

PEFC INTERNATIONAL STANDARD

PEFC ST XXXX

Enquiry Draft

Sustainable Sourcing and Traceability of Forest and Tree Based Materials for Projects - Requirements (PEFC Project Sourcing standard)



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The official version of the document is in English. Translations of the document can be obtained from the PEFC Council or PEFC National Governing Bodies. When there is doubt in regard to language interpretation, the English version is the reference.

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Foreword

PEFC, the Programme for the Endorsement of Forest Certification, is a worldwide organisation promoting sustainable forest management through forest certification and labelling of forest-based products.

PEFC certified sustainable forest management works through the PEFC endorsement of national and regional forest certification systems, which were independently assessed to be in compliance with PEFC's sustainability benchmarks for forest management certification standards. For further information on PEFC's sustainability benchmarks, please see the PEFC website at www.pefc.org. The text of the document has been developed by a multi-stakeholder working group coordinated by the PEFC Council.

The PEFC Council provides mutual recognition of national and regional forest certification systems and defines an international Chain of Custody standard (PEFC ST 2002) and rules for the usage of the PEFC trademarks (PEFC ST 2001). Chain of custody delivers confidence that forest and tree based material in products with the PEFC claim or label originates in PEFC-certified sustainably managed forests, PEFC-certified trees outside forest, and/or PEFC controlled sources.

PEFC Project Sourcing certification enables traceability of forest and tree based materials used on different types of projects, such as construction, renovation, building, civil engineering, facilities, public or private amenities, fit-out or artistic work. This PEFC Project Sourcing standard is based on the application of the PEFC Chain of Custody standard to projects.

This standard was developed in an open, transparent, consultative and consensus-based process covering a broad range of stakeholders, following PEFC's procedures for the development of technical documentation outlined in PEFC GD 1003:2009.

Introduction

The objective of this standard is to allow organisations to make PEFC claims and declarations based on accurate and verifiable information that the forest and tree based materials used in, or contributing to, a project are sourced from PEFC-certified sustainably managed forests, trees outside forests, PEFC controlled sources and/or recycled sources.

Practical application and certification against this standard allow organisations to demonstrate their commitment to sustainable forest management by the responsible sourcing of forest and tree based materials. By implementing robust chain of custody controls at the project level, organisations may use PEFC claims and declarations to demonstrate compliance with green building certification systems, construction related standards, and public and private procurement requirements with legislation. Certification under this standard also provides a verifiable framework for demonstrating an organisation's contribution to the UN Sustainable Development Goals.

The aim of communicating the source of forest and tree based materials is to encourage demand for and supply of those products originating in sustainably managed forests and thereby stimulating the potential for market-driven continuous improvement of the management of the world's forests.

1. Scope

This document is a stand-alone standard developed based on PEFC ST 2002:2020, *Chain of Custody of Forest and Tree Based Products – Requirements*. It sets out the requirements for organisations to establish PEFC Project Sourcing certification through the implementation of processes that ensure effective planning, control, verification, and tracking of forest and tree based materials across the different project phases.

The standard also establishes the conditions under which organisations can make PEFC claims regarding the origin of materials from sustainably managed forests, tree outside forests, PEFC controlled sources, and/or recycled sources.

In addition, it also includes requirements related to health, safety, and labour conditions, and recognises the importance of legal compliance and avoidance of controversial sources for all forest and tree based materials associated with the project. Organisations may source PEFC-certified material, PEFC controlled sources, or non-certified forest and tree based material. Where non-certified material is used, due diligence must be applied to minimise the risk of controversial sources in accordance with Appendix 1 of this standard.

Organisations may also choose to implement the PEFC EUDR Due Diligence System described in PEFC ST 2002-1, *Requirements for the Implementation of PEFC EUDR Due Diligence System (PEFC EUDR DDS)*, to support compliance with the European Union Deforestation Regulation (EUDR).

This standard enables organisations to obtain certification for either a single project (single project sourcing certification) or for multiple projects (multi-project sourcing certification). certificates can be held by an individual organisation (individual certificate), organisations composed of multiple entities that have a common link to each other (multi-site certificate), or by an organisation representing a number of small and medium enterprises (SME group certificate).

PEFC Project Sourcing certification is implemented for the purposes of third-party conformity assessment based on requirements defined by the PEFC Council. The conformity assessment is considered as product certification and shall follow ISO/IEC 17065.

The term “shall” is used throughout this standard to indicate those provisions that are mandatory. The term “should” is used to indicate those provisions that, although not mandatory, are expected to be adopted and implemented. The term “may” used throughout this standard indicates permission expressed by this standard whereas “can” refers to the ability of a user of this standard or to a possibility open to the user. Further details can be found in the ISO/IEC Directives, Part 2.

2. Normative references

The following referenced documents are indispensable for the application of this standard. For both dated and undated references, the latest edition of the referenced document (including any amendment) applies. The PEFC standards and documents are available from www.pefc.org.

PEFC ST 2002, *Chain of Custody of Forest and Tree Based Products, Requirements (PEFC Chain of Custody)*

PEFC ST 2003, *Requirements for Certification Bodies providing certification against the PEFC International Chain of Custody Standard*

PEFC ST 200X, *Requirements for Certification Bodies providing certification against the PEFC International Project Sourcing certification standard*

PEFC ST 1003, *Sustainable Forest Management – Requirements*

PEFC ST 1002, *Group Forest Management Certification – Requirements*

PEFC ST 2001, *PEFC Trademarks Rules – Requirements (PEFC Trademarks Rules)*

PEFC ST 2002-1, *Requirements for the Implementation of PEFC EUDR Due Diligence System (PEFC EUDR DDS)*

PEFC Product Categories

ISO/IEC 17000, *Conformity assessment – Vocabulary and general principles*

ISO/IEC 17021-1, *Conformity assessment – Requirements for bodies providing audit and certification of management systems – Part 1: Requirements*

ISO/IEC 17065, *Conformity assessment – Requirements for bodies, certifying products, processes and services*

ISO/IEC 17067, *Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes*

ISO 19011, *Guidelines for auditing Management systems*

3. Terms and Definitions

For the purposes of this standard, the relevant definitions given in PEFC ST 2002:2020, ISO/IEC Guide 2, and ISO 9000 apply, together with the following definitions:

3.1 Applicant project

An applicant project is a **project** covered by a PEFC Project Sourcing certificate that is not yet finished. The applicant project could have not yet started or be underway.

3.2 Control method

Refers to the specific approach used by the **organisation** to ensure that certified, controlled sources, and non-certified material is properly identified, separated, and managed in accordance with certification requirements.

Control methods may be applied at both the component level and the project level, depending on the structure and complexity of the **project**.

Note: Project sourcing control methods align with the physical separation method and the percentage method as defined in PEFC ST 2002, *PEFC Chain of Custody*. They support the integrity of the **PEFC claims** by preventing the mixing of material and ensuring clear traceability. The volume credit method described in PEFC ST 2002, *PEFC Chain of Custody* does not apply to PEFC Project Sourcing certification.

3.3 Finished Project

A **project** is considered finished when no further **forest or tree based materials** included within the defined **project scope** are added, replaced, or modified.

