

REVISIONSRAPPORT

**Denna rapport inklusive allt innehåll är
konfidentiellt och tillhör Intertek.**

Dokument # F103-20-SE-PEFC
Version: 2022.05.04





Del 1: Grundläggande revisionsdata

Kundadress

Bergkvist Siljan Skog AB

Siljanssågsvägen 65

792 50 Mora

Sweden

Kund ID#1700579, pending CoC

Revisionskriterium PEFC ST 2002:2020 Chain of Custody of forest and tree based based products, PEFC ST 2001:2020 PEFC Trademarks Rules - Requirements, Swedish PEFC certification schemes for sustainably managed forests SWE 001:4 +SWE 002:4, +SWE 003:4 + SWE 004:4,

Revisionsdatum

2022-09-26 till 2022-09-30

Totalt antal siter:

4

Antal reviderade siter:

2

Revisionsutförande

On-site

Hybrid

Remote

- Justification:
- Techniques: ICT,

Revisionsaktivitet

Certifieringsrevision - Steg I Steg II

Uppföljande revision Nr: 2

Omcertifiering

Ändrat scope (omfattning):

Särskild aktivitet (ange vad):

Revisor/er

Revisionsledare

Lina Westman

Revisionsdag(ar): 5 dagar onsite, 2 dag offsite

PEFC ST 2002:2013:

Spårbarhetscertifikat för inköp och försäljning av rundvirke. Produktion, leverans av sågade och hyvlade trävaror, energiråvaror och biprodukter av trä enligt volymkreditmetoden

Svenskt PEFC certifieringssystem för uthålligt skogsbruk:

Skogsbrukscertifikat för planering, genomförande och uppföljning av skogsbruksverksamhet

Revisionsrapport

Dokument # F103-20-SE-PEFC

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Del 2: Övergripande resultat

LÄMPLIG ÅTGÄRD

- Ingen åtgärd krävs**
Ledningssystemet uppfyller kraven helt (inga avvikelser).

- Åtgärd krävs**
Ledningssystemet bedöms vara tillräckligt trots att mindre avvikelse(r) kunnat konstateras.

- Omedelbar åtgärd krävs**
Ledningssystemet bedöms inte vara tillräckligt beroende på att stor(a) avvikelse(r) konstaterats.

Del 2.1: Revisionsledarens rekommendation

REKOMMENDATION

Fortsatt certifiering rekommenderas

Del 3: Sammanfattning

Styrkor	Bred kunskap och erfarenhet från flera organisationer
Svagheter	Olika arbetssätt i organisationen
Möjligheter	Fortsätta arbetet med ledningssystem, rutiner för en gemensam organisation
Hot	Naturvärdesbedömnings genomförande Dokumentation av leveransvirke

Del 4: Summering avvikelser

Se separat dokument för detaljer.



	Stora Utfärdade	Stora Stängda	Mindre Utfärdade	Mindre Stängda	# Öppna NCs
Föregående Aktivitet	0	0	8	3	8
Nuvarande Aktivitet	0	0	0	8	0

Del 4.1: Uppföljning av avvikelser som utfärdades vid föregående revision

Korrigerande åtgärder initierades vid förra revisionen är införda och effektiva. Avvikelsen är stängd. Inga ytterligare åtgärder behövs.

Del 5: Revisionens utförande - Spårbarhet

Sammanfattning

Denna uppföljande revision har genomförts enligt en flerårsplan Intertek upprättat för företagets revisionsaktiviteter. I årets revision besöktes företagsledningen vid kontoret i Mora, inköpskontor i Malung och Älvdalen samt sågverken i Insjön och Blyberg. Revisionen omfattade så väl dokumentationsgranskning, som personintervjuer, fältbesök i skogen samt rundvandring i produktionslinje. Fältbesöken lades i år inom Malungs och Älvdalens kommun. Skogsbruksåtgärder som utförts i företagets regi bedömdes genom fältrevisioner i 10 st olika objekt.

Notera att FSC redovisas i separat rapport.

Ansvar och organisation

Företaget har definierade ansvarsområden när det gäller organisationens system för spårbarhet men har stora möjligheter att förbättras. Respektive inköpare har kontakt med skogsägare och planerar trakter innan överlämning till produktion.

Olika former av personalmöten hålls bland annat verksamhetsmöten och produktionsmöten med entreprenörerna.

Kontroll av lista över entreprenörers certifieringsstatus med stickprov på sex entreprenörer både avverkning och skogsvård (1563, 2615, 2544, 1563, 1586 och 1018) visar kännedom om arbetsätt. Återrapporter inkommer ifrån avslutade trakter.

Företaget har uppdaterat sina rutiner och ställer nu frågan till aktuella entreprenörer gällande levnadsvillkor för entreprenörer och deras anställda som har geografisk spridd verksamhet.

Företaget är ombud till Skogscertifiering Prosilva AB och ansluter skogsägare till PEFC paraplyet. Processen kontrollerades på en nycertifierad fastighet, S8162 och S8180.

Företaget använder PEFC logo korrekt i sin hållbarhetsbroschyr.

Företaget har offentligt publicerat resultat från förra årets revision på sin hemsida och har sin



miljöpolicy på hemsidan som ett offentligt ställningstagande.

Ledningssystem, ledning & aktiv styrning mot företagsmål

I samband med revisionen bedömdes att scopet behövde revideras enligt följande; tillägg av skogsbränsle i scopet.

Ledningssystemet innehåller beskrivning av ansvarsfördelning och intervjuer påvisar att berörd personal har god kännedom om sin roll för spårbarhetssystemet. Stora förbättringar i rutiner och ledningssystem har skett sedan förra årets revision.

Granskat ledningssystem bedöms innehålla samtliga relevanta delar och det finns ett rutiner för systematiskt arbete med avvikelser och klagomål.

Ledningens genomgång har genomförts 2022-01-26 och intern revision under vecka 20. Lagefterlevnad sker med tillgång till Regelrätt Skogsbruk.

Det finns ett arbetsmiljöarbete med skyddsronder, skyddsombud, utbildningar och företagshälsovård både på industrierna och inom skog. Det finns kollektivavtal, anställningsavtal och försäkringskydd för samtliga anställda samt ett omfattande jämställdhetsarbete. Det finns fortfarande ett behov av utbildning inom spårbarhetsområdet på industri.

Spårbarhet & undvikande av kontroversiella källor

Företaget har ett system för spårbarhet och due diligence som bedöms motsvara alla krav i spårbarhetsstandarderna och EUTR. Genom intervju med köpare och VD framgick att personalen har god kännedom om vad kontroversiella källor innebär och vad som krävs för att undvika dessa. Dock bör dokumentationen förbättras gällande leveransvirkes ursprung.

Under revisionen granskades och följdes två inkomna externa klagomål 2021-48 samt 2022-64 vilka bedöms hanterats korrekt.

Det finns en utbildningsmatris som är komplett med medarbetares SYN kurser och Naturvärdesbedömning.

Rutiner finns och beskriver när Naturvärdesbedömningar och samråd ska genomföras. Dock visade ett stickprov under revisionen att naturvärdesbedömning har skett 2022-03-10 på trakt 125953 med snödjup. Under revisionens fältbesök genomfördes en naturvärdesbedömning i Greens Ways app på trakt 125791 resultatet överensstämmer inte med planen som finns upprättat samt tidigare bedömning. Osäkert om skogsbruksplanen har varit underlag för planering.

Rutiner för avverkningsanmälan finns och har under året uppdaterats och förtydligats efter flertalet uppdagade uteblivna avverkningsanmälningar tidigare år.

Företaget har goda rutiner för trakter som kräver Samråd för höga naturvärden och för renbetesmark.



Del 6: Revisionens utförande - Skogsbruksverksamhet

Sammanfattning

Fältbedömningar av skogsbruksverksamheten

I fält besöktes totalt 10 st trakter, 3 st föryngringsavverkningar, 3st planerade gallringar, 1 utförd gallring samt 3 st planerade föryngringsavverkningar.

126264, 126260, 126239, 125791, 125522 och 125523 som färdigplanerade trakter.
Naturvärdesbedömning granskades.

Trakt 121566 var först planerad som en gallring med har slutavverkats med avverkningsanmälan A34909-2019. Väl utfört.

Trakt 125443, väl utförd föryngringsavverkning med mycket lämnad hänsyn men med lite mindre spårbildning.

Trakt 125953, väl utförd föryngringsavverkning enligt Skogsvårdslagens nivå.

Trakt 125694, väl utförd föryngringsavverkning enligt Skogsvårdslagens nivå men med något smal kantzon mot vatten och spårbildning i basväg ut.

Konsekvens av betydande förändringar (om några)

Konsekvens av betydande förändringar (om några)

I aktuella fall: Detta var en uppgradering till PEFC 2002:2020 och följande certifieringsuppgifter skall registreras i PEFC's databas (ange dessa uppgifter för varje enskilt PEFC-certifikat):

COC-typ: Individuell certifikatshållare

Typ av certifikat: / Med spårbarhet / Skogsbrukscertifikat

Typ av organisation: Skogsbruksorganisation, Rundvirkeshandel, Sågverk

Önskad certifikatslängd:

Övrig information / olösta frågor



Del 8: Bekräftelse av genomförd revision

Kunden bekräftar innehållet i rapporten och de bifogade avvikelserna. Härmed bekräftas att revisionen genomförts av Intertek Certification AB, Box 1103, 164 22 Kista

Revisionsledarens namn samt e-mail Lina Westman, lina.westman@intertek.com

Företagets representants namn samt e-mail: Johan Sunesson, johan.sunesson@bergkvistsiljan.com

Nästa revisionstillfälle har preliminärt planerats till:

Del 9: Revisionsdetaljer - Checklist Single Site

Bilaga 1 - Checklista PEFC ST 2002:2020

4. MANAGEMENT SYSTEM REQUIREMENTS

4.1 General requirements

4.1.1 Management system is appropriate to the company's size and complexity and cover:

- all products and activities included in the scope
- activities on all sites
- outsourced activities

For Multisite certificates, include the MultiSite Checklist

- C**
- Obs**
- Minor NC**
- Major NC**

4.1.2 Scope is defined and covers all applicable PEFC Product Group(s)

Evidence: The organisation has specified the PEFC product groups for which the requirements of the PEFC chain of custody are implemented.

4.1.3 All PEFC claims and PEFC related statements are correct and covered by the scope.

Comments Granskning av scope, verksamhet och ledningssystem på server för att bekräfta att scopet är relevant. Skogsbränsle ska läggas till i scopet inför framtiden.

4.2 Documented procedures



4.2.1 Written, documented procedures for has been established covering at least:

- a) **responsibilities and authorities** relating to the PEFC chain of custody
- b) **description of the raw material flow** within the production/trading process(es), including definition of **product groups**
- c) **procedures** for PEFC CoC process(es) covering all requirements of this standard, including:
 - i. identification of **material categories**
 - ii. **physical separation** of PEFC certified material, PEFC controlled sources material
 - a. and other material
 - iii. definition of **product groups, calculation** of certified content, management of credit
 - a. accounts, transfer to outputs (if credit/percentage method)
 - iv. **sale/transfer** of products and PEFC claims, including documentation in which
 - a. PEFC claims are made, and other on- and off-product **trademark use**
 - v. **record** keeping
 - vi. **internal audits** and **non-conformity control**
 - vii. the **Due Diligence System**
 - viii. **complaints** resolution
 - ix. **outsourcing**

- C**
- Obs**
- Minor NC**
- Major NC**

Comments Granskning rutiner i ledningssystemet som uppfyller kraven.

4.3 Responsibilities and authorities

4.3.1.1 Commitment to implement and maintain CoC requirements shall be documented and available to personnel, suppliers, customers, and other interested parties.

Evidence: MS/policys available and known by staff, policys etc. communicated via website etc.

4.3.1.2 Overall responsibility for the PEFC Management System har been appointed to one person/function

Evidence: Name or clearly defined function of key personnel described AND available in the Management System.

4.3.2 Key personnel, covering implementation of **4.2.1 c) i-viii**, has been identified and their responsibilities/authorities clearly defined in the Management System.

Evidence: Job descriptions available. Separately or included in Management System.

- C**
- Obs**
- Minor NC**
- Major NC**

Comments Policy finns på hemsida. Representant finns utsedd och rutiner tillgängligt.

4.4 Record keeping



4.4.1 The following records, relating to identified product groups, are available:

- a) **supplier list** (PEFC purchases) including evidence of the suppliers' **PEFC status**.
- b) all **input material**, including **PEFC claims** and **invoice/delivery documents**, and for recycled input material, information demonstrating that the definition of recycled material is met.
- c) **calculation** of the certified content, **transfer** of the percentage to output products and management of the **credit account**, as applicable.
- d) all **products sold/transferred**, including **PEFC claims** and sales invoices/delivery documents.
- e) the **Due Diligence System**, including risk assessments and significant risk supplies management, as applicable.
- f) **internal audits**, periodic chain of custody review, NC's and corrective actions.
- g) **complaints and their resolution**.

Evidence: Ensure all applicable documents are available and complete. a), b), d), g) is minimum req. for any client.

- C**
- Obs**
- Minor NC**
- Major NC**

4.4.2 All records are retained for a minimum of five years.

Comments Rutiner finns i ledningssystemet.

4.5 Resource management

4.5.1 All personnel affecting the implementation and maintenance of the PEFC CoC are competent and have relevant training.

Evidence: Review training records/job descriptions for personnel on the basis of appropriate training, education, skills and experience.

- C**
- Obs**
- Minor NC**
- Major NC**

4.5.2 Infrastructure and technical facilities needed for effective implementation and maintenance of the PEFC chain of custody standard has been identified and applied.

Evidence: Based on a whole, does the client have the pre-requisites to meet the CoC requirements?

Comments Utbildningar har genomförts gällande spårbarhet inom Skog men det finns fortfarande ett behov på industri.

4.6 Inspection and control

4.6.1 Internal audits are conducted at least annually (and prior to the initial certification audit), covering all applicable requirements, including outsourced activities. CARs and preventive measures has been issued if needed.

Evidence: Review records of internal audit, system for filing CARs and following up taken measures. Guidance for internal audits is given in ISO 19011.

- C**
- Obs**
- Minor NC**
- Major NC**

4.6.2 The organisation's management shall review the result of the internal audit and the organisation's PEFC CoC at least annually.

Evidence: Review documentation of Managements' review.

Comments Internrevision har genomförts under vecka 20.



4.7 Complaints

4.7.1 The organisation shall have a complaints procedure reflecting the requirements of 4.7.2.

4.7.2 With written complaints, the organisation shall:

- a) formally acknowledge receipt within 10 workdays
- b) evaluate, validate and/or gather information and make a decision on management of the complaint
- c) formally communicate this decision and management to the complainant
- d) ensure that appropriate corrective and preventive actions are taken, if necessary

- C
- Obs
- Minor NC
- Major NC

Comments Granskning av rutin i ledningssystem.

4.8 Nonconformity and corrective action

4.8.1 For all identified non-conformities, the organisation shall:

- a) react to the nonconformity and, as applicable:
 - i. take action to control and correct it
 - ii. address the consequences
- b) evaluate the need for action to eliminate the root causes, by:
 - i. reviewing the nonconformity
 - ii. determining the causes of the nonconformity
 - iii. determining if similar nonconformities exist, or could potentially occur
- c) implement any action needed
- d) review the effectiveness of any corrective action taken
- e) make changes to the management system, if necessary

- C
- Obs
- Minor NC
- Major NC

Evidence: Review applicable procedure, how does the company know how to manage NC's?

4.8.2 Corrective action shall be appropriate to the effects of the NC's encountered.

Evidence: Has the root cause been addressed?

C	Minor	Major
X		

4.8.3 The organisation shall retain documented information as evidence of:

- a) the nature of the nonconformities and any subsequent actions taken
- b) the results of any corrective action

C	Minor CAR	Major CAR
X		

4.9 Outsourcing

N/A	X
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4.9.1 Only activities covered by the PEFC CoC is outsourced.

Evidence: Compare scope with outsourced activity

4.9.2 The organisation has a written agreement all outsourcers, ensuring that:

- a) The material/products covered by the organisation's PEFC CoC are physically separated from other material or products.
- b) The organisation has access to the entity's site(s) for internal and external auditing of outsourced activities for conformity with the requirements of this standard.

- C
- Obs
- Minor NC
- Major NC

Note 1: A agreement template can be obtained from the PEFC Council and PEFC authorised bodies.

Note 2: Outsourced activities should be audited at least annually and prior to implementation.

4.10 Social, health and safety requirements in chain of custody



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

Evidence: Review procedures, Safety Rounds/Inspections etc. and interview key personnel.

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, under the minimum legal age, are not used
- d) workers are not denied equal employment opportunities and treatment
- e) working conditions do not endanger safety or health

- C
- Obs
- Minor NC
- Major NC

Evidence: Review procedures/policies, interview HR/Union rep./Safety Officer/staff and review during walk through.

Comments

5. IDENTIFICATION OF INPUTS AND DECLARATION OF OUTPUTS

5.1 Identification of input material

5.1.1 For each PEFC product group delivery, the organisation 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, delivery period, or accounting period

For inputs with a PEFC claim the document shall also include:

- d) the organisation's name as the PEFC customer of the delivery
- e) the applicable PEFC claim specifically for each claimed product covered by the documentation
- f) the certificate number of the supplier's PEFC recognised certificate

- C
- Obs
- Minor NC
- Major NC

Evidence: Review invoices and delivery notes, make sure a - f is included.

5.1.2 Identification at supplier level

N/A	X
C / NC	C
Total # of suppliers	19
# Certified suppliers	19
Certificate status verified?	2022-09-01
Claim correct? (Y/N)	Y

SAMPLING OF INVOICES/PURCHASE DOCUMENTATION

Invoice number	Date YYYY-MM-DD	Supplier	Certificate code	Claim
1866	2022-02-28	W&W Nordic Forest AB	2018-SKM-PEFC-219	PEFC 100 %
8185037695	2022-04-01	Stora Enso Skog AB	2009-SKM-PEFC-36	PEFC 100 %
86034165	2022-04-01	Skogsällskapetets Förvaltning AB	2003-SKM-PEFC-5	PEFC 100 %



Interna inköp mellan skog och industri				
122328	2022-04-30	Bergkvist Siljan Skog AB	1700831	PEFC 100 %
122090	2021-11-30	Bergkvist Siljan Skog AB	1700831	PEFC 100 %
122092	2021-11-30	Bergkvist Siljan Skog AB	1700831	PEFC 100 %
122330	2022-04-30	Bergkvist Siljan Skog AB	1700831	PEFC 100 %

Comments

5.1.2.1 All suppliers of PEFC material are covered by a PEFC recognised certificate.

Evidence: Personnel shall demonstrate how certification status is verified on the PEFC website. Only verification via the website is approved. Control must be done at least once/12 months.

- C**
- Obs**
- Minor NC**
- Major NC**

5.1.2.2 For each delivery of material used as input for a PEFC product group the organisation shall classify the material category of the procured material.

Comments

Företaget utför egna köp i fält, all annan råvara köps in ifrån PEFC certifierade leverantörer.

5.2 Declaration of outputs

5.2.1 Sales documentation shall include at minimum:

- a) PEFC **customer** identification
- b) the **organization's name** as the supplier of the material
- c) **product** identification
- d) **quantity** of product(s)
- e) **date** of delivery / delivery period / accounting period
- f) the applicable **PEFC claim** specifically **for each claimed product** covered by the documentation
- g) the **complete certificate number** of the organization's PEFC recognized certificate

- C**
- Obs**
- Minor NC**
- Major NC**

Note: Complete certificate code must be present on invoice. If no room, it can be sufficient to have it visible elsewhere as long as there is a clear indication of which goods are certified.

5.2.2 The organization has specified the type of documentation in which PEFC claims on outputs are made.

Comments

Granskning av fakturor 122418, 022929, 61186, 62423, 61661, 67589 och 66831 samt tillhörande följesedlar.

5.4 Content of recycled material

	N/A	X	
C	Minor CAR	Major CAR	



5.4.1 For recycled material covered by the organisation's PEFC CoC, the organisation shall calculate the content of recycled material based on ISO 14021 and inform about it upon request.

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6. CHAIN OF CUSTODY METHODS

6.1 General

6.1.1 Appropriate method to implement the PEFC CoC has been chosen

1. physical separation method,
2. the percentage method and
3. the credit method

6.1.3 PEFC product groups has been established for products with equivalent input material, with the same measurement unit/units that can be converted into a single measurement unit.

Evidence: Review PEFC claim specified in Product Group List, compare with claim on invoices.

6.1.4 Only PEFC certified material and PEFC Controlled Sources has been used as input for PEFC product groups.

Evidence: Review invoice samples in 5.1.2. Additional sampling may be required.

- C**
- Obs**
- Minor NC**
- Major NC**

Comments

Kreditsystem används som kontrollmetod. Produktgrupper bedöms som korrekt och relevanta.

6.2 Physical separation method

N/A	X
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6.2.1 Material with different material categories and different certified content are kept separate or clearly identifiable at all stages of the production or trading process.

Evidence: Separation methods can include separate storage, marking, distinguishing product characteristics or production time.

6.2.2 When different certified content is used as input in the same PEFC product group, the lowest certified content has been used as output.

6.2.2.1 If PEFC Controlled Sources is used then the PEFC Claim must be PEFC Controlled Sources.

Evidence: Review input material in different products. 100% PEFC Certified and PEFC 70% shall be sold as 70% PEFC Certified.

- C**
- Obs**
- Minor NC**
- Major NC**

Comments

6.3 Percentage method

N/A:	X	
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6.3.1 Only PEFC certified material and PEFC controlled sources material has been used as input material.

C	Minor	Major



<p>6.3.2.1 Correct calculations are used and done separately for each PEFC product group and specific claim period. Cc [%] = (Vc / (Vc + Vcm)) x 100 (Cc: certified content; Vc: volume of PEFC certified material; Vcm: volume of PEFC controlled sources material)</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.3.2.2 A single measurement unit is used to calculate the certified content. Conversion is done through a generally recognised ratio/method or a reasonable and credible conversion ratio defined by the organisation.</p>	
<p>6.3.2.3 Only the quantity corresponding to the certified content shall enter the calculation formula as PEFC certified material. The rest as PEFC controlled sources.</p> <p>Example: 1t of material 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 6.3.3.1</p>	
<p>6.3.3 The calculated certified content shall be used in the PEFC claim “X% PEFC certified”.</p> <p>Example: 54% certified content for a specific claim period means that all products covered by the product group (during this claim period) can be sold with the claim “54 % PEFC certified”.</p> <p>Note: There is no minimum threshold for certified content in order to communicate “X% PEFC certified” on invoices. However, minimum thresholds for the use of the PEFC trademarks on-product. See PEFC Trademark CHK below.</p>	
<p>6.3.4 The organisation may apply the percentage method as rolling percentage.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.3.5 For rolling percentage, certified content shall be calculated for a coming claim period, using purchases from a preceding period. Coming claim period shall not exceed 3 months, preceding period shall not exceed 12 months.</p> <p>Example: An organisation that has chosen a 3-month claim period and a 12-month input period calculates the certified content for the coming three months based on the input material procured in the previous 12 months.</p>	
<p>Comments</p>	
<p style="text-align: center;">6.4 Credit method</p>	<p style="text-align: center;">N/A</p>
<p>6.4.1 The credit method may be implemented to transfer credits gained from the input of PEFC certified material to PEFC controlled sources material within the same PEFC product group.</p>	<input checked="" type="checkbox"/> C
<p>6.4.2 Credits shall be calculated as a single measurement unit. <i>If needed, conversion factor(s) shall be used.</i></p>	
<p>6.4.3 The total quantity of accumulated credits shall not exceed the sum of credits during the last 24 months. Note: If a production period is 36 months, the accumulation period can be extended to 36 months.</p>	



<p>6.4.4 The credit account is set up for a single claim. Material with multiple claims are either used in a combined credit or as one of the other. Example: A delivery of material with two claims is either registered in a credit account for the multiple claim (e.g. PEFC certified/[other system claim]) or ain an account for a single claim (PEFC certified or [other system claim]). <i>Evidence: Make sure volumes are only added to one account.</i></p>	<input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.4.5 The organisation shall calculate the credits using either: a) certified content and volume of output products (clause 6.4.8) or b) input material and input-to-output ratio (clause 6.4.7)</p>	
<p>6.4.6 Correct calculation is applied for calculating available credits. [Output volume] * [% of certified input volume] = volume credits Ex: 100 tonnes output * 54% certified volume input = volume credits equaling 54 tonnes credits.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.4.8 Correct distribution of credits is done from the credit account to the output products covered by the credit account. Ex: 7 units of credits = 7 units 100% PEFC certified, or 10 units as 70% PEFC certified.</p>	<input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>Comments Granskning av kreditkonto med gott resultat. Stora förbättringar har skett sedan förra året gällande hantering av kreditssystem.</p>	
<p>7. DUE DILIGENCE SYSTEM (DDS) REQUIREMENTS N/A</p>	
<p>7.1 General</p>	
<p>7.1.1 A Due Diligence System is exercised in accordance with ST 2002:2020, Appendix 1. “Negligible risk” shall be established for all material used as input for PEFC product groups. <i>Evidence: See CHK for DDS below.</i></p>	
<p>7.1.2 For product groups including only PEFC certified/PEFC CS claim, an organisation may implement the PEFC DDS by meeting the following requirements: a) The organisation shall, upon request, provide the information specified in Appendix 1, 2.1 for material passed on with a PEFC claim. If needed, the request shall be passed on to relevant supplier(s) of the organisation (Appendix 1, 2.2). b) Where internal or external substantiated concerns on the origin of input material from controversial sources are raised, the organisation shall follow up on these concerns following Appendix 1, 4. c) The organisation shall define, document and implement a commitment and a procedure, covering <u>all</u> forest and tree based material/products, ensuring that forest and tree based material/products suspected to originate in illegal sources (controversial sources, 3.7a), shall not be placed on the market until the concern has been resolved in accordance with Appendix 1, 4.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>Appendix 1, 6 No placement on the market</p>	
<p>6.1 Forest and tree based material/products from unknown sources or from controversial sources shall not be included in a PEFC product group.</p>	
<p>6.2 Where it is known to the organisation that forest and tree based materials/products not covered by the organisation’s PEFC chain of custody originate in illegal sources (controversial sources, 3.7a), it shall not be placed on the market.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs



6.3 Where the organisation has received substantiated concerns that forest and tree based materials/products not covered by the organisation's PEFC chain of custody originate 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.

- Minor NC
- Major NC

Comments (choose applicable alternative)

3) Company is purchasing PEFC CS

WALK THROUGH

ON SITE:	X				REMOTE:	
Review of critical control points, OHAS control, interviews with personnel, tracing job orders etc.						
Control points	Description Are procedures applied/known? Risk of mixing?	OK	Minor NC	Major NC		
Reciency		X				
Production line		X				
Delivery		X				
Shipping		X				
Comments Emergency Exits, fire extinguishers, OHAS issues, Rundvandring på kontor, sågverksindustri samt i fält.						
INTERVIEWS						
Conducted <u>without</u> supervisor/CoC Coordinator etc.						
<u>Confidential section</u> Names are NOT conveyed to supervisor/CoC Coordinator						
Name	Function	Comments				
Se meeting attendees						
Comments <i>sensitive issues are to be confidential - <u>no names/functions included</u></i>						



DUE DILIGENCE SYSTEM FOR THE AVOIDANCE OF MATERIAL FROM CONTROVERSIAL SOURCES (2002:2020, APPENDIX 1)

Collapse if Not Applicable	N/A	
1 General Requirements		
<p>1.1 The organisation shall operate a Due Diligence System (DDS), in accordance with Appendix 1. To ensure that activities conform to timber legality legislation, trade and customs laws and to minimise the risk that material originates from controversial sources.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC	
<p>1.2 The PEFC DDS shall be implemented for all inputs covered by the organisation's PEFC chain of custody and PEFC product groups, except for recycled material. NOTE: The DDS can be implemented by an organisation for forest and tree based products from forests under its own management.</p>	<input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC	
<p>1.3 The organisation shall implement the PEFC DDS in three steps:</p> <ul style="list-style-type: none"> a) gathering information b) risk assessment c) management of significant risk supplies 	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC	
<p>1.4 The organisation procuring raw material originating from species listed in Appendix I to III of CITES shall comply with applicable legislation relating to CITES.</p>	<input type="checkbox"/> Major NC	
<p>Comments Granskning av rutiner i Ledningsystem och stickprov av köp i fält med gott resultat.</p>		
2 Access to information		
<p>2.1 The organisation shall have access to the following information from its supplier(s):</p> <ul style="list-style-type: none"> a) Identification of tree species included, or list of tree species potentially included, in the material/product by their common name and/or their scientific name where applicable. b) Country of harvest of the material and where applicable sub-national region and/or concession of harvest. <p>Note 1: Scientific name is required when use of common name could pose a risk of wrong identification of the species. Note 2: Use of a trade name of species is considered as equivalent to the common name in cases where all species covered by the trade name have an equivalent risk of originating in controversial sources. Note 3: Access to the sub-national level of the material origin is required when sub-national regions within a country represent a different risk relating to the controversial sources. Note 4: The term "concession of harvest" refers to a contract for harvest in a geographically defined forest area. Note 5: The term "country/region" is further used throughout this clause to identify a country, a sub-national region or a concession of harvest of the material/product origin.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC	



2.2 The organisation shall, upon request from entities further down the supply chain, provide the information in 2.1 for material passed on with a PEFC claim. The request shall be passed on to relevant supplier(s) if needed.

Evidence: Did the client receive any requests? Have they access to the info? Could they request it?

Comments

Granskning av rutiner i Ledningssystem och stickprov av köp i fält med gott resultat.

3 Risk assessment

Note: Tables are available on iTrust, see doc.: "PEFC ST 2002_2020, Appendix 1 Tables 1- 3"

3.1 Risk assessments are carried out for all inputs covered by the organisation's PEFC CoC, except for material/products delivered with a PEFC claim by a certified supplier.

- C
- Obs
- Minor NC
- Major NC

3.2 The risk assessment shall result in the classification of material into "negligible" or "significant" risk category.

3.3 The organisation's risk assessment shall be based on the indicators for risk at origin and supply chain level listed in tables 1- 3 in Appendix 1.

3.4 Where the risk assessment identifies indicators specified in table 1, "negligible risk" may be ascertained.

In these cases, indicators in tables 2 and 3 do not need to be considered.

- C
- Obs
- Minor NC
- Major NC

3.5 If no indicators are identified in table 1, the risk assessment shall be continued against indicators outlined in tables 2 and 3.

If **any of these indicators apply**, the material shall be considered as "significant risk".

3.6 If no indicators outlined in tables 2 and 3 are identified, supplies may be considered as having "negligible risk" and the risk assessment can be concluded.

3.7 Risk assessment shall be done for the first delivery of every supplier with the same characteristics listed in 2.1 above and the same applicability of indicators according to tables 1-3 in Appendix 1.

Note: Where deliveries from suppliers from the same region share the same characteristics listed in 2.1, and the same applicability of indicators according to tables 1-3, the risk assessment can be implemented as an assessment for a whole region.

- C
- Obs
- Minor NC
- Major NC

3.8 For all material that is subject to the organisation's risk assessment, the organisation shall keep an updated list of characteristics listed in 2.1 above and indicators according to tables 1-3 for supplies that share the same characteristics.

3.9 The risk assessment shall be reviewed and *if necessary* revised at least annually, and when changes regarding the characteristics listed in 2.1 occur.

Comments

Granskad köpprocess bedöms uppfylla PEFC DDS.

4. SUBSTANTIATED CONCERNS

N/A	X	
OK	Minor CAR	Major CAR

4.1 Substantiated concerns about the potential origin of material covered by the DDS are promptly investigated within *10 workdays* as of identification of the concern.



<p>4.2 If the concern cannot be resolved by the organisation’s investigation, the risk of the relevant material being from controversial sources shall be determined as “significant” and managed in accordance with clause 5 of this appendix.</p>	OK	Minor CAR	Major CAR
<p>5. MANAGEMENT OF SIGNIFICANT RISK SUPPLIES</p>	N/A	X	
<p>5.1 General</p>			
<p>5.1.1 For supplies with “significant risk”, the supplier has provided information and evidence to allow the supply to be classified as “negligible risk”. The supplier shall:</p> <ul style="list-style-type: none"> a) Provide the organisation with necessary information to identify the forest area(s) of the raw material and the whole supply chain (for concerned materials). b) Enable the organisation to carry out a second/third party inspection of the supplier’s operation as well as operations of the previous suppliers in the chain. <p><i>Note: These procedures can be ensured e.g. by contractual agreements or a written self-declaration by the supplier.</i></p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC		
<p>5.1.2 A second- or third-party verification programme for supplies classified as “significant risk” has been established. It shall cover:</p> <ul style="list-style-type: none"> a) identification of the whole supply chain and forest area(s) of the supply’s origin b) on-site inspection as appropriate c) corrective measures as required 			
<p>5.2 Identification of the supply chain</p>			
<p>5.2.1 Detailed information on the whole supply chain and forest area(s) of the supply’s origin shall be acquired from all suppliers of “significant risk” supplies.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC		
<p>5.2.2 For supplies verified as “negligible risk” at one step in the supply chain, no further tracking is required.</p> <p><i>Note: For substantiated concerns, these shall be managed in accordance with 4.1 and 4.2 above.</i></p>			
<p>5.2.3 The information submitted shall allow for planning and executing on-site inspections.</p>			
<p>Comments</p>			
<p>5.3 On-site inspections</p>			
<p>5.3.1 The verification programme shall include on-site inspections of suppliers delivering “significant risk” supplies.</p> <p><i>Note: The inspections can be done by second or third party. On-site inspection might be substituted by documentation review if the documentation provides sufficient confidence that the material origin in non-controversial sources.</i></p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC		
<p>5.3.2 Personnel carrying out inspections shall have sufficient knowledge and competence in 1) the local business, 2) cultural/social customs and applicable treaties, 3) legislation and governance/law enforcement, relevant to the origin of “significant risk” supplies and the risk(s) identified.</p>			



5.3.3 A sample of “significant risk” supplies from each supplier shall be verified by the verification program.

Note: Identical deliveries by the same supplier shall be considered as a single supply.

Note: Minimum size of the annual sample: $y=Vx$, rounded up to the nearest whole number.

Y= Sample size, X = “significant risk” supplies. If previous inspections demonstrated compliance a factor 0,8 can be added ($y=0,8*Vx$).

5.3.4 The on-site inspections shall cover:

- All suppliers** in the supply chain to ensure compliance with the supplier claims on the origin.
- Responsible party for management activities on that forest area, in order to assess their compliance with legal requirements.

- C
- Obs
- Minor NC
- Major NC

5.4 Corrective measures

5.4.1 Written procedures shall be defined for implementing corrective measures for noncompliance for suppliers identified by the verification program.

5.4.2 Corrective measures shall be based on the scale and seriousness of the risk that material may be from controversial sources and shall include at least one or more of the following:

- Clear communication of the risk identified with a request for addressing it within a specific timeline to ensure that material from controversial sources is not supplied to the CH.
- Requiring suppliers to define risk mitigation measures relating to compliance with legal requirements in the forest area(s) or efficiency of the information flow in the supply chain.
- Cancellation or suspension of any contract or order for forest and tree based product(s) until the supplier can demonstrate that appropriate risk mitigation measures have been implemented.

- C
- Obs
- Minor NC
- Major NC

TRADEMARK USE

PEFC ST 2001:2020 / 2002:2020, TRADEMARKS USAGE LICENSE

PEFC ST 2002:2020, 5.3.2 The organisation has obtained a valid trademark license.

6.2.1 The PEFC trademarks shall be used under the authority of a PEFC trademarks usage licence.

Evidence: License number is a unique number, issued by PEFC or authorized CB.

6.2.2 A licensing agreement shall be signed between the organisation and the PEFC Council or PEFC authorised body.

Evidence: Review signed trademarks usage contract.

6.2.3 The licence number shall accompany the PEFC trademarks when they are used.
Exception: When passing on claims, the license code does not need to be included.

Example: We procure PEFC certified material (PEFC/XX-XX-XX)”.

Note 1: In promotional purposes, where the initials “PEFC” is used in a text, the PEFC license number may appear only the first time the initials are used. A PEFC label with the license number on the same page is sufficient.

Note 2: Req. is not applicable for use in press articles or for scientific papers.

- C
- Obs
- Minor NC
- Major NC



6.2.4 For off-product trademark use, one-off trademarks usage may be issued by PEFC or authorised body. Note: This licence shall be limited to one use. The disclaimer: "Reproduced with the permission of [authorised body]" shall be visibly placed together with the PEFC trademarks	N/A		
	OK	Minor CAR	Major CAR
	X		
6.2.5 The PEFC labels may be used without the licence number, with prior approval by PEFC or authorised body: <ul style="list-style-type: none"> a) where the size of the PEFC label would result in the licence number being illegible b) if applied technology does not allow the licence number to be used with the PEFC label c) in addition to that, for on-product usage, where: <ul style="list-style-type: none"> - the PEFC trademarks with the licence number is used on other parts of the product (e.g. packaging, larger boxes, a leaflet or manual on the product) - the user of the PEFC trademarks can be clearly and unambiguously identified from other on-product information 	N/A		
	OK	Minor CAR	Major CAR
	X		
Comments Använder I dagsläget PEFC logo korrekt i en årlig redovisning.			

PEFC ST 2001:2020 PEFC TRADEMARK RULES

4. OWNERSHIP OF THE PEFC TRADEMARKS			
4.1 Ownership			
4.1.1 The PEFC logo and the PEFC initials are copyrighted material owned by the PEFC Council.	OK	Minor CAR	Major CAR
4.1.2 The PEFC logo and the PEFC initials shall <u>not</u> be used with the ™ or ® symbols.	X		
Comments Använder inte PEFC logo i dagsläget och inte PEFC i text förutom i anspråk på faktura.			
6. PEFC TRADEMARKS USAGE REQUIREMENTS			
6.1 General			
6.1.1 The PEFC trademarks shall be used with correct reference to the PEFC Council, PEFC members and their systems.	<input checked="" type="checkbox"/>	C	
6.1.2 The PEFC logo and labels shall be obtained from the PEFC Label Generator	<input type="checkbox"/>	Obs	
6.1.8 The PEFC trademarks shall be used only with the messages provided by the PEFC Council. All other use shall be approved by the PEFC Council.	<input type="checkbox"/>	Minor NC	
6.1.3 PEFC trademarks or any of its elements are not used as part of, or integrated into, other trademarks/labels or in combination with other images, words or symbols in a way that could create another mark or could be misleading as to what PEFC stand for.	<input type="checkbox"/>	Major NC	



<p>6.1.4 PEFC trademarks are not used in a manner that could be misinterpreted or generate confusion regarding PEFC systems, or implies that PEFC participates in, supports, or is responsible for an activity outside the scope of the certification. PEFC trademarks shall not be used in a manner that could result in erroneous interpretation or understanding of the entities operations with respect to its PEFC certificate, or diminished credibility of PEFC.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.1.6 PEFC trademarks shall not be used together with other claims, messages or labels that can be misunderstood / misleading regarding qualities, characteristics, content, production, etc. of the product they are accompanying or PEFC in general.</p>	
<p>6.1.5 The PEFC trademarks shall not be used within product brand names, company names or website domain names, unless explicitly authorized by the PEFC Council.</p>	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.1.7 When using other labels/messages etc. on a PEFC-labelled product, it shall be clearly identified which characteristics of the product the PEFC trademarks refer to.</p>	<input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>6.1.9 All use of PEFC trademarks shall be accurate and according to applicable laws.</p>	<input type="checkbox"/> Major NC
<p>Comments Använder I dagsläget PEFC logo korrekt i en årlig redovisning.</p>	
<p>7. PEFC TRADEMARKS TECHNICAL REQUIREMENTS</p>	
<p>7.1.1 General requirements On-Product</p>	<p>N/A X</p>
<p>7.1.1.1 The product that the PEFC trademark refer to shall be clearly identified. If impossible, the label message or at least the product name (see 8.3.3) shall clarify the link between trademarks and product.</p> <p>Example: If PEFC certified pencils are wrapped in packaging made from forest based material not PEFC certified, the PEFC label message that accompanies the logo in the packaging clarifies which product the label refers to, replacing “this product” by “these pencils” in the label message.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>7.1.1.2 To determine the percentage of certified material contained in a product to be eligible to carry the PEFC trademarks, the complete product shall be considered. See also 5.2.2 (labels shall cover the whole products, not just parts of it).</p> <p>Example: A book may carry the PEFC trademarks whenever the complete book (the pages plus the covers) contains at least 70% of certified material.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>7.1.1.3 Indirect on-product use (as described in 5.2.1, c) shall be approved by the PEFC Council. Note: 5.2.1 reference to certified material used as part of the production process of a product.</p> <p>Example: “This brandy was matured in oak barrels from sustainably managed forests, recycled and controlled sources” or “this plant was grown from seeds from sustainably managed forests”</p> <p>Note: For approval, organisations can go through the PEFC authorised body that issued their licence.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
<p>7.1.2 The PEFC on-product labels</p>	<p>N/A X</p>
<p>7.1.2.1 The PEFC certified label</p>	



7.1.2.1.1 The PEFC certified label is the generic label to be used on-product:



7.1.2.1.2 The PEFC certified label may be used whenever >70% of the forest and tree based material included in the product is PEFC certified material and the content of recycled material is <100%.

Note 1: Recycled content is included in forest and tree based product material categories. See definition 3.7.

Note 2: If 100% recycled material, the PEFC Recycled label shