Biodiversity & Habitat', the organisation can use the score of these two indicators 'Protected Area Effectiveness' and 'Forest Landscape Integrity' together as an alternative.
- The requirement can be read as 'i. The Environmental Performance Index (EPI) score for 'Biodiversity & Habitat', or for 'Protected Area Effectiveness' and 'Forest Landscape Integrity', of the country is lower than 50. Where no EPI index exists for a certain country, other indicators may be utilised, such as legislation addressing controversial sources elements c and d, combined with evidence of reliable enforcement of legislation (TI CPI score >50, or WJP Rule of Law score >0,5).'



## Table 2: List of indicators for significant risk at origin level



The score for Biodiversity & Habitat of the EPI can be found here: <https://epi.yale.edu/measure/2024/BDH>



The score for Protected Area Effectiveness of the EPI can be found here: <https://epi.yale.edu/measure/2024/PAE>



The score of Forest Landscape Integrity of the EPI can be found here: <https://epi.yale.edu/measure/2024/FLI>





# Multi-Site Organisations



## 2.6 Producer Groups

- The idea behind producer groups is to certify independent small companies, share the costs and have a coordinator that manages the certification and has the expertise within the group. The intent of the standard is not to allow sites of large companies to be part of producer groups. Therefore, the thresholds on 2.6 are to be understood as applying at company level, not at site level.



## 2.6 Producer Group

- Organisations with more than one physical site are eligible to join producer groups, provided that ~~each of the site~~ **the organisation** complies with the threshold requirements outlined in 2.6. Each of the sites will be considered as a participant of the producer group.





## 4. Additional guidance on the implementation of PEFC DDS for TOF

# General guidance



All requirements of PEFC ST 2002:2020 and the associated guidance in GD 2001:2025 **apply to materials from Trees Outside Forests (TOF) areas unless stated otherwise under section 4.**



This section only provides additional clarifications for requirements and guidance that currently refer to **forests**, particularly those requirements in relation to the implementation of the PEFC due diligence system (DDS) for TOF materials.



## 3.7 Controversial Sources

- Guidance aligned with TOF terminology to clarify applicability.
- Terms introduced:
  - TOF Management
  - TOF management practices; agriculture and agroforestry
  - Crop damage compensation
  - Non-wood products from TOF areas
  - Ecologically important non-forest areas

# Table 1: List of indicators for negligible risk indicators

- a) Supplies declared as certified against a **related certification system that covers material eligible for PEFC certification** (other than PEFC endorsed), addressing the activities covered by the term controversial sources, supported by a certificate issued by a third party certification body
- c) Supplies supported by verifiable documentation that clearly identifies:
  - iv. the area of the **TOF** supply origin.

## 5. Management of Significant Risk

### 5.1.1 General

- a) Provide the organisation with necessary information to identify the **TOF area(s)** of the raw material and the whole supply chain relating to the “significant risk” supply

### 5.1.2

- a) identification of the whole supply chain and **TOF area(s)** of the supply's origin

## 5. Management of Significant Risk

### 5.2 Identification of the supply chain:

#### 5.2.1-5.3.4 TOF area(s)

- 5.2.1 The organisation shall require, from all suppliers of “significant risk” supplies, detailed information on the whole supply chain and **TOF area(s)** of the supply’s origin.
- 5.2.2 In cases where the supplies can be verified as “negligible risk” according to the indicators in table 1 at one step in the supply chain the organisation is not required to track the whole supply chain to the **TOF area**, except in case of substantiated concerns, which shall be addressed as outlined in appendix 1, clause 4.
- 5.3.4.b) The owner / manager of the **TOF area** of the supply origin, or any other party responsible for management activities on that **TOF area**, in order to assess their compliance with legal requirements.



## 5. Management of Significant Risk

### 5.4 Corrective measures:

#### 5.4.2 b) TOF area(s)

- 5.4.2

b) Requiring suppliers to define risk mitigation measures relating to compliance with legal requirements in the **TOF area(s)** or efficiency of the information flow in the supply chain.