Note 1: For the purpose of this standard, a snagging/defects liability period, during which defective components may be replaced or modified, is considered outside of the **project scope**, unless specifically stated, and the **project** may be considered finished regardless of any such post-completion works.

Note 2: “Finished” refers to the completion of the **project** and verification of all certified content, not necessarily to the completion of the entire construction.

3.4 Forest and tree based material

Material originating in forests or from other sources recognised by the PEFC Council as eligible for PEFC certification, such as trees outside forests, including **recycled material** originally coming from those areas/sources as well as wood based and non-wood based material, such as cork, generally referred to as non-wood forest products.

3.5 Installed components

Materials that have been manufactured or assembled and that have been incorporated into the **project**. The **PEFC claim** for installed components is determined based on the proportion of certified materials within them, in accordance with the project’s defined **control method**, ensuring traceability and compliance with certification requirements.

Note: Built-in joinery can be considered an installed component if delivered and assembled under the control of the **organisation** or a **project member**, whenever it is included in the documented **project scope**.

3.6 Minor components

Component that forms a small and functionally insignificant part of an **installed component**, and which does not materially affect the overall certified or controlled sources content of the **project**.

Note: Minor components are typically used for fixing or finishing, such as small trims, plugs, dowels, or similar items that represent a very small proportion of a component by weight or volume.

3.7 Multi-project sourcing certification (multi-project certification)

Continuous certification process that enables an **organisation** to manage multiple **projects** at the same time, or at different times, under a single certification **management system**. It requires the implementation of a centralised **project sourcing management system** that ensures each individual **project** complies with the requirements of this standard.

3.8 Organisation

The primary applicant or entity responsible for overseeing and managing the PEFC Project Sourcing certification process, ensuring compliance with this standard. The organisation is the project certificate holder and enters into a relationship with an independent third-party certification body that conducts audits and issues the PEFC Project Sourcing certificate.

The organisation has control over, or demonstrable influence on, the sourcing and management of **forest and tree based materials** used in the **project(s)**.

Note 1: The organisation may take various forms, including, but not limited to, a developer, project manager, principal contractor, an individual person, or any other entity with the authority to ensure conformance with this standard. This term was previously referred to as the “controlling entity” in Annex 1 of PEFC GD 2001:2014.

Note 2: In the case of a multi-site organisation and SME group (see definitions in appendix 2), the central office is considered as the organisation.

3.9 Outsourced service providers

An external entity engaged by the **organisation**, or a **project member**, to perform specific activities or services in relation to **installed components** in the **project**. Outsourced service providers may include subcontractors, off-site manufacturers, or specialist trades. They do not assume legal or contractual responsibility for the procurement of **forest and tree based materials**, but may handle, process, or install such materials under the supervision or control of the **organisation** or a **project member**.

Note: Outsourced service providers differ from **project members** as they do not procure material or assume primary responsibility for **PEFC claims**.

3.10 PEFC claim

Organisation's declaration of the percentage of PEFC certified material or/and PEFC controlled sources in material/products used within a **project** or **installed component**, stated in sales and delivery documentation, namely the claims “x% PEFC certified” and “PEFC controlled sources”.

Note 1: The PEFC claim covers both the PEFC Chain of Custody claims as defined in PEFC ST 2002, *PEFC Chain of Custody* and the PEFC claim to be used for PEFC Project Sourcing certification.

Note 2: To highlight PEFC certified material that has never been mixed with PEFC controlled sources material, **organisations** implementing the physical separation method may use the wording “100% PEFC Origin” instead of “100% PEFC certified” for PEFC certified material that was delivered by a **supplier** that is a forest owner/manager covered by a PEFC recognised certificate issued against a PEFC endorsed forest management standard with the claim “100% PEFC certified” or with another PEFC endorsed system claim, and for PEFC certified material that was already delivered with the claim “100% PEFC Origin”.

Organisations receiving material with such a claim “100% PEFC Origin” and implementing the percentage method or credit method consider this as being the PEFC claim “100% PEFC certified”.

Note 3: A list of PEFC accepted abbreviations and translations of PEFC claims is available on the PEFC website www.pefc.org.

Note 4: In addition to those claims, **organisations** that implement the PEFC EUDR DDS can also use the PEFC-EUDR claim as a tool to support their legal compliance with EUDR in the European Union.

3.11 Processing

Activities that transform **forest and tree based materials**, procured under the defined **project scope**, into **installed components**. Processing includes cutting, converting, shaping, assembling, treating, finishing, or otherwise modifying the material's form or properties for use within the **project**. The transformation happens after procurement.

Note 1: Processing may take place on-site or off-site, provided that the traceability and segregation of certified and controlled material are maintained in accordance with the applicable **control method**.

Note 2: In cases where off-site processing is carried out by non-PEFC-certified **project members** or **outsourced service providers**, the off-site activities may need to be checked on-site during the external audit to ensure traceability and compliance with the requirements.

3.12 Project

A project refers to a construction, renovation, building, civil engineering, facilities, amenities, fit-out, or artistic work that includes the use of **forest and tree based materials** within its defined **project sourcing certification scope**. A project is defined by clear physical boundaries, a specific geographic location or a coordinated set of locations, a unique deliverable outcome, and its materials and **installed components**.

A project may consist of a single structure, a part(s) of a structure, or multiple related structures, and may include work performed by an **organisation** or through subcontracted entities known as **project members**.

Note: Examples of projects include:

- a) A new building structures project, such as a stadium, house, or office building.
- b) A renovation or refurbishment project, such as restoring a historical façade, roof overlay, refitting a ship, rail-bridge strengthening.
- c) A specific part of a structure, such as the roofing system of a building, interior wall package, prefabricated booth, kiosk, or stall.
- d) Installed artworks and installations, such as stand-alone sculpture or timber pavilion.
- e) A complex of related structures within a single site, such as a building complex.
- f) Outdoor infrastructure and public amenities, such as playgrounds, parks, walking trails, or picnic and recreation facilities.
- g) Civil and urban structures, such as timber bridges, boardwalks, or transport shelters.
- h) Built-in joinery (e.g., seating, reception counters, or benches purchased for a public building).

3.13 Project member

An entity, other than the **organisation**, with a contractual or legal responsibility for procuring, and then **processing**, and/or installing **forest and tree based materials**. Project members shall either be PEFC Chain of Custody certified, or where they are not certified, operate under the controls of the **project sourcing management system**, in accordance with this standard.

Note 1: Project members that are not PEFC certified work under the organisation's **management system** and a signed written agreement defining responsibilities, traceability controls, and audit access.

Note 2: For multi-site and SME group certificates, the **organisation** is composed by the certificate holder and the sites or participants in the certificate. Sites and participants are different from project members, as project members do not co-hold the certificate. A PEFC Project Sourcing certificate may be held by a multi-site **organisation** and cover several **projects** under the **project scope**. Each of the **projects** will have different project members.

3.14 Project sourcing certification scope (project scope)

The documented boundary for certification of the **project** (i.e., the **installed components** of a **project** that fall under PEFC Project Sourcing certification) established and controlled by the **organisation** within its **project sourcing management system**.

