

# South African Forestry Assurance Scheme

## SAFAS 7:2018

Issue 1

2018-05-22

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### Notification of Certification Bodies

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**SAFAS**

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**Document name:** Notification of Certification Bodies for Chain of Custody and Forest Management Certification in South Africa against the Requirements of the South African Forestry Assurance Scheme

**Documents number:** SAFAS 7:2018

**Approved by:** SAFAS Council      **Date:** 2018-05-22

**Issue date:**

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**Transition date:**

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## **Introduction**

Certification under the South African Forestry Assurance Scheme (SAFAS) shall be carried out by third party certification bodies, which are accredited by a national accreditation body which is a member or a part of the International Accreditation Forum (IAF) in order to demonstrate its competence and independence.

Notification by the SAFAS NGB establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by SAFAS.

## **1. Scope**

This procedural document describes procedures for the issuance of notification by the SAFAS NGB to certification bodies operating:

- a) Forest Management certification against the requirements of the SAFAS,  
and/or
- b) Chain of Custody certification in South Africa.

This procedural document was approved by the SAFAS Council and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the SAFAS.

## **2. Normative references**

The following referenced documents are indispensable for the application of this document. For both dated and undated references, the latest edition of the referenced document (including any amendment) or the document which replaced the referred document applies.

SAFAS 4:2018 Forest Management Standard

SAFAS 5:2018 Implementation of forest management certification including group certification procedures.

PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements

PEFC ST 2003:2012, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard

ISO/IEC 17021:2011, Conformity assessment – requirements for bodies providing audit and certification of management systems.

PEFC GD 1004:2009, Administration of PEFC scheme

## **3. Terms and definitions**

### **3.1 Accredited certificate**

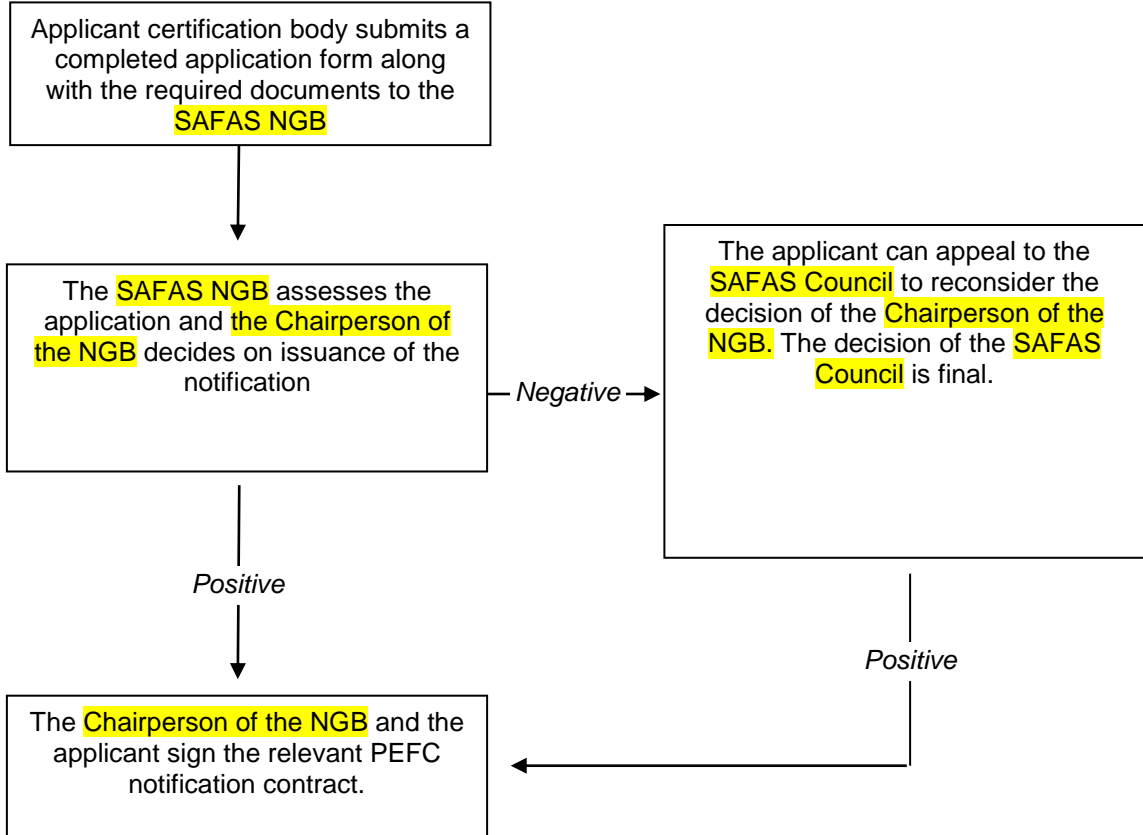
A certificate issued by a certification body within the scope of its accreditation which bears the accreditation body's symbol.