# PEFC ST 2003:2020

CB Requirements Standard

# Chapter 6: Resources requirements

- New clarifications provided for requirements on working experiences and audit experiences for **auditors** to be qualified as PEFC qualified auditors and audit experiences to maintain their qualification as a PEFC CoC auditor.
  - **6.1.1.1 Personnel involved in the certification activities**
    - 6.1.1.2 Auditors
      - 6.1.1.2.2 *Working experience*
      - 6.1.1.2.5 *Audit experience*
  - **6.1.2 Management of competence for personnel involved in the certification process**
    - 6.1.2.3: Audit experiences for auditors

## 6.1.1.2.2.1: Working experiences for initial qualification

- Working experiences for initial qualification

### 6.1.1.2.2 Working experience

6.1.1.2.2.1 For a first qualification of an auditor, the certification body shall ensure that the auditor has a minimum of three years of full-time related working experience in the forest and/or tree based and related industries.

6.1.1.2.2.3 The number of years of total work experience may be reduced by one year if the auditor has performed, as auditor-in-training, four chain of custody **audits** under the leadership of a qualified auditor, in addition to the chain of custody **audits** required as audit experience under 6.1.1.2.5.1.

**EXTENDING WORKING EXPERIENCE TO COVER CERTIFICATION RELATED WORK EXPERIENCE IN ISO 9001, 14001 OR EQUIVALENT SCHEMES IN THE FOREST AND OTHER LAND-BASED INDUSTRIES**



## 6.1.1.2.5.1: Audit experiences for initial qualification

- **Audit experience for initial qualification**

### 6.1.1.2.5 *Audit experience*

6.1.1.2.5.1 For a first qualification of an auditor, the certification body shall ensure that the auditor within the last three years has performed, as auditor-in-training, chain of custody **audits** for at least four organisations under the leadership of a qualified auditor, including at least two PEFC chain of custody **audits**. The number of chain of custody audits-in-training can be reduced to two PEFC chain of custody **audits** for auditors that are qualified for chain of custody standards, ISO 9001 or ISO 14001 in forest and/or tree related sectors.

**EXTENDING AUDIT EXPERIENCE TO COVER EXPERIENCE IN EQUIVALENT SCHEMES AND NOT ONLY IN THE FOREST, BUT ALSO IN OTHER LAND-BASED CERTIFICATION SCHEMES**

## 6.1.2.3: Audit experiences for maintaining the qualification for auditors

- **Audit experience to maintain the qualification**

**6.1.2.3** For maintaining the qualification of the auditor, the certification body shall ensure that the auditor has performed a minimum of five external **audits** in chain of custody standards, ISO 9001 or ISO 14001 in forest and/or tree based and related sectors per year, where the sum of these **audits** should cover at least seven days of audit work, including at least two PEFC chain of custody **audits**.

**EXTENDING AUDIT EXPERIENCE TO COVER EXPERIENCE IN EQUIVALENT SCHEMES AND NOT ONLY IN THE FOREST, BUT ALSO IN OTHER LAND-BASED CERTIFICATION SCHEMES**

## 7. Process Requirements: General

Guideline clarification: **Certification bodies should have feedback mechanisms available for affected stakeholders and rightsholders relevant for the certified organisation as part of the certification process.**

PEFC ST 1003:2024 defines Affected stakeholder (3.1): A stakeholder who might experience a direct change in living and/or working conditions caused by implementation of a standard, or a stakeholder who might be a user of a standard and therefore is subject to the requirements of the standard’.

**Note 1:** Affected stakeholders include neighbouring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g., NGOs, scientific community, civil society) is not equal to being affected.

**Note 2:** A stakeholder who might be a user of the standard is likely to become a certified entity, e.g., a forest manager in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.



## 7. Process Requirements: 7.4.5 Audit

Guideline: The presence of PEFC certified raw material is not mandatory when audits take place. There are PEFC certificate holders who are traders, and they do not have the physical possession of PEFC certified raw material, or there is the case that the organisation only uses PEFC controlled sources material.



## 7. Process Requirements: Certification documentation

- The organisation needs to identify the product groups they want to cover by the PEFC chain of custody prior to the audit, considering the PEFC product categories list.
- During the audit, the certification body will assess the list of product groups identified by the organisation and ensure the list of PEFC product categories and the corresponding codes will go on the certificate.



## 7. Process Requirements: Certification documentation

**Certification number composed by CB name abbreviation-PEFC-COC-number, i.e:**

**TZQ-PEFC-COC-454582**

- The dash (-) between these elements is required. In case the certification body and certificate holders are still using the slash (/) between these elements, they should change to be in accordance with this requirement within a specific timeframe.
- COC should be written in all upper case.

## 7. Process Requirements: Certification documentation

- Note 1: the surveillance audit can be earlier than 9 months from the previous audit provided that:
  - the requirement of 4 surveillance audits between the initial certification and the re-certification audit is respected; and
  - any outstanding non-conformities from the previous audit, should be closed before the surveillance audit takes place; and
  - if earlier surveillance audit leads to a moving forward of re-certification audit, then the valid from, and expiry dates of the re-issued certificate have to be moved forward accordingly.

# Appendix 3: Multi-site CoC Certification



3.4.3 Minor nonconformities in recertification for multi-sites do not stop the certificate from being issued but trusting the evaluation of the certification body and provided that this minor nonconformity is not a threat to the full multi-site exercise.

# Appendix 3: Multi-site CoC Certification



4. Sampling for on-site audits. The central office function always needs to be audited, and is not subject to the sampling calculation. If the central office is, e.g., one of the production sites, the functions can be split for sampling purposes. In this case, the central office is always audited as indicated but the production part can be part of the sample





# PEFC ST 2001:2020

Trademarks Standard

## 5.1.3: General scope of PEFC trademarks

In addition, the PEFC trademarks communicate an organisation's affiliation with PEFC or PEFC certification status.

Examples:

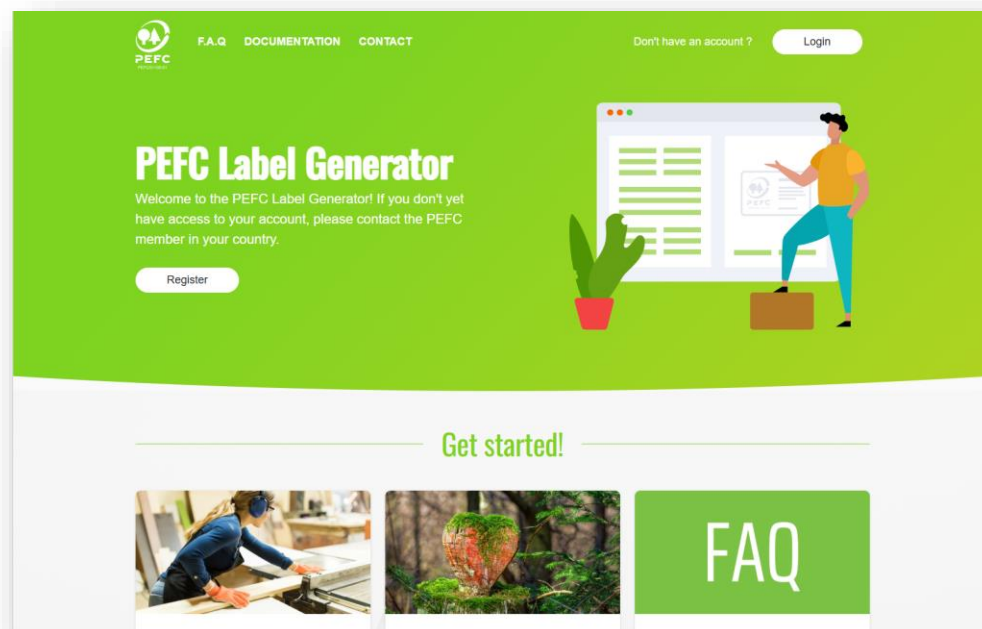
- Retailers procuring PEFC certified and labelled products
- Certification Bodies offering PEFC certification
- Organisations using finished PEFC certified products

## 6.1.1: PEFC TMS and PEFC CoC endorsed systems

- Organisations certified against PEFC endorsed chain of custody are allowed to use the PEFC trademarks for its certified material, under the same conditions as the PEFC certified material (for example, an organization certified against SGEC chain of custody standard or the SFI Chain of Custody Chain of Custody Standard can make PEFC chain of custody claims or apply the PEFC on-product logo provided they comply with the applicable requirements in PEFC ST 2002:2020 – Chain of Custody of Forest and Tree Based Products - Requirements and PEFC ST 2001:2020 - PEFC Trademark Rules).