Note: The project scope for the purposes of this standard does not have to be identical to the commercial scope of works described in contracts, drawings, or specifications. For example, a commercial **project** may include civil works, landscaping, or mechanical/electrical fit-out that are outside the project scope of this standard, because they do not involve **forest or tree based materials**. It may instead focus only on particular **installed components** of the **project** involving **forest and tree based materials**, even if the full commercial scope covers many more elements, e.g., a construction may use mass timber and wooden flooring, however the project sourcing certification scope may be limited to the mass timber.

3.15 Project sourcing management system (management system)

The organisational framework (including policies, procedures, and resources) that ensures a **project** meets the project sourcing requirements through effective planning, monitoring, and continual improvement.

3.16 Recycled material

Forest and tree based material that is:

- a) Recovered from waste during a manufacturing process. Excluded is reutilisation of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it. Excluded are by-products resulting from primary production processes, such as sawmilling by-products (sawdust, chips, bark, etc.) or forestry residues (bark, chips from branches, roots, etc.) as they are not considered waste.
- b) Generated by households or by commercial, industrial, and institutional facilities in their role as end users of the product that can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

Note 1: The term “capable of being reclaimed within the same process that generated it” means that the material generated in one process is continuously returned to the same process at the same site. An example is residue generated by a press line in a panel board production that continuously re-enters the same press line. This is not considered as recycled material.

Note 2: The definition is based on definitions of ISO 14021.

Note 3: Different examples of recycled material are provided in PEFC GD 2001.

3.17 Single project sourcing certification

Single project sourcing certification is a one-off certification process designed for an **organisation** managing a specific, individual **project**. This certification is finalised upon the successful completion of the **project**.

3.18 Substantiated concern

Information or complaint supported by proof or evidence, indicating a serious failure to conform with the requirements of the PEFC Project Sourcing standard and/or there is a reputational risk for PEFC.

Note: Substantiated concerns can be concerns of third parties, as well as concerns of the **organisation** itself.

3.19 Supplier

A supplier is an entity that supplies **forest and tree based materials** that will be included within the **project scope**, either through the **organisation** or the **project member(s)**. A supplier's involvement is typically limited to the provision of materials, and they do not have project site responsibilities for installation or other construction activities. To provide PEFC certified material or PEFC controlled sources material, the supplier shall hold a valid PEFC Chain of Custody certificate and comply with all relevant PEFC chain of Custody requirements.

Example: A timber mill producing Cross Laminated Timber (CLT) and supplying it to a **project member** who then takes legal ownership and receipt of the material and installs the CLT on a project site would be considered a supplier. The timber mill's role ends with the delivery of the material.

Note: In some instances, an entity may act as both a supplier and a **project member**. For example, a company might supply fabricated timber and be contractually responsible for their installation on the project site. In such cases, the entity's activities must comply with the requirements applicable to a **project member** for all site-related work and, if applicable, the requirements for a certified supplier for the provision of materials to the project site.

3.20 Temporary components

Non-permanent **forest and tree based materials** used during the construction phase of a **project**, such as scaffolding, formwork, temporary bracing, protective coverings, and other auxiliary structures. These components are typically removed after construction is complete and do not form part of the final **project**.

4. Management system requirements

4.1 General requirements

4.1.1 The **organisation** shall operate a **project sourcing management system** in accordance with the requirements of this standard, to ensure correct implementation and maintenance of the project sourcing certification process(es). The **management system** shall be appropriate to the type, scale, and complexity of the **project(s)** covered, and shall cover the operations of all **project members** and **outsourced service providers**.

4.1.2 In the case of **multi-project certification**, the **management system** shall cover all **projects**.

4.1.3 The **organisation** shall define and document the **project sourcing certification scope**. The **project scope** shall include:

- a) The project details including the name and a description of the **project(s)**.
- b) The project site(s) or physical locations where material will be processed and installed.
- c) The **installed components** to be covered by the certification output.

Note: **Installed components** are defined according to [PEFC Product Categories](#).

- d) Project duration.
- e) **Project members**, their roles, and responsibilities and PEFC certification status, if applicable.

4.1.4 For **organisations** operating under **multi-project certification**, the information specified under 4.1.3 shall be defined for each **project** included within the **project scope**.

4.1.5 The **organisation** may consider built-in joinery as, or part of, the **project scope**, whenever:

- a) It is installed on-site as part of the construction or fit-out (i.e., fixed seating, reception counters).
- b) It is delivered and assembled under the control of the **organisation** or a **project member**.

4.1.6 For **multi-project certification**, project details, project locations, **installed components**, materials, and project duration will vary between **projects**. These shall be documented and maintained in a list of **projects**, ensuring each **project** is clearly identified and individually auditable.

4.1.7 The **organisation** shall maintain a list of **project members** for each **project**. This list shall include, at a minimum, for each **project member**:

- a) the legal name and contact details
- b) PEFC certification validity status (if relevant), and
- c) the specific activity(ies) for which it is responsible

4.1.8 **Organisations** certified for **multi-project certification** may add a **project** to the **project scope** of their **management system** at any point during its construction phase, provided that the project's status would allow for at least one on-site inspection by the certification body before the **project** is completed. The **organisation** shall ensure that all records related to **forest and tree based materials**, dating from the project's commencement, are made available for assessment by the certification body during the audit process.

4.2 Documented procedures

4.2.1 The **organisation** shall establish documented procedures for its **management system**.

4.2.2 The documented procedures shall include at least the following elements:

- a) responsibilities and authorities relating to the **project(s)**, including **project members**
- b) description of project processes related to source materials, including procurement, **processing**, and installation
- c) procedures for project sourcing certification processes covering all requirements of this standard

4.2.3 For **multi-project certification**, the documented procedures shall define how processes apply across all **projects** under the **management system** and how project-specific details (e.g., locations, materials, project duration, **project members**) are recorded for each individual **project** to allow for individual auditing.

4.3 Responsibilities and authorities

4.3.1 General responsibilities

4.3.1.1 The **organisation** shall define and document its commitment to implementing and maintaining the project sourcing requirements in accordance with this standard. This commitment shall be integrated into the organisation's **management system** and communicated to relevant personnel, **project members**, and other stakeholders.

4.3.1.2 The organisation's management shall appoint a person who, irrespective of other responsibilities, shall have overall responsibility and authority for the organisation's PEFC Project Sourcing certification. This person shall oversee the implementation, maintenance, and verification of the **management system** for the duration of each **project**.

4.3.1.3 The appointed person may be an internal staff member or an external entity, provided they have the authority, competence, and capacities to fulfil this role.

4.3.1.4 The **organisation** shall identify the personnel performing activities relating to the implementation and maintenance of its PEFC Project Sourcing certification and shall establish personnel responsibilities and authorities for the implementation of the procedures 4.2.1 c) as applicable for each **project**. This includes the organisation's staff and **project members**.

Note: Responsibilities and authority for PEFC Project Sourcing certification may be assigned cumulatively across multiple roles within the **organisation**.

4.4 Project members and outsourced service providers

4.4.1 The **organisation** shall maintain oversight and supervision of all **project members** performing activities related to the procuring, **processing**, and/or installing of **forest and tree based materials** and components.

4.4.2 The **organisation** shall ensure that **project members** are made aware of, and agree to, their responsibilities under the organisation's **management system**.

4.4.3 The **organisation** shall ensure that all **project members** have effective procedures in place to ensure the compliance with the requirements of this standard.

4.4.4 The **organisation** and its **project members** shall ensure that any non-PEFC certified **project member** processing **forest and tree based materials** off-site, operates under a signed written agreement that defines their responsibilities in maintaining traceability and conformance with the requirements of this standard.

Note: A template for an outsourcing agreement can be obtained from the PEFC Council and PEFC authorised bodies.

4.4.5 This agreement shall include an acknowledgment of roles and responsibilities, a commitment to comply with procuring requirements, due diligence procedures, and other applicable elements of the standard and the organisation's **management system**.

4.4.6 The **organisation** shall retain signed written agreements, documented responsibilities, and records of communication as evidence of conformance with these requirements. These shall be made available during internal and external audits.

4.4.7 Where a **project member** holds a valid PEFC Chain of Custody certificate, the **organisation** may rely on the project member's certification as evidence of conformance of the activities and materials covered by that certification. The **organisation** shall verify the certificate's validity and scope against the PEFC database, and relevance to the contracted activities, and maintain records of this verification.

Note 1: For non-certified **project members**, the **organisation** assumes full responsibility for demonstrating that all applicable requirements have been met.

Note 2: Whether a project member's PEFC Chain of Custody certification is relevant for PEFC Project Sourcing certification purposes depends on the scope of activities included in their PEFC Chain of Custody certificate. Only products and activities that are explicitly covered by the project member's certificate can be recognised. If the certificate scope does not include the activities carried out for the **project**, the **project member** is regarded as non-certified for those works.

4.4.8 The **organisation**, or a **project member**, may outsource activities covered by the PEFC Project Sourcing certificate to an external service provider (**outsourced services provider**), provided that the legal ownership and traceability of the **forest and tree based materials** is maintained throughout the outsourced activity by the **organisation** or **project member**.

4.4.9 Where a **project member** holds a valid PEFC Chain of Custody certificate that covers the outsourced activities, the **project member** shall follow the outsourcing requirements of the PEFC Chain of Custody standard.

4.4.10 For any outsourced activities conducted off site, the **organisation** shall have a written agreement with the **outsourced service provider** that ensures:

- a) **forest and tree based materials** covered by the PEFC Project Sourcing certification remain physically separated from other materials or products during outsourced **processing**, storage, or handling;
- b) the **organisation**, or **project member**, retains the right of access to the outsourced service provider's site(s) for internal audits and for external audits conducted by the certification body; and
- c) outsourced activities are included in the organisation's **management system**, with evidence of monitoring and review.

4.5 Record keeping

4.5.1 To provide evidence of conformity with the requirements of this standard, for each **project**, the **organisation** shall establish and maintain at least the following records:

- a) Records of all **suppliers** providing materials with a **PEFC claim**, including evidence of the suppliers' PEFC-certified status.
- b) Records of verification of the PEFC Chain of Custody certified status of PEFC-certified **project members**, where applicable, and their defined roles and responsibilities.
- c) Records of signed agreements with non-PEFC-certified **project members** involved in the off-site **processing** of materials and **installed components**, and their defined roles and responsibilities.
- d) Records of signed agreements with **outsourced service providers** involved in the off-site **processing** of materials and **installed components**, and their defined roles and responsibilities.
- e) Records of all materials, including **PEFC claims** and associated delivery documentation.
- f) Records of the determination of the overall certified content for each **installed component** or the entire **project**, as applicable.
- g) Records of the due diligence system, including risk assessments and the management of any significant risks associated with controlled sources.
- h) Records of internal audits, periodic management system reviews for **multi-project certification**, nonconformities, and corrective actions taken.
- i) Records of complaints and their resolution.
- j) Training provided to any personnel of the **organisation**, **project member** or **outsourced service provider** involved in implementing the standards, to ensure its capability to do so.

4.5.2 The **organisation** shall maintain documented evidence to support the **PEFC claims**, including certified content calculations, sourcing records, and that any **recycled materials** are compliant with PEFC's definition of **recycled material**.

4.5.3 The **organisation** shall maintain all records for a minimum period of five years after completion of the **project** to which they relate.

4.6 Resource management

4.6.1 Human resources/personnel

4.6.1.1 The **organisation** shall ensure all personnel performing activities that relate to the implementation and maintenance of its **management system**, including internal staff, **project members**, and **outsourced services providers**, are competent, based on appropriate training, education, skills, and experience relevant to their assigned responsibilities.

4.6.1.2 The **organisation** shall ensure that all other personnel whose work may impact the conformance of requirements of this standard are trained to understand the certification requirements relevant to their role and responsibilities within the **project**.

4.6.2 Technical facilities

4.6.2.1 For each **project**, the **organisation** shall identify, provide, and maintain the infrastructure and technical facilities needed to ensure compliance with all the applicable requirements of this standard.

4.7 Inspection and control

4.7.1 The **organisation** shall ensure that all **projects** shall be subject to an internal audit programme, which includes 'initial' internal audits, 'annual' internal audits, and a final internal audit of the **finished project**.

Note 1: For the purpose of this standard, "annual" refers to a frequency of once every twelve (12) months, with an allowable variation of $\pm$ three (3) months.

Note 2: If a **project** lasts for less than 12 months, then no surveillance internal audit is required.

4.7.2 The **organisation** shall ensure that for single project certificates, the initial internal audit shall be conducted prior to the initial certification body audit. For multi-project certificates, the initial internal audit shall be conducted prior to the **project** being added to the **project scope**.

4.7.3 Where a **project** includes non-PEFC certified **project members** or non-PEFC certified **outsourced service providers**, the **organisation** shall conduct an initial internal audit prior to any handling of materials or **installed components**.

Note: The **organisation** shall assess whether an audit at the premises of the **project member** and/or **outsourced service provider** is required. The decision shall be based on the scale, frequency, and risk of the process.

4.7.4 The **organisation** shall include in its internal audits all **project members** whose activities within the **project** are not covered under a valid PEFC Chain of Custody certificate. The scope of inclusion shall be proportionate to the activity's duration, risk, and potential impact on certification requirements.

4.7.5 The **organisation** shall ensure that internal audits cover compliance with all requirements of this standard. The internal audit shall cover at a minimum:

- a) the implementation of the **management system**, including documented procedures and records
- b) the sourcing of certified material, or controlled sources, including the validity of supplier's **PEFC claims** and due diligence processes for controlled sources
- c) compliance with certification requirements for procuring, **processing** and the installation of materials by **project members**, as applicable
- d) **PEFC claims** and documentation, confirming the accuracy of the **PEFC claims**
- e) processes for identifying nonconformities, establish corrective actions, and implement preventive measures to maintain certification integrity

4.7.6 Where areas of non-compliance are identified, corrective and preventive actions shall be established.

4.7.7 If the **organisation** implementing multi-project sourcing certification identifies a nonconformity, the **organisation** shall identify whether the impact of the nonconformity affects only a specific **project** or the overall **management system** and take measures adequate to correct the nonconformity.