#### **4. Conditions for notification by the SAFAS NGB**

The certification body applying for notification by the SAFAS NGB shall:

- be a legal entity;
  - agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and / or other data as specified by the PEFC Council;
  - sign a notification contract with the SAFAS NGB (Appendix 1).
- a) The certification body applying for notification for Forest Management certification under the SAFAS shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for Quality Management Systems certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17021:2011 and the scope of the accreditation shall explicitly include SAFAS 4:2018 Forest Management Standard.
- b) The certification body applying for notification for Chain of Custody certification under the SAFAS shall have valid accreditation, issued by an accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF). The accreditation shall be issued against ISO/IEC 17065:2012 and the scope of the accreditation shall explicitly include PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements

## 5. Notification issuance procedures



## **6. Obligations of the notified certification body**

The certification body notified by the SAFAS NGB shall:

1. Pay the SAFAS NGB an annual notification fee for every certificate when invoiced by the SAFAS NGB. The amount of the fee is specified in Appendix 3, Tariffs of the Notification Fee of the SAFAS NGB and can be changed by the SAFAS NGB during the validity of the contract. Any change to the contract between the SAFAS NGB and the notified certification body resulting from a change in the rates will take effect the year following that in which the SAFAS NGB has informed the certification body, in writing, of the change.
2. Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.
3. Inform certificate holders about the range of information it is reporting to the SAFAS NGB and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
4. Inform the certificate holder how to obtain a PEFC Logo use license from the SAFAS NGB.

### **6.1 Forest Management certification**

The certification body notified by the SAFAS NGB for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with SAFAS 4:2018 Forest Management Standard and inform the SAFAS NGB immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out Forest Management certification against SAFAS 4:2018 Forest Management Standard within the scope of the valid accreditation.
3. Provide the SAFAS NGB immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
4. Provide the SAFAS NGB, upon request, with a list of Forest Management certificates issued under the scope of notification by the SAFAS NGB, including information defined in the reporting form in the appendix to this document.

### **6.2 Chain of Custody certification**

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

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform the SAFAS NGB immediately about any changes in the accreditation.

- Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out PEFC chain of custody certification against PEFC ST 2002:2013 within the scope of the valid accreditation.
  3. Provide the SAFAS NGB immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the SAFAS NGB and on changes concerning reported certificates.
  4. Provide the SAFAS NGB, upon request, with a list on certificates issued under the scope of notification by the SAFAS NGB, including information defined in the reporting form in the appendix to this document.

## **7. Validity of the notification**

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



## Notification Contract

Between

- (1) **The SAFAS NGB**, having its registered office at 346 Burger Street, Pietermaritzburg South Africa, 3201

And

- (2) **[Certification body]**, hereafter the “Notified Certification Body”, having its registered office at [address]

Whereas the Notified Certification Body is operating Chain of Custody certification and Forest Management certification [none applicable to be deleted], recognised by the SAFAS NGB;

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

Whereas the Notified Certification Body is to be granted notification, and the SAFAS NGB recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in [country], and international sites participating in multi-site Chain of Custody certifications of these organisations.

