



Object of certification	Chain of Custody of Forest and Tree Based Products, according to the PEFC Standards	
Reference standard	PEFC ST 2001:2020	PEFC Trademarks Rules – Requirements
	PEFC ST 2002:2020	Chain of Custody of Forest and Tree Based Products – Requirements
	PEFC ST 2003:2020	Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard
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.</p> <p>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>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</p>	
Annual attestation of maintenance of the certificate to successful completion of the surveillance visit	NO	
Transfer of the certificate from another Certification Body	The transfer of a PEFC certificate can be managed as per IAF MD2.	
Special clauses for the client	<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. - Before recertification, major nonconformities shall be solved. - 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 	



	<p>subsequent communication to the national PEFC body of reference.</p> <ul style="list-style-type: none"> - 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...). - By signing this document, the client grant authorization to AJA to provide certificate details to PEFC, in accordance with Regulation (EU) 2016/679 - General Data Protection Regulation
Special clauses for AJA	<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: 2020 standard and will send related communication to the sampled sites within a short period of time before the audit. - AJA is required to notify PEFC Council, within 30 days, of any substantiated claims of noncompliance with certification requirements by client organizations, or complaints against client organizations it receives or about which it becomes aware. - AJA is required to provide the PEFC Council and the corresponding PEFC National Governing Body with summary reports for resolved complaints and appeals against the PEFC certified client organizations received by AJA.
Certification mark	<ul style="list-style-type: none"> - For the rules on the use of PEFC logo, please refer to the document PEFC ST 2001:2020 PEFC Trademarks Rules – 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: 2020 PEFC Trademarks Rules – 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 ST 2002:2020 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.
Size	<p>The Accredia mark may only be used in conjunction with the AJA mark, respecting the proportions shown below.</p>



Mark composition	<p>Chain of Custody conforming to the standard PEFC ST 2002:2020</p> <div data-bbox="470 338 834 517"> </div> <p>Cert. No. AJAEU-PEFC-COC-XXXX</p>
Note	<p>The mark and certificate may only be reproduced in their entirety.</p> <ul style="list-style-type: none"> - The certified company must NEVER use the ACCREDIA logo separately from the ACT logo. - The ACCREDIA mark must be positioned to the right of the body's logo and may NOT be more prominent than it. The dimensions may vary proportionally depending on the size of the printing surfaces. The minimum size must not be less than 20 mm. - The Accredia mark MUST NOT include the accreditation number of the Body. <p>The certified company may not use the ACCREDIA mark on its staff's business cards.</p>

Date _____

Customer signature _____