4.7.8 The management of the **organisation** shall review the results of the internal and external audit at least every 12 months and ensure that appropriate corrective actions are established to address any identified issues. For **project(s)** that last over 12 months, this shall include improvements to the **management system** where necessary to prevent recurrence and enhance overall system performance.

4.8 Complaints

4.8.1 The **organisation** shall establish procedures for dealing with complaints relating to its PEFC Project Sourcing certification.

4.8.2 Upon receipt of a complaint in writing, the **organisation** shall:

- a) formally acknowledge the complaint to the complainant within ten working days
- b) gather and verify all necessary information to evaluate and validate the complaint and make a decision on the complaint
- c) formally communicate the decision on the complaint and of the complaint handling process to the complainant
- d) ensure that appropriate corrective and preventive actions are taken, if necessary

4.9 Nonconformity and corrective action

4.9.1 When a nonconformity with this standard is identified through internal or external audits, the **organisation** shall:

- a) React to the nonconformity and, as applicable:
 - i. Take immediate action to control and correct the issue within the **project scope**.
 - ii. Address the impact on the certification status of the affected materials, or **PEFC claims** relating to an **installed component(s)** or the **project** as a whole.
- b) Evaluate the need for further action to eliminate the causes of nonconformity and prevent recurrence by:
 - i. Reviewing the nature of the nonconformity within the specific project timeline.
 - ii. Determining the root cause of the nonconformity.
 - iii. Assessing whether similar nonconformities exist within the same **project** or within other **projects** under the **project scope**. For **organisations** with multi-projects under their **project scope**, the **organisation** shall identify the impact of the nonconformity, whether it impacts a single **project** or a number of **projects**, and react accordingly.
- c) Implement necessary corrective actions before the **project** is completed, ensuring all **PEFC claims** and project documentation remain valid.
- d) Verify the effectiveness of corrective actions, ensuring that the final **PEFC claims** reflect accurate compliance with PEFC requirements.
- e) Adjust the **management system**, if needed.

Note: The organisation's management may consider action that may include, where necessary, the removal of a component or a **project** from the **project scope** if corrective actions are not implemented or are found to be ineffective.

4.9.2 Corrective actions shall be appropriate to the impact of the nonconformity, considering whether:

- a) the issue affects the **PEFC claim** for the entire **project** or specific **installed components**
- b) the issue affects one **project** or multiple **projects**
- c) the nonconformity is related to a single occurrence or systemic process failure

4.9.3 For **multi-project certification**, the nonconformity needs to be addressed at the project level, or at the management system level if the failure affects the **management system**.

4.10 Social, health, and safety requirements in project certification

This clause includes requirements relating to health, safety, and labour issues that are based on ILO Declaration on Fundamental Principles and Rights at Work (1998).

4.10.1 The **organisation** shall demonstrate its commitment to comply with the social, health, and safety requirements defined in this standard.

4.10.2 The **organisation** shall demonstrate that:

- a) workers are not prevented from associating freely, choosing their representatives, and bargaining collectively with their employer
- b) forced labour is not used
- c) workers who are under the minimum legal age, the age of 15, or the compulsory school attendance age, whichever is higher, are not used
- d) workers are not denied equal employment opportunities and treatment
- e) working conditions do not endanger safety or health

5. Material and installed components identification

5.1 Material identification

5.1.1 Identification at material level

5.1.1.1 For each delivery of material, the **organisation**, or the relevant **project member**, shall obtain documentation with the following information from the **supplier**:

- a) supplier identification
- b) product identification
- c) quantity of products
- d) delivery identification based on date of delivery, project duration, or accounting period

5.1.1.2 For material delivered with a **PEFC claim**, the following additional documentation shall include:

- a) organisation name, or relevant project member name, as the PEFC customer of the delivery
- b) applicable **PEFC claim** specified for each claimed product covered by the documentation
- c) certificate number of the supplier's PEFC Chain of Custody certificate

Note 1: The certificate number is a unique identifier of the certificate and can be either a numerical or alpha-numerical combination.

Note 2: An example of delivery documentation is an invoice or delivery note providing the information required.

5.1.2 Identification at supplier level

5.1.2.1 For all inputs delivered with a **PEFC claim** the **organisation**, or the **project member** where applicable, shall verify that the **supplier** is covered by a PEFC recognised certificate on the [PEFC website](#).

5.1.2.2 The **organisation** shall ensure that all delivery documentation is clearly recorded, traceable within the **project**, and readily available for verification during internal and external audits throughout the project duration.

5.2 Material classification

5.2.1 All material shall be classified upon receipt into one of the following categories, based on the **PEFC claim**, where applicable, and the documentation provided:

- a) PEFC certified material – for **forest and tree based materials** delivered with a valid PEFC certified claim (i.e. '100% PEFC Origin' or 'X% PEFC certified') from a **supplier** holding a valid PEFC Chain of Custody certificate, in accordance with 5.1.1.2.
- b) PEFC controlled sources – for **forest and tree based materials** delivered with a “PEFC Controlled Sources” claim from a **supplier** holding a valid PEFC Chain of Custody certificate, in accordance with 5.1.1.2.
- c) Other material – for **forest and tree based material** where the **organisation** has not determined through its due diligence system or the PEFC EUDR due diligence system that there is “negligible risk” that the material is from controversial sources.

5.2.2 The **organisation** shall implement due diligence according to Appendix 1 of this standard for any material classified as “Other material”, in order to become PEFC controlled sources.

- 5.2.3** Where a PEFC Chain of Custody certified **project member** procures and receives material for the **project** that is covered under its PEFC Chain of Custody certificate, classification shall be carried out within their own certified chain of custody system.
- 5.2.4** Where a non-PEFC-certified **project member** procures and receives material for the **project**, the **organisation** shall:
- a) Ensure that the material is classified under the **management system** at the point of receipt, with supporting evidence collected and verified before use in the **project**.
 - b) Ensure that any material classified as other material meets the due diligence requirements in accordance with Appendix 1 of this standard. The documentation managed by the non-PEFC-certified **project member** shall be sufficient to demonstrate negligible risk and compliance with PEFC's requirements for avoiding controversial sources, including documented risk assessment results and, where applicable, evidence of mitigation actions.
- 5.2.5** The classification of each material as PEFC certified or PEFC controlled source shall remain verifiable from delivery through to installation and shall be supported by:
- a) delivery documentation and supplier certificate details in accordance with 5.1; and
 - b) traceability records that link each material to its classification status, maintained within the **management system**, and identifiable.
- 5.2.6** Where traceability is managed at the installed component level, each certified component shall be linked to its classification status through the control system in place, with supporting records maintained for audit.

6. Control method for tracking material

6.1 General

- 6.1.1** The **organisation** shall ensure that all material is identifiable and traceable from the point of procurement and receipt through to final installation.
- 6.1.2** Depending on the nature of material flows and intended claims, the **organisation** may determine certified content at either:
- a) the installed component level, or
 - b) the overall project level
- 6.1.3** The calculation shall be based on the material classification categories in Section 5.3 and shall be documented and applied consistently.
- 6.1.4** The **organisation** shall select and implement **control methods** appropriate to the complexity of the construction process, the nature of material flows, and the risk of substitution or mixing with other material, in order to maintain the integrity of the **PEFC claims** throughout the **project**.
- 6.1.5** The **organisation** may implement either the physical separation method or the percentage method, depending on the nature of material flows and processes.
- 6.1.6** The **organisation** shall ensure that traceability is maintained using a combination of physical and/or electronic systems appropriate to the nature of the material, the handling process, and the scale of the **project**.
- Note:** These systems may include but are not limited to: digital tracking systems or site management software; material registers, logs, or installation schedules; and on-site labelling, tagging, or storage controls.
- 6.1.7** **Minor components** may be excluded from certified content calculations, provided the **minor component** is:
- a) not used in the offsite manufacture of prefabricated or modular elements
 - b) not an **installed component** in its own right
- 6.1.8** The **organisation** shall justify the use of **minor components**.
- 6.1.9** When **processing** occurs, it shall be conducted under control measures that maintain the traceability of certified material and controlled sources in line with the **control method**.
- 6.1.10** The certified content of a **project** shall be determined in accordance with the applicable control method requirements in sections 6.2 and 6.3.

6.2 Physical separation method

- 6.2.1** The **organisation** applying the physical separation method shall ensure that material with different material categories and different certified content are kept separate or clearly identifiable at all stages of the production or trading process.

Note: Physical separation can be achieved by any means ensuring that material category and certified content can be identified, for example, through separate storage, marking, distinguishing product characteristics or production time.

6.2.2 Where material with different certified content is used as input, the **organisation** shall use the lowest certified content of the input as certified content of the output.

Example: An **organisation** using material with 100%, 75% and 70% certified content as input in the same PEFC product group under the physical separation method can claim the output as 70% PEFC certified.

6.2.3 Where PEFC certified material and PEFC controlled sources material is used as input, the **organisation** shall claim the output as PEFC controlled sources.

6.3 Percentage method

6.3.1 Calculation of certified content

6.3.1.1 The **organisation** shall calculate the certified content according to the following formula:

$$Cc [\%] = (Vc / (Vc + Vcm)) \times 100$$

(Cc: certified content; Vc: volume of PEFC certified material; Vcm: volume of PEFC controlled sources material)

Note: Neutral material is not considered in the calculation of the certified content.

6.3.1.2 The **organisation** shall calculate the certified content based on a single measurement unit used for all material covered by the calculation. In case of conversion to a single measurement unit for calculation purposes, the **organisation** shall only use generally recognised conversion ratios and methods. If a suitable, generally recognised conversion ratio does not exist, the **organisation** shall define and use a reasonable and credible conversion ratio.

6.3.1.3 If input material/products include only a proportion of PEFC certified material, then only the quantity corresponding to the certified content shall enter the calculation formula as PEFC certified material. The rest of the material shall enter the calculation as PEFC controlled sources material.

Example: 1t of material delivered with the **PEFC claim** “70% PEFC certified” and 1t of material delivered with the **PEFC claim** “100% PEFC certified” are used as input. Using the formula under 6.3.1.1 the certified content is $Cc[\%] = ((700\text{kg} + 1000\text{kg}) / ((700 + 1000) + 300)) \times 100 = (1700 / 2000) \times 100 = 85\%$ of PEFC certified material.

6.3.1.4 The certified content calculated shall be used as a percentage in the **PEFC claim** “X% PEFC certified”.

Note: This standard does not define a minimum threshold for the certified content that needs to be met to communicate the certified content of a PEFC certified product with the **PEFC claim** X% PEFC certified. However, minimum thresholds for the use of the PEFC trademarks on-product are defined in PEFC ST 2001, *PEFC Trademarks Rules*.

6.3.1.5 The **organisation** may apply the percentage method as rolling percentage.

7. Declaration of PEFC claims and use of the PEFC trademarks

7.1 Declaration of PEFC claims on PEFC certified projects

- 7.1.1** The **organisation** shall make **PEFC claims** only for **forest and tree based materials** included in the **project scope**, in accordance with the requirements of this standard.
- 7.1.2** The **organisation** shall only make **PEFC claims** that are correct to the best of its knowledge and covered by its PEFC Project Sourcing certification.
- 7.1.3** The **organisation** shall not make **PEFC claims** on **applicant projects**. **PEFC claims** shall only be made on **finished projects**.
- 7.1.4** **PEFC claims** shall not be used in consumer-facing (B2C) marketing or labelling.

Note: **PEFC claims** are intended for business-to-business (B2B) communication only. **PEFC claims** are designed to support responsible sourcing communication between with clients, contractors, regulators, or green building rating systems not direct consumer advertising.

7.1.5 **PEFC claims** shall be made at either:

- a) Project level, referring to the certified outcome of the entire **project** within the defined **project scope**; or
- b) Installed component level, referring to components used in the **project**, in accordance with the defined **control method** and certified content calculation.

7.1.6 The **organisation** shall only make **PEFC claims** in accordance with PEFC requirements and shall ensure that the claim type, **control method**, and supporting evidence are consistent with the classification and calculation requirements of this standard.

7.1.7 The **organisation** shall only use the following **PEFC claims**:

- a) 100% PEFC origin: Claim to be used by a PEFC Project Sourcing certificate holder implementing the physical separation method for **installed components** and/or **projects** that include **forest and tree based material** delivered by a **supplier** covered by a PEFC recognised certificate that implements the physical separation method and demonstrates that 100% of the material comes from PEFC-certified forests.
- b) X% PEFC certified: Claim to be used for **installed components** and/or **projects** that include **forest and tree based material** delivered by a **supplier** covered by a PEFC recognised certificate with the PEFC claim “x% PEFC certified”, or delivered by a **supplier** covered by a PEFC recognised certificate against a forest management standard that is endorsed by PEFC with another PEFC endorsed system claim. The percentage shall indicate the PEFC certified material content, and the other part of the content shall be controlled sources.

Note: PEFC endorsed system claims are published online on the PEFC website.

- c) PEFC controlled sources: Claim to be used for **installed components** and/or **projects** that include **forest and tree based material** for which an **organisation** has determined through its Due Diligence System that there is “negligible risk” that the material is from controversial sources or has been supplied to them under a PEFC controlled sources claim by an organisation holding a valid PEFC Chain of Custody certificate.

- 7.1.8** Whenever the **organisation** makes a **PEFC claim** for a **project** or an **installed component**, it shall contain the following information:
- a) organisation name as the entity responsible for the PEFC Project Sourcing certification
 - b) project name or unique identifier
 - c) project description, including the applicable **installed components**
 - d) the applicable **PEFC claim** for the **project**, or for each claimed **installed component**, covered by the documentation
 - e) certificate number of the organisation's PEFC recognised certificate

Note: The certificate number is a unique identifier of the certificate and can be either a numerical or alpha-numerical combination.

- 7.1.9** The **organisation** shall specify the type of documentation in which the **PEFC claims** are made.

7.2 PEFC trademarks use

7.2.1 General

- 7.2.1.1** The use of the PEFC trademarks i.e., PEFC logo and labels, claims on-product and PEFC initials, shall be in compliance with PEFC ST 2001, *PEFC Trademarks Rules* and any applicable requirements on this standard.

- 7.2.1.2** The **organisation** shall sign a PEFC trademarks usage contract and obtain a valid PEFC trademarks usage license from the PEFC Council or another PEFC authorised body.

- 7.2.1.3** The PEFC trademarks usage contract shall be signed as soon as the **organisation** has obtained their PEFC Project Sourcing certificate and before using the PEFC trademarks.

- 7.2.1.4** The **organisation** can use the PEFC trademarks off product. Any messages for off product use shall be approved by the PEFC Council.

- 7.2.1.5** If the **organisation** suspects, is made aware of, or receives a **substantiated concern** that any material used within the **project** originates from controversial sources, the **organisation** shall immediately cease using the PEFC trademarks.

7.2.2 Finished projects

- 7.2.2.1** The **organisation** can use the PEFC on product label to communicate that a **finished project** or an **installed component** within the **project scope** is PEFC certified, under the same conditions as the PEFC certified label for PEFC Chain of Custody certified products described in PEFC ST 2001, *PEFC Trademarks Rules*, and any applicable additional requirement on this standard.

Note: As per PEFC ST 2001, *PEFC Trademarks Rules*, to use the PEFC trademarks on product, at least 70% of the **forest and tree based material** included within the product (either the **project**, or specific **installed component** within the **project scope**) must come from PEFC-certified sustainably managed forests or recycled sources.

7.2.2.2 When the **project scope** covers all **installed components** made from **forest and tree based material** within a **project**, the label messages that shall accompany the PEFC certified on-product label are:

- a) “The forest and tree based materials used in this project [and, or, named components, if applicable] are from sustainably managed forests, recycled, and controlled sources.”
- b) “This project [and, or, named components, if applicable] uses material from sustainably managed forests and controlled sources.”
- c) “This project achieved PEFC Project Sourcing certification, demonstrating responsible sourcing and traceability of forest and tree based materials.”

Note: As **finished projects** may remain in use or on display for an extended period of time, it is understood that the **organisation** may continue to use the PEFC label after the **project** is finished, provided such use complies with the PEFC ST 2001, *PEFC Trademarks Rules*. This includes ensuring that all communications and promotional materials clearly refer to the certified **project** or the **installed components** covered by the **project scope**.

7.2.2.3 Any modification to the **project scope** shall require review and approval by the certification body prior to continued use of the PEFC label.

7.2.2.4 When the **project scope** is limited to specific **installed components** made from **forest and tree based materials** within the **project** and does not cover all **installed components** made from **forest and tree based materials** within the **project**, or only specific **installed components** within the **project scope** are eligible for PEFC trademarks on product use, the **organisation** shall replace the word “**project**” with the specific **installed component/s** the PEFC label is referring to in the label messages defined in 7.2.2.2.

7.2.2.5 If the **organisation** wants to use different label messages to those defined in previous requirements, the **organisation** shall obtain authorisation from the PEFC Council.

7.2.3 Applicant projects

7.2.3.1 The **organisation** shall not use the PEFC trademarks on product for an **applicant project** or **installed components**, unless according to the following requirements on this standard.

7.2.3.2 The **organisation** can use the following messages for **applicant projects** to communicate that the **organisation** has a verified **management system** in place for ensuring the responsible sourcing of the **forest and tree based materials**.

- a) “[Organisation name] has a PEFC Project Sourcing management system for forest and tree based materials for this applicant project.”
- b) “This project has applicant status for PEFC Project Sourcing certification for forest and tree based materials.”

7.2.3.3 If the **project scope** of the **applicant project** does not cover all **installed components** made from **forest and tree based materials** within the **project**, the label message in 7.2.3.2 a) shall be complemented by the **installed components** covered under the **project scope**:

“[Organisation name] has a PEFC Project Sourcing management system for forest and tree based materials for this applicant project that covers [installed components].”

7.2.3.4 If the **project scope** of the **applicant project** does not cover all **installed components** made from **forest and tree based materials** within the **project**, the label message in 7.2.3.2 b) shall replace “project” by the **installed component/s** covered under the **project scope**:

“This/these [installed component/s] has/have applicant status for PEFC Project Sourcing certification for forest and tree based materials.”

Appendix 1 Due diligence system requirements

1. General

- 1.1 The **organisation** shall follow PEFC ST 2002, *PEFC Chain of Custody*, Chapter 7 and Appendix 1, for the implementation of a due diligence system to minimise the risk that any **forest and tree based material** used as input for the **project** that wasn't delivered with a **PEFC claim** may come from controversial sources.
- 1.2 Alternatively, the **organisation** may implement the PEFC ST 2002-1, *PEFC EUDR DDS*.
- 1.3 Where internal or external **substantiated concerns** on the origin of input material from controversial sources are raised, either for PEFC claimed and for not-PEFC claimed material, the **organisation** shall follow up on these concerns following PEFC ST 2002, *PEFC Chain of Custody*, Appendix 1, 4.
- 1.4 The **organisation** shall define, document, and implement a commitment and a procedure, also covering **forest and tree based material** not covered by the organisation's PEFC Project Sourcing certificate, ensuring that where it is known to the **organisation**, or where it has received **substantiated concerns**, that **forest and tree based material** originates in illegal sources (controversial sources, 3.7a), it shall not be placed on the market until the concern has been resolved in accordance with Appendix 1, 4.

2. Prohibition of illegal material

- 2.1 All **forest and tree based materials** supplied to, or installed in, the **project** under the control or influence of the **organisation**, whether or not included in the **project scope**, shall be demonstrated as legal in accordance with the organisation's due diligence system.
- 2.2 Material from illegal sources shall not be procured, used, installed, or otherwise placed on the market as part of the **project**.
- 2.3 Where **substantiated concerns** arise regarding the legality of any material under the organisation's control or influence, such material shall not be used in the **project** until the concerns have been investigated and resolved in accordance with the due diligence system.
- 2.4 For temporary materials and/or **minor components** not covered by **PEFC claims**, the **organisation** shall retain records to demonstrate legality.

Appendix 2 (normative): Implementation of the Project Sourcing standard by multi-site organisations and SME groups

1. Introduction

The aim of this appendix is to establish requirements for the implementation of the PEFC Project Sourcing standard in **organisations** operating through a network of sites or as an SME group. The objective is to ensure that the certification assessment provides adequate confidence in the conformity of the project sourcing requirements, and to ensure that certification remains practical and feasible in economic and operational terms.

This appendix specifies only those additional requirements for the implementation of the PEFC Project Sourcing standard that apply specifically to multi-site organisations and SME groups.

2. Definitions

2.1 Multi-site organisation

A multi-site **organisation** is defined as an **organisation** composed of multiple legal entities with a clearly identified central function (hereafter referred to as the "central office") responsible for planning, controlling, and managing project sourcing certification-related activities. These activities are carried out fully or partially across one or more participating **organisations**, all operating under a common **project sourcing management system**.

2.2 SME group project sourcing (SME group)

An SME group project sourcing (hereinafter, SME group) is defined as a network of independent small and medium-sized enterprises (SMEs) operating within the construction, renovation, building, civil engineering, or artistic work sectors, that have associated together for the purpose of obtaining and maintaining PEFC Project Sourcing certification. They operate under a clearly identified central office, responsible for planning, controlling, and managing project sourcing certification activities. These activities are carried out fully or partially across participating SMEs, all operating under a common **project sourcing management system**.

3. Eligibility criteria for multi-site and SME group

3.1 Eligibility criteria for a multi-site organisation

3.1.1 A **multi-site organisation** does not need to be a unique entity, but all sites shall have a legal or contractual link with the central office and be subject to a common **management system** and to continuous surveillance by the central office. This means that the central office has the right to implement corrective actions when needed at any site. Where applicable, this should be laid down in the contract between the central office and the sites.

3.1.2 The central office shall be responsible for managing and maintaining the **project sourcing management system** implemented at the project level and holds overall responsibility for ensuring that all applicable requirements of the standard are met across all **projects**.

3.2 Eligibility criteria for an SME group

3.2.1 A small and medium-sized enterprises (SME) group project certificate is a PEFC Project Sourcing certificate issued to an **organisation** that is responsible for managing the certification on behalf of its **SME group** participants.

3.2.2 The central office of an **SME group** may be an appropriate trade association, or any other properly experienced legal entity that is either nominated for the purpose by a group of intending members or offers a group service managed for the purposes of this standard. The central office can also be administered by one member of the group.

Note: The central office in the case of an **SME group** can be called the “group entity” and sites can be called “group members”.

3.2.3 The central office shall be responsible for managing and maintaining the **management system** implemented at the project level and holds overall responsibility for ensuring that all applicable requirements of the standard are met across all **projects**.

3.2.4 All the members of an **SME group** shall have a contractual link with the central office, and a common **management system** managed by the central office. All members shall be subject to continuous surveillance by the central office. This means that the central office has the right to implement corrective actions when needed at any site. Where applicable, this should be laid down in the contract between the central office and the group members.

3.2.5 Participation in an **SME group** is limited to members that:

- a) have no more than 50 employees (full-time employees equivalent)
- b) have a turnover of maximum of 10,000,000 (10 million) EUR, or equivalent

3.2.6 An **SME group** may operate across more than one country, provided the following conditions are met:

- a) The group is managed by a single legally registered central office responsible for ensuring compliance with the certification requirements across all participating members.
- b) The group operates within a defined and coherent regional scope, such as a common market area or geographically linked region (i.e., the EU, North America), justified by economic, regulatory, or market coherence.
- c) All group members are located within the declared regional scope and are subject to the same standard, technical requirements, and group procedures.
- d) The central office demonstrates the ability to conduct effective internal monitoring, training, and documentation across borders.
- e) Where national legislation affects implementation, the group procedures must address country-specific risks or obligations.
- f) Certified material shall remain under the control of the group's **management system**, with consistent **PEFC claims**, supplier certificates, and delivery documentation maintained across borders to prevent mixing, double-counting, or loss of certified content.
- g) Internal audits shall be conducted across all participating countries. No new member shall be included until an internal audit confirms compliance.
- h) The central office shall provide harmonised training to all members, supplemented by modules covering country-specific risks, legal frameworks, and traceability requirements.

3.2.7 Each of the group members shall define individually whether they apply for individual certification or for **multi-project certification**. Each **project** shall be defined, documented, and internally audited before inclusion in the **project scope**.

4. Responsibilities and authorities

4.1 Function and responsibilities of the central office

The central office shall:

- a) Represent the **multi-site organisation** and **SME group** in the certification process, including communication and relationship with the certification body
- b) Submit the application for certification and its scope, including a list of participating sites.
- c) Ensure contractual relationships with the certification body and with all participating sites/members.
- d) Submit to the certification body a request for extension or reduction of the **project scope**, including coverage of participating sites.
- e) Provide a commitment on behalf of the whole **multi-site organisation** or **SME group** to establish and maintain a PEFC Project Sourcing certificate in accordance with the requirements of this standard.
- f) Provide all sites with information and guidance needed for effective implementation and maintenance of the PEFC Project Sourcing certification in accordance with this standard.
- g) The central office shall provide the sites with the following information, or access to the following information:
 - i. A copy of this standard and any guidance relating to the implementation of the requirements of this standard.
 - ii. PEFC Trademarks Rules and any guidance relating to its implementation.
 - iii. The central office's procedures for the management of the **multi-site organisation**.
 - iv. Conditions of the contract with the certification body relating to the rights of the certification body or accreditation body to access the sites' documentation and installations for the purposes of evaluation and surveillance, and disclosure of information about the sites to a third party.
 - v. Explanation of the principle of the mutual responsibility of sites in the multi-site certification.
 - vi. Results of the internal audit programme and the certification body's evaluation and surveillance and relating corrective and preventive measures applicable to individual sites.
 - vii. The multi-site or SME group certificate and any of its parts relating to the **project scope** and coverage of sites.

Note: The term "mutual responsibility" means that nonconformities found in one site, or the central office, may result in corrective actions to be performed at all sites; an increase in internal audits or withdrawal of the multi-site certificate.

- h) Provide organisational or contractual connection with all the sites, which shall include commitments by the sites to implement and maintain the project sourcing requirements in accordance with this standard. The central office shall have a written contract or other written agreement with all the sites that covers the right of the central office to implement and enforce any corrective or preventive measures and to initiate the exclusion of any site from the **project scope** in case of nonconformities with this standard.
- i) Establish written procedures for the management of the multi-site organisation or SME group sourcing.
- j) Keep records relating to the central office and sites compliance with the requirements of this standard.

- k) Operate an internal audit programme as outlined in 3.2.2.
- l) Operate a review of the central office and sites conformity, including review of results of the internal audits programme and certification body's evaluations and surveillance; shall establish improvement, corrective and preventive measures if required; and shall evaluate the effectiveness of corrective actions taken.

4.2 Function and responsibilities of sites/ group members

Sites connected to the **multi-site organisation** and **SME group** shall be responsible for:

- a) Implementation and maintenance of the project sourcing requirements in accordance with this standard.
- b) Entering a contractual relationship with the central office, including commitment on the compliance with the project sourcing requirements and other applicable certification requirements.
- c) Responding effectively to all requests from the central office or certification body for relevant data, documentation, or other information whether in connection with formal audits or reviews or otherwise.
- d) Providing full co-operation and assistance in respect of the satisfactory completion of internal audits performed by the central office and audits performed by the certification body, including access to site installations.
- e) Implementation of relevant corrective and preventive actions established by the central office.

5. Inspection and control

5.1 Internal audit programme

The internal audit programme shall provide for:

- a) Audit of all sites (including its own central administration function), on site or remotely, where a remote verification of the implementation of project sourcing processes is feasible, prior to the certification body starting its evaluation.
- b) Audit of any new site prior to the certification body starting the process of the **project scope** extension.