Now, therefore the above said parties agree to the following:

### Article 1

#### Definitions:

1. Forest Management certification

This is [Relevant Forest Management standard(s) of the forest certification scheme], which forms part of the contractual documentation. [Relevant Forest Management standard(s) of the forest certification scheme] can be altered or replaced with another document by the SAFAS NGB.

2. Certification and Accreditation Procedures – Forest Management certification

This is [Document defining the requirements of the forest certification scheme for certification bodies carrying out Forest Management certification], which forms part of the contractual documentation. [Document defining the requirements of the forest certification scheme for certification bodies carrying out Forest Management certification] can be altered or replaced with another document by the SAFAS NGB.

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3. Chain of Custody of Forest Based Products – Requirements

This is PEFC ST 2002:2013, Chain of Custody of Forest Based Products – Requirements, which forms part of the contractual documentation. PEFC ST 2002:2013 can be altered or replaced with another document by the SAFAS NGB.

4. Certification and Accreditation Procedures – Chain of Custody certification

This is PFC ST 2003:2012, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard, which forms part of the contractual documentation and is found in the annex of this contract. PEFC 2003:2012 can be altered or replaced with another document by the SAFAS NGB.

5. Tariffs of the Notification Fee of the SAFAS NGB

These are the tariffs defined in Appendix 3 to [title of this document] which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 to [title of this document], which forms part of the contractual documentation and is found in the annex of this contract.

**Article 2: Responsibilities of the Notified Certification Body**

The Notified Certification Body is obliged to:

1. Pay the SAFAS NGB an annual notification fee for every certificate when invoiced by the SAFAS NGB. The amount of the fees is specified in Appendix 3, Tariffs of the Notification Fee of the SAFAS NGB and can be changed by the SAFAS NGB during the validity of the contract. Any change to the contract between the SAFAS NGB and the notified certification body resulting from a change in the rates will take effect the year following that in which the SAFAS NGB has informed the Notified Certification Body, in writing, of the change.
2. Agree to be listed on the publicly available, web based PEFC Information Register, including the certification body's identification data and/or other data as may be specified by the PEFC Council.
3. Inform certificate holders about the range of information it is reporting to the SAFAS NGB and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information Register.
4. Inform the certificate holder how to obtain a PEFC Logo use license from the SAFAS NGB.
5. The Notified Certification Body carrying out Forest Management certification is obliged to:
6. Have and keep valid accreditation issued in compliance with SAFAS 4:2018 Forest Management Standard and inform the SAFAS NGB immediately about any changes in

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the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.

7. Carry out Forest Management certification against SAFAS 4:2018 Forest Management Standard within the scope of the valid accreditation.
8. Provide the SAFAS NGB immediately and truthfully with a completed reporting form for each PEFC Forest Management certificate and every site covered by a group certificate, issued within the scope of PEFC Council notification and on changes concerning reported certificates.
9. Provide the SAFAS NGB, upon request, with a list of Forest Management certificates issued under the scope of notification by the SAFAS NGB, including information defined in the reporting form in the appendix to this document.

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

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003:2012 and inform the SAFAS NGB immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
2. Carry out PEFC chain of custody certification against PEFC ST 2002:2013 within the scope of the valid accreditation.
3. Provide the SAFAS NGB immediately and truthfully with a completed reporting form for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by the SAFAS NGB and on changes concerning reported certificates.
4. Provide the SAFAS NGB, upon request, with a list on certificates issued under the scope of notification by the SAFAS NGB, including information defined in the reporting form in the appendix to this document.

### **Article 3: Responsibilities of the SAFAS NGB**

1. The SAFAS NGB recognises the certificates issued by the Notified Certification Body in compliance with this contract and provides holders of the certificates with access to a PEFC Logo usage license under the conditions specified by the SAFAS NGB.
2. The SAFAS NGB is obliged to inform the Notified Certification Body of any changes to the regulations and documentation which affects this contract.

