
Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Thailand against the requirements of the Thailand Forest Certification System

Thailand Forest Certification Council - TFCC
The Federation of Thai Industries



Document name: Notification of Certification Bodies for Chain of Custody and Forest Management Certification in Thailand against the requirements of the Thailand Forest Certification Council		
Document title: TFCC PD 003:2020	Issue date: 1 January 2020	Application date: 1 January 2020
Edition No. : 3	Performed by: Ms. Kanokwan Yordtong	Approved by: Ms. Laddawan Rachuratchta

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Introduction

Certification under the Thailand Forest Certification System (TFCS) shall be carried out by third party certification bodies, which are accredited by accreditation bodies which are members of the International Accreditation Forum (IAF) or IAF's Regional Accreditation Groups. In addition, to provide accreditation for Chain of Custody certification, Accreditation Bodies are signatories of the Multilateral Recognition Arrangement (MLA) for product certification in order to demonstrate its competence and independence.

Notification by The Federation of Thai Industries (F.T.I.) establishes a necessary link between accredited certification bodies and the scheme owner and allows certification bodies to issue certificates recognised by F.T.I.

In Thailand, F.T.I. (The Federation of Thai Industries) administers the PEFC scheme on the PEFC Council's behalf as PEFC authorised body, based on an administration contract signed with the PEFC Council in accordance with Guide PEFC GD 1004.

In terms of the organisational chart, TFCC is acting as both an authorized body of F.T.I. and a focal point of Institute of Agro-based Industries (I.A.I).

1 Scope

This procedure describes procedures for the issuance of notification by F.T.I. to certification bodies operating:

- a) Forest Management certification against the requirements of TIS14061 in Thailand, and/or
- b) Chain of Custody certification against the requirements of PEFC ST 2002 or TIS 2861 in Thailand.

This procedure was approved by TFCC and shall be applied for all certification bodies carrying out forest management and/or chain of custody certification against the TFCS.

The policies and procedures under which the certification body operates, and the administration of them, shall be non-discriminatory.

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.

TIS14061, Sustainable Forest Plantation Management - Requirements

TFCC PD 004, Requirements for Certification Bodies operating Certification against TFCC Forest Management Standard (TIS 14061)

TFCC SD 002, Group Forest Management Certification – Requirements

TIS 2861, Chain of Custody of Forest based Products – Requirements

TFCC PD 005, Requirements for Certification Bodies operating Certification against TFCC Chain of Custody Standard (TIS 2861)

TFCC SD 001, Specification of the TFCC Claims

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

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

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

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

PEFC GD 1004, Administration of PEFC scheme

3 Terms and Definitions

Accredited certificate

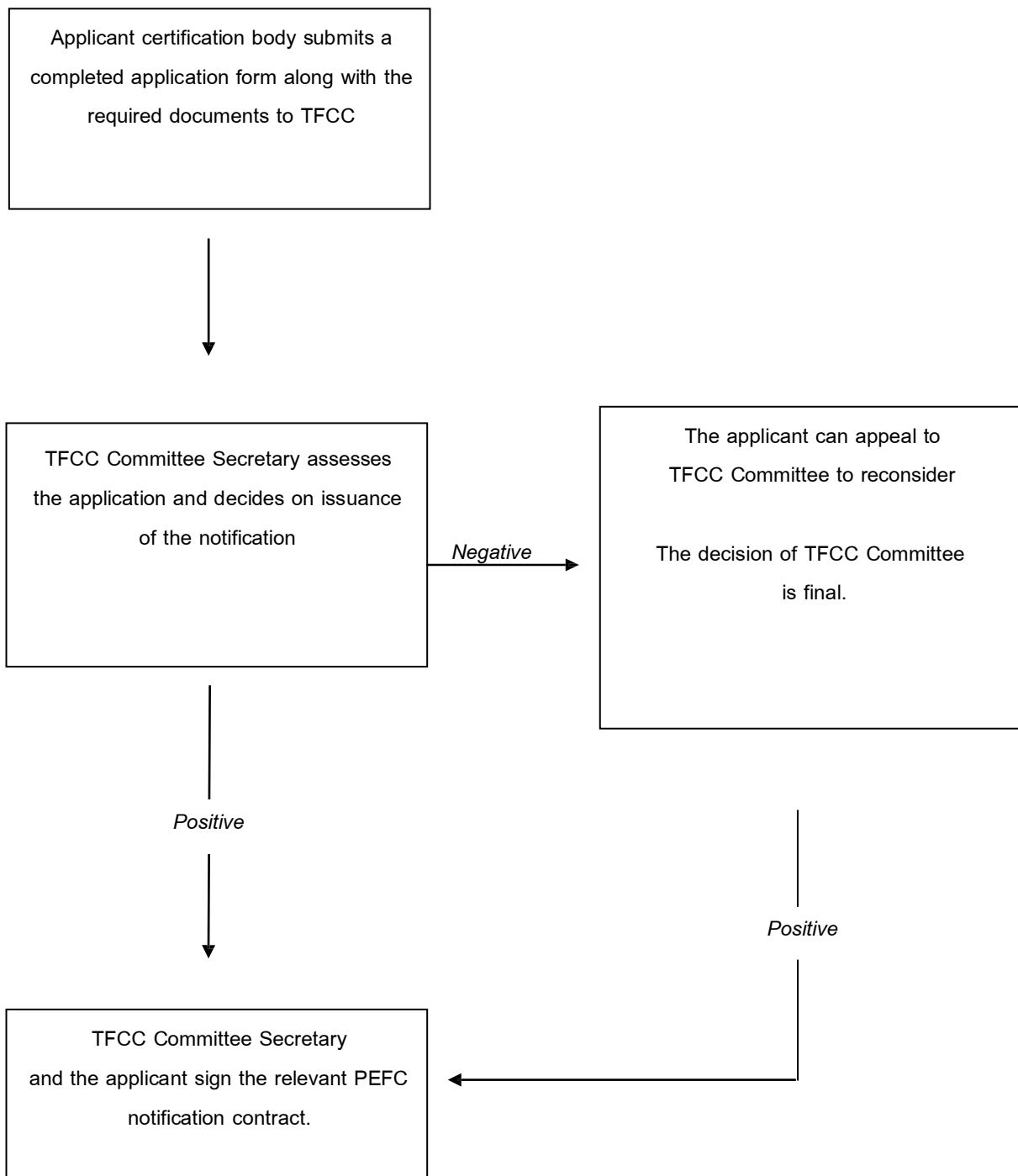
A certificate issued by a certification body within the scope of its accreditation which bears the accreditation body's symbol.

4 Conditions for notification by the Federation of Thai Industries

The certification body applying for notification by F.T.I. shall:

- be a legal entity;
 - agree to be listed on the publicly available, web based PEFC Information and Registration System and TFCC website, including the certification body's identification data and / or other data as specified by the PEFC Council and F.T.I. (Appendix 2);
 - sign a FM or CoC notification contract with F.T.I. (Appendix 1).
- a) The certification body applying for notification for Forest Management certification under the TFCS shall have valid accreditation, issued by an accreditation body that is a member of IAF or IAF's Regional Accreditation Groups for Management System Certification. The accreditation shall be issued against ISO/IEC 17021-1, and the scope of the accreditation shall explicitly include TIS14061 of the forest certification system.
- b) The certification body applying for notification for Chain of Custody certification under TFCS 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 and the scope of the accreditation shall explicitly include PEFC ST 2002 or TIS 2861 of the forest certification system.

5. Certification Bodies Notification issuance procedures



6. Obligations of the notified certification body

The certification body notified by F.T.I. shall:

1. Pay F.T.I. an annual notification fee for every certificate when invoiced by F.T.I. The amount of the fee is specified in Appendix 3, Tariffs of the Notification Fee of F.T.I. and can be changed by F.T.I. during the validity of the contract. Any change to the contract between the F.T.I. and the notified certification body resulting from a change in the rates will take effect the year following that in which the F.T.I. has informed the certification body, in writing, of the change.
2. Agree to be listed on the publicly available web based PEFC Information and Registration System and TFCC website, including the certification body's identification data and/or other data as may be specified by the PEFC Council and F.T.I.
3. Inform certificate holders about the range of information it is reporting to F.T.I. and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information and Registration System and TFCC website.
4. Inform the certificate holders how to obtain a PEFC or TFCC logo use license from F.T.I.

6.1 Forest Management certification

The certification body notified by F.T.I. for Forest Management certification shall:

1. Have and keep valid accreditation issued in compliance with TFCC PD 004 and inform F.T.I. 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 TIS14061 within the scope of the valid accreditation.
3. Provide F.T.I. immediately and truthfully with a completed reporting form (Appendix 4) for each Forest Management certificate and every site covered by a group certificate, issued within the scope of F.T.I. notification and on changes concerning reported certificates.
4. Provide F.T.I., upon request, with a list of Forest Management certificates issued under the scope of notification by F.T.I., including information defined in the reporting form in the appendix to this document.

6.2 Chain of Custody certification

The certification body notified by F.T.I. for Chain of Custody certification shall:

1. Have and keep valid accreditation issued in compliance with PEFC ST 2003 for certificates issued against the PEFC ST 2002 or TFCC PD 005 for certificates issued against the TIS 2861 and inform F.T.I. 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 chain of custody certification against PEFC ST 2002 within the scope of valid accreditation.
3. Provide F.T.I. immediately and truthfully with a completed reporting form (Appendix 4) for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by F.T.I. and on changes concerning reported certificates.
4. Provide F.T.I., upon request, with a list on certificates issued under the scope of notification by F.T.I., including information defined in the reporting form in the appendix to this document.

5 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 F.T.I., if the notification contract is violated.

Forest Management Notification Contract

Between

- (1) F.T.I., having its registered office at 60, New Rachadapisek Road, Klongtoey, 10110 Bangkok, Thailand

And

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

Whereas the Notified Certification Body is operating Forest Management certification, recognised by F.T.I.;

Whereas F.T.I. is the governing body of the PEFC Council (PEFC International), the Programme for the Endorsement of Forest Certification Systems in Thailand, based on an administration contract signed with the PEFC Council.

Whereas the Notified Certification Body is to be granted notification, and F.T.I. recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in Thailand.

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

Article 1

Definitions:

1. Forest Management certification

This is TIS14061 of TFCS, which forms part of the contractual documentation. TIS14061 of TFCS can be altered or replaced with another document by TFCC.

2. Certification and Accreditation Procedures – Forest Management certification

This is TFCC PD 004, which forms part of the contractual documentation. The requirements of TFCC PD 004 can be altered or replaced with another document by TFCC.

3. Tariffs of the Notification Fee of F.T.I.

These are the tariffs defined in Appendix 3 of this procedure which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 of this procedure 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 F.T.I. an annual notification fee for every certificate when invoiced by F.T.I. The amount of the fees is specified in Appendix 3, Tariffs of the Notification Fee of F.T.I. and can be changed by F.T.I. during the validity of the contract. Any change to the contract between the F.T.I. and the notified certification body resulting from a change in the rates will take effect the year following that in which the F.T.I. has informed the Notified Certification Body, in writing, of the change.
2. Agree to be listed on the publicly available web based PEFC Information and Registration System and TFCC website, including the certification body's identification data and/or other data as may be specified by the PEFC Council and F.T.I.
3. Inform certificate holders about the range of information it is reported to F.T.I. and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information and Registration System and TFCC website.
4. Inform the certificate holders how to obtain a PEFC or TFCC logo use license from F.T.I.

The Notified Certification Body carrying out Forest Management certification is obliged to:

5. Have and keep valid accreditation issued in compliance with TFCC PD 004, and inform F.T.I. immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
6. Carry out Forest Management certification against TIS14061 of TFCS within the scope of the valid accreditation.

7. Provide F.T.I. immediately and truthfully with a completed reporting form (Appendix 4) for each Forest Management certificate and every site covered by a group certificate, issued within the scope of notification by F.T.I. and on changes concerning reported certificates.
8. Provide F.T.I., upon request, with a list of Forest Management certificates issued under the scope of notification by F.T.I., including information defined in the reporting form in the appendix to this document.

Article 3: Responsibilities of F.T.I.

1. F.T.I. 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, issued by F.T.I. on behalf of the PEFC Council, and TFCC logo usage license, issued by TFCC, under the conditions specified by the PEFC Council and F.T.I.
2. F.T.I. 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. F.T.I. 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.
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. F.T.I. 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 Thailand's law.
2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of Thailand.

Signed in duplicate.

In Bangkok on DD MM YYYY

Inon DD MM YYYY

For and on behalf of

For and on behalf of

The Federation of Thai Industries (F.T.I.)

the Notified Certification Body

[Name]

TFCC Committee Secretary

On Behalf The Federation of Thai Industries

(F.T.I.)

Chain of Custody Notification Contract

Between

- (1) F.T.I., having its registered office at 60, New Rachadapisek Road, Klongtoey, 10110 Bangkok, Thailand

And

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

Whereas the Notified Certification Body is operating Forest Management certification or/and Chain of Custody certification, recognised by F.T.I.;

Whereas F.T.I. is the governing body of the PEFC Council (PEFC International), Programme for the Endorsement of Forest Certification Systems in Thailand, based on an administration contract signed with the PEFC Council.

Whereas the Notified Certification Body is to be granted notification, and F.T.I. recognises certificates issued by the Notified Certification Body within the scope of valid accreditation to organisations which are registered in Thailand, and international sites participating in multisite Chain of Custody certifications of these organizations.

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

Article 1

Definitions:

1. Chain of Custody of Forest Based Products – Requirements -

These are PEFC ST 2002 for PEFC certification, or TIS 2861 for TFCC certification, which forms part of the contractual documentation. PEFC ST 2002 can be only altered or replaced by the PEFC Council and TIS 2861 can be altered or replaced by TFCC.

2. Certification and Accreditation Procedures – Chain of Custody certification
PEFC ST 2003, which forms part of the contractual documentation for certificates issued against the PEFC ST 2002 or TFCC PD 005 for certificates issued against the TIS 2861, which forms part of the contractual documentation for the TFCC Notification. PEFC 2003 can be altered or replaced with another document by the PEFC Council and TFCC PD 005 can be altered or replaced with another document by TFCC.

3. Tariffs of the Notification Fee of F.T.I.

These are the tariffs defined in Appendix 3 of this procedure which forms part of the contractual documentation and is found in the annex of this contract.

4. Certificate Reporting Form

This is Appendix 4 of this procedure 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 F.T.I. an annual notification fee for every certificate when invoiced by F.T.I. The amount of the fees is specified in Appendix 3, Tariffs of the Notification Fee of F.T.I. and can be changed by F.T.I. during the validity of the contract. Any change to the contract between the F.T.I. and the notified certification body resulting from a change in the rates will take effect the year following that in which the F.T.I. has informed the Notified Certification Body, in writing, of the change.
2. Agree to be listed on the publicly available web based PEFC Information and Registration System and TFCC website, including the certification body's identification data and/or other data as may be specified by the PEFC Council and F.T.I.
3. Inform certificate holders about the range of information it is reported to F.T.I. and that this information (except the certificate holders' turnover) will be made publicly available on the PEFC Information and Registration System and TFCC website.
4. Inform the certificate holders how to obtain a PEFC or TFCC logo use license from F.T.I.

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

5. Have and keep valid accreditation issued in compliance with the requirements of the PEFC ST 2003 to operate PEFC Chain of Custody certification against the PEFC ST 2002 or TFCC PD 005 for TIS 2861 certification and inform F.T.I. immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
6. Carry out PEFC chain of custody certification against PEFC ST 2002 or TIS 2861 within the scope of the valid accreditation.
7. Provide F.T.I. immediately and truthfully with a completed reporting form (Appendix 4) for each Chain of Custody certificate and every site covered by a multi-site certificate, issued under the scope of notification by F.T.I. and on changes concerning reported certificates.
8. Provide F.T.I., upon request, with a list of Chain of Custody certificates issued under the scope of notification by F.T.I., including information defined in the reporting form in the appendix to this document.

Article 3: Responsibilities of F.T.I.

1. F.T.I. 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, issued by F.T.I. on behalf of the PEFC Council, and TFCC logo usage license, issued by TFCC, under the conditions specified by the PEFC Council and F.T.I.
2. F.T.I. 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. F.T.I. 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.
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. F.T.I. 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 Thailand's law.
- 2. Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of Thailand.

Signed in duplicate.

In Bangkok on DD MM YYYY
 For and on behalf of
 The Federation of Thai Industries (F.T.I.)

Inon DD MM YYYY
 For and on behalf of
 the Notified Certification Body

 [Name]
 TFCC Committee Secretary
 On Behalf The Federation of Thai Industries
 (F.T.I.)

APPLICATION FORM FOR NOTIFICATION BY F.T.I.

I. Applicant's Identification Data

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

II. Type of certification

- a) Forest Management certification
- b) Chain of Custody certification
- PEFC Chain of Custody Certification
 - TFCC Chain of Custody Certification

III. Information and Documents for Application Processing:**a) Forest Management certification**

Accreditation number / expiry date of validity	
Accreditation Body Name	
Documents required to process the application: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021 with the scope of the accreditation explicitly including TIS14061.	

b) Chain of Custody certification

Accreditation number / expiry date of validity	
Accreditation Body Name	
Documents required to process the application:	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065, with the scope of the accreditation explicitly including certification against PEFC ST 2002, for certification bodies requesting notification for operating the PEFC ST 2002.	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065, with the scope of the accreditation explicitly including certification against TIS 2861, for certification bodies requesting notification for operating the TIS 2861.	

V. Self-Declaration:

I hereby confirm that:

- I have read TFCC's regulations concerning PEFC and F.T.I. 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)

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APPLICATION PROCESSING FORM

(Completed by Thailand Forest Certification Council (TFCC))

I. Application Processing:

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfillment 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 F.T.I.

a) Forest Management certification

F.T.I. charges the amount and currency annually per Rai of forest certified against its Forest Management standard.

Year	TFCC notification fee (THB/Year)
1 st	1.75
2 nd	2.00
3 rd	2.50
4 th	2.50
5 th	2.50

b) Chain of Custody certification

Size	Annual Incomes (Million THB)	Class	TFCC notification fee (THB/Year)
S – M	< 30	1	5,500
	30 – 100	2	17,500
	101 – 300	3	26,500
	301 – 500	4	35,500
L	501 – 1,000	5	48,500
	1,001 – 3,000	6	63,500
	> 3,000	7	100,000

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.

TFCC Certificate Reporting Form

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

Contact details:

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

Certificate information:

Certification Body Name	
Certificate number	
Subcertificate number (if applicable)	
Certificate issuance date	
Certificate expiry date	
Accreditation Body Name	
Accreditation Number	
Certified entity turnover for the last year (in THB)	

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* 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.

Code	Product categories	
01000	Roundwood	
01010	Sawlogs and veneer logs	
01020	Pulpwood	
01030	Chips and particles	
01040	Wood residues	
01050	Other industrial roundwood	
02000	Fuelwood and charcoal	
02010	Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020	Charcoal	
03000	Sawnwood and sleepers	
03010	Railway sleepers	
03020	Sawnwood	
04000	Engineered wood products	
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	
05000	Wood based panels	
05010	Veneer sheets	
05020	Plywood	
05030	Particle board	
05031		OSB
05032		Other particle board
05040	Fibreboard	
05041		MDF
05042		HDF
05043		Softboard
05043		Hardboard
05044		Insulating board
06000	Pulp	
06010	Mechanical	
06020	Semichemical	
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	
07000	Paper and paper board	
07010	Graphic papers	
07011		Newsprint
07012		Uncoated mechanical
07013		Uncoated woodfree
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	
08000	Wood manufacturers	
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	
09000	Exterior products	
09010	Buildings and their parts	
09020	Garden Furniture/Outdoor Products	
09021		Garden furniture
09022		Playground equipment
09023		Decking
09030	Other	
11000	Cork and cork products	
11010	Natural cork and cork waste	
11020	Cork manufactures	
12000	Energy	
13000	Non-wood products	
14000	Other	

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),	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other	poplar (Populus), oak (Quercus), sal (Shorea), leak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from countries other than tropical.
4	Not specified		