## 6.1.2 Label Generator

- The PEFC logo and labels shall be obtained from the PEFC Label Generator.
- The link to PEFC Label Generator can be found here: <https://labelgenerator.pefc.org/>





## 6.2.4 Off-product PEFC trademarks usage

- For the purposes of off-product PEFC trademarks usage, the PEFC Council or the corresponding PEFC authorised body may issue permission for one-off trademarks usage.
- Requests for one-off usage are to be done via the link from this page:  
<https://labelgenerator.pefc.org/promotional-use>

- [Programme for the Endorsement of Forest Certification](#)



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Forest certification systems claim to provide consumers with independent, third-party assurance of:

- sustainable forest management
- ethical behaviour
- adherence to local laws

<https://ised-isde.canada.ca/site/office-consumer-affairs/en/be-green-consumer/environmental-labels-and-claims>

## 6.2.5 PEFC Labels exceptional usage without licence number

- Approval by the PEFC authorized body.
- Approval for this kind of exceptional usage is to be requested through the PEFC Label Generator

Examples of acceptable circumstances:

- On business cards
- On pencils




## 6.3.2.2 Group B: Entities certified against a PEFC endorsed sustainable forest management (SFM) standard

- Only SFM certified entities can use the PEFC trademarks for off-product purposes.
- PEFC initials used with the purpose of passing on PEFC claims are not considered as on-product usage and is not covered by the PEFC Trademarks standard.

### 2. Products included in the scope

The organisation is authorised to use the PEFC mark and to sell the following products as PEFC-certified:

Claim	Product code	Product type	Species	
100 % PEFC-certified	010000	Roundwood	Eucalyptus ( <i>Eucalyptus globulus</i> ), Maritime pine ( <i>Pinus pinaster</i> ), Stone pine ( <i>Pinus pinea</i> )	
100 % PEFC-certified	010200	Roundwood for pulp	(unspecified Eucalyptus)	
100 % PEFC-certified	020100	Wood for energy purposes	Cork oak ( <i>Quercus suber</i> ), Holm oak ( <i>Quercus rotundifolia</i> )	
100 % PEFC-certified	120000	Non-wood forest products	—	
100 % PEFC-certified	120101	Natural cork, raw or boiled	Cork oak ( <i>Quercus suber</i> )	
100 % PEFC-certified	120700	Plants and their components	Cones of Stone pine ( <i>Pinus pinea</i> )	

## 7.1.1.1 Technical Requirements – On-Product

- In order for a product to use PEFC on-product label, the product needs to be communicated with the PEFC claim.

**INVOICE**

**DATE** 26 October 2022 **INVOICE NO** 26543

**Diagon Alley Ltd**  
Borgo Orfeo 6  
49169 Ragusa  
Italia  
+27 33 5311845  
wood@diagon-All.org

**INVOICE TO**  
Hogcas Retail  
25, chemin de Laine  
90150 Mendes-sur-Mer  
France  
+33 8 93 45 13 17  
flich@hogcas-ret.fr

ORIGIN COUNTRY	DESTINATION	CONTAINER NO.	BUYERS REF	SELLERS REF
Italy	France	MSC 1598q40	HOGCAS236	DAT5109

	Product Description	Claims	Quantity (m³)	Amount (1m³ = 100 EUR)
Btc No.525	040300 Glue Laminated Products	65% PEFC Certified	80 m³	8,000 EUR
Btc No.286	040100 Cross Laminated Timber	100% PEFC Origin FSC 100%	50 m³	5,000 EUR
Btc No.325	100301 Cellulosic Fibre	PEFC Controlled Sources	20 m³	2,000 EUR
Btc No.287	100303 Cellulosic Textiles	100% PEFC Certified	50 m³	5,000 EUR
Subtotal				20,000 EUR
Sales Tax				xxxx EUR
Total				xxxx EUR

Diagon Alley is PEFC Chain of Custody and FSC Chain of Custody Certified  
PEFC Chain of Custody Certificate Number: SAX-PEFC-COC-342

**PEFC**  
Chain of Custody  
www.pefc.org





## 7.1.2.1.3 Label Message

Examples: This table is from sustainably managed forests, recycled and controlled sources”; or “This brochure is from sustainably managed forests, recycled and controlled sources”; “This packaging is from sustainably managed forests, recycled and controlled sources”



## 7.2.1.4 Use of the PEFC off-product label message

- The PEFC label message can be used alone, together with the licence number

Example: "Promoting sustainable forest management  
(PEFC XX-31-XX)"



# Additional Updates

# Covid-19 Audit Guidelines are Revoked

- **COVID-19 audit guidelines are revoked.**







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# The End