### **Article 4: Contract Termination**

1. Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
2. The SAFAS NGB may suspend the contract with immediate effect, if there are reasons to believe that any provision of the notification contract is not being adhered to.

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3. Withdrawal, suspension or the end of the validity of the Notified Certification Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
4. No notification fee is refunded to the Notified Certification Body in case of temporary suspension or termination of the contract according to the Article 4, bullet 1, 2 and 3.
5. The SAFAS NGB is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the Notified Certification Body.

**Article 5: Validity of the Contract**

The contract enters into force when it has been signed by both parties.

**Article 6: Governing Law - Jurisdiction**

1. This contract is subject to South African law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of South Africa.

Signed in duplicate.

In \_\_\_\_\_ on \_\_\_\_\_ In \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
For and on behalf of  
the SAFAS NGB

\_\_\_\_\_  
For and on behalf of  
the Notified Certification Body

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**APPLICATION FORM FOR NOTIFICATION BY the SAFAS NGB****I. Applicant's Identification Data**

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

**II. Type of certification**a) Forest Management certification b) Chain of Custody certification **III. Information and Documents for Application Processing:**

a) Forest Management certification

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

b) Chain of Custody certification

<b>Accreditation number / expiry date of validity</b>	
<b>Accreditation Body Name</b>	
<b>Documents required to process the application:</b> <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012, with the scope of the accreditation explicitly including certification against PEFC ST 2002:2013 [or scheme specific Chain of Custody standard, if applicable].	

**IV. Self-Declaration:**

I hereby confirm that:

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

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

**APPLICATION PROCESSING FORM**  
(Completed by the SAFAS NGB)

**I. Application Processing:**

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

**II. Notification Fee Payment:**

Year	Amount	Paid on Date	Signature

**III. Application Appeal Process:**

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

**IV. Suspension and Termination of the notification:**

Statutes of Decision	Date	Penalty

### Tariffs of Notification Fee of the SAFAS NGB

#### a) Forest Management certification

The SAFAS NGB charges [amount and currency] annually per hectare of forest certified against its Forest Management standard(s).

#### b) Chain of Custody certification

Turnover of the PEFC certified organisation (CHF)	PEFC notification fee (CHF)
under 150,000	50
150,000 to 750,000	150
750,000 to 1.5 million	300
1.5 million to 15 million	600
15 million to 45 million	1000
45 million to 150 million	2000
150 million to 450 million	3000
450 million to 1.5 billion	4000
Over 1,5 Billion	5000

In case of multi-site certifications, which are not producer groups, the multi-site organisation's turnover is calculated as a sum of turnovers of sites covered by the multisite organisation.

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



**Chain of Custody Certificate Reporting Form**

(to be completed for every certificate and every site covered by a multi-site certificate)

**Contact details:**

<b>Organisation name</b>			
<b>Organisation's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Contact person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Http</b>	

**Certificate information:**

<b>Certification Body Name</b>	
<b>Certificate number</b>	
<b>Subcertificate number (if applicable)</b>	
<b>Certificate issuance date</b>	
<b>Certificate expiry date</b>	
<b>Accreditation Body Name</b>	
<b>Accreditation Number</b>	
<b>Certified entity turnover for the last year in [currency]</b>	

**Certified product information:**

<b>Product name</b>	<b>Product category code*</b>	<b>Product description*</b>	<b>Species code (can include more than one)</b>

\* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Appendix 4: SAFAS Certificate Reporting Form

Code	Product categories	
<b>01000</b>	<b>Roundwood</b>	
01010	Saw logs and veneer logs	
01020	Pulpwood	
01030	Chips and particles	
01040	Wood residues	
01050	Other industrial Roundwood	
<b>02000</b>	<b>Fuelwood and charcoal</b>	
02010	Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020	Charcoal	
<b>03000</b>	<b>Sawn wood and sleepers</b>	
03010	Railway sleepers	
03020	Sawn wood	
<b>04000</b>	<b>Engineered wood products</b>	
04010	Laminated Lumber Products	
04020	Finger Jointed Lumber	
04030	Glue Laminated Products (Glulam)	
04040	Laminated Veneer Lumber (LVL)	
04050	Parallel Strand Lumber (PSL)	
04060	I-Joists / I-Beams	
04070	Trusses & Engineered Panels	
04080	Other	
<b>05000</b>	<b>Wood based panels</b>	
05010	Veneer sheets	
05020	Plywood	
05030	Particle board	
05031		OSB
05032		Other particle board
05040	Fibreboard	
05041		MDF
05042		HDF
05043		Soft board
05043		Hardboard
05044		Insulating board
<b>06000</b>	<b>Pulp</b>	
06010	Mechanical	
06020	Semi chemical	
06030	Dissolving	
06040	Chemical	
06041		Unbleached sulphite pulp
06042		Bleached sulphite pulp
06043		Unbleached sulphate (Kraft) pulp
06044		Bleached sulphate (Kraft) pulp
06050	Recovered paper	
<b>07000</b>	<b>Paper and paper board</b>	
07010	Graphic papers	
07011		Newsprint
07012		Uncoated mechanical
07013		Uncoated wood free
07014		Coated papers
07020	Household and sanitary paper	
07030	Packaging materials	

07031		Case materials
07032		Folding boxboards
07033		Wrapping papers
07034		Other papers mainly for packaging
07040	Other paper and paperboard	
07050	Converted paper products	
07060	Printed matter	
<b>08000</b>	<b>Wood manufacturers</b>	
08010	Packaging, cable drums, pallets	
08011		Packaging and crates
08012		Cable drums
08013		Pallets
08020	Furniture	
08030	Builders carpentry	
08031		Windows
08032		Doors
08033		Shingles and shakes
08034		Floors
08035		Others
08040	Decorative wood	
08050	Tools and turned wood	
08051		Tools
08052		Children toys
08053		Sport goods
08054		Musical instruments
08055		Other
08060	Other	
<b>09000</b>	<b>Exterior products</b>	
09010	Buildings and their parts	
09020	Garden Furniture/Outdoor Products	
09021		Garden furniture
09022		Playground equipment
09023		Decking
09030	Other	
<b>11000</b>	<b>Cork and cork products</b>	
11010	Natural cork and cork waste	
11020	Cork manufactures	
<b>12000</b>	<b>Energy</b>	
<b>13000</b>	<b>Non-wood products</b>	
<b>14000</b>	<b>Other</b>	

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guaiacum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		



**Certified product information:**

<b>Product name</b>	<b>Product category code*</b>	<b>Product description*</b>	<b>Species code (can include more than one)</b>

\* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Appendix 4: SAFAS Certificate Reporting Form

Code	Product categories	
<b>01000</b>	<b>Roundwood</b>	
01010	Saw logs and veneer logs	
01020	Pulpwood	
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01040	Wood residues	
01050	Other industrial round wood	
<b>02000</b>	<b>Fuelwood and charcoal</b>	
02010	Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020	Charcoal	
<b>03000</b>	<b>Sawn wood and sleepers</b>	
03010	Railway sleepers	
03020	Sawn wood	
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04010	Laminated Lumber Products	
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04060	I-Joists / I-Beams	
04070	Trusses & Engineered Panels	
04080	Other	
<b>05000</b>	<b>Wood based panels</b>	
05010	Veneer sheets	
05020	Plywood	
05030	Particle board	
05031		OSB
05032		Other particle board
05040	Fibreboard	
05041		MDF
05042		HDF
05043		Soft board
05043		Hardboard
05044		Insulating board
<b>06000</b>	<b>Pulp</b>	
06010	Mechanical	
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List of species		
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2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guaiacum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.
3	Non-coniferous other	Non-coniferous woods originating from tropical countries. Non-coniferous woods originating from countries other than tropical.
4	Not specified	

