

Object of certification	Chain of Custody of Forest Based Products, according to the PEFC Standards
Reference standard	<p>PEFC IFCC ST 2002-1:2013 Chain of Custody of Forest Based Products Certification Scheme – Specification for the IFCC claim</p> <p>PEFC ST 2002:2013 Chain of Custody of Forest Based Products - Requirements</p> <p>PEFC ST 2001:2008 v2 Requirements for users of the PEFC Scheme, Rules for use of the PEFC logo - Requirements</p>
Objective of the conformity assessment	Verify the compliance of the chain of custody process of the client organization with the requirements of the chain of custody standard and related appendix with specifications on PEFC statements
Accredited certification scheme	Yes
Authorized and notified scheme	Yes
Initial document review	Contextual to the initial visit on site
Contract duration	5 years
Certificate expiration	Yes, 5 years from the date of the first certification decision
Frequency of surveillance visits	<p>The frequency of surveillance visits is annual from the date of certification decision. The surveillance audit can be replaced by a back-office documental assessment carried out by a qualified auditor if the following conditions are met:</p> <ul style="list-style-type: none"> - The Organization did not purchase and did not make statements on raw materials certified / controlled by the last audit; - The Organization is a micro-enterprise; - No Non-Conformities (major or minor) had emerged in the previous audit; - The supply of the Organization does not include supplies with significant risk; - The Organization undertakes to provide AJA with every single record and document that is to be stored according to the CoC standard or a list of records and documents that allows AJA to carry out the sampling <p>The period between on-site surveillance audits must not exceed 2 years.</p> <p><small>N.B. For micro-enterprises we mean those Organizations with less than 10 employees and an annual turnover or global balance of less than 2 million euros</small></p>
Annual attestation of maintenance of the certificate to successful completion of the surveillance visit	NO
Transfer of the certificate from another Certification Body	<p>The transfer of a PEFC certificate can be completed at any time by submitting the following documents to AJA:</p> <ul style="list-style-type: none"> - Request for transfer (also by e-mail), - updated Chamber of Commerce - copy of the PEFC certificate; - declaration in the well-known deed in which the certificate in possession is signed is valid and is neither suspended nor revoked; - declaration in the well-known act in which the copy of the certificate sent is signed complies with the original; - the audit report of the last audit including any findings. <p>Note: in the case of major or serious non-conformities it will be necessary to visit the company (on site) in order to be able to close the aforementioned findings.</p> <p>AJA after having successfully reviewed the aforementioned documents, may decide to transfer the certification.</p> <p>The customer, after the positive outcome of the resolution, the Certification Office has left the revocation of the existing certificate; it will also transmit a copy of the aforementioned application, including the confirmation of revocation, to AJA.</p> <p>Following receipt of the aforementioned documentation, AJA will issue the certificate showing the dates of first</p>

	<p>issue, of expiry unchanged with respect to the certificate issued by the previous body and the current issue date. Furthermore, it will be specified on the certificate that the first issue was made by another CAB (certification body). In the event that the activities described above necessary for the approval of the transfer had a negative outcome, a new certification will proceed.</p>
<p>Special clauses for the client</p>	<ul style="list-style-type: none"> - The customer has the obligation to implement what is required by the reference standard. - AJA carries out a random evaluation of the chain of custody process through audits, based on the evidences and registrations provided by the customer who remains solely responsible for the quality of what is submitted, as evidence, to the AJA Inspection Group. - The customer undertakes to have the traceability system verified for the processing of a compliant product; AJA will ask the organization to provide further evidence if the production process can not be verified due to company needs. - Minor and major NC must be corrected and CA verified before the initial certification decision. - In the case of multi-site companies or group certification, if the customer intends to add an additional lot of sites to those already certified, the new lot will be considered independently and subject to additional verification activities subject to the offer updating. - The customer who makes use of subcontractors who carry out a part of the production activity and / or directly labels the product, undertakes to inform them of the need of AJA to verify them on-site and to receive written consent. - The customer undertakes to comply with the rules on the use of PEFC Logo in compliance with the reference standard; in the case of a group of companies, it also undertakes to check the correct use of the logo included in the certification made by the associates. - The Organization undertakes to inform AJA about the closure, establishment or change of activity of the sites. Failure to provide this information may result in the suspension of the certificate by AJA, with subsequent communication to the national PEFC body of reference. - The customer is obliged to communicate in writing and promptly any changes that may occur to modify the CoC process (products subject to certification, activity volume...).
<p>Special clauses for AJA</p>	<ul style="list-style-type: none"> - AJA must communicate the data of the certified companies to the PEFC national reference body by filling out a specific form; - AJA undertakes to collect annual fees for the use of the logo on behalf of PEFC, based on the customer's declared turnover. - AJA is required to send a communication concerning suspension and / or cancellation of certification to the PEFC; - In the cases of Multisite or Group of companies, AJA will apply the sampling criteria set out in the PEFC ST 2003: 2012 standard and will send related communication to the sampled sites within a short period of time before the audit.
<p>Certification mark</p>	<ul style="list-style-type: none"> - For the rules on the use of PEFC logo, please refer to the document PEFC ST 2001: 2008: "Rules of use on PEFC logo - Requirements". The logo is issued directly by PEFC who will contact the customer. In the case of a group of companies, the use of the logo can be granted to the members included in the certification, through a written contract; - The client must refer to the rules on the use of the mark defined in the General Regulations; - Different uses of the statements provided for in the document PEFC ST 2001: 2008: "Rules on the use of PEFC logo - Requirements", must be approved by PEFC; - The certification mark can be colored or in black and white; in the first case, either the three or the four color mark can be used. - In conjunction with the trademark, must be shown the heading on the top "Chain of Custody in compliance with the PEFC ITA 1002: 2013 standard " and the certificate number at the bottom; - The rules relating to the colors of the mark, the size and minimum width of the font of the character for the composition of the texts of the certification mark are defined below.
<p>Mark composition</p>	<p style="text-align: center;">Chain of Custody conforming to the standard PEFC ITA 1002:2013</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">Cert. No. AJAEU/PEFC/AA/XXXX</p>

<p>Colors to be used</p>		 <p>PANTONE 548 CMYK: C.90% - M.5% - Y.0% - K.80% RGB: R.0 – G.55 – B.81 HTML: #003851</p>  <p>PANTONE 429 CMYK: C.20% - M.10% Y.10% K.20% RGB: R.179 G.188 – B.192 HTML: # b3bbc0</p> <p>In the monochrome black and white version of the brand, Italy must be colored with 30% black</p>
<p>Size</p>	<p>Minimum height 12.6 mm Min M: 10mm Width: in order to maintain proportionality between the sides</p> 	
<p>Text</p>	<p>Font: Verdana Minimum width: 5 Color: C:100, M:00, Y:00, K:00</p>	
<p>Note</p>	<p>The certification mark, must be reproduced in its entirety and can be enlarged, beyond the minimum size indicated, provided that contents, structure, legibility, proportions and colors are preserved. AJA will send the mark file together with the certificate.</p>	

Date _____

Customer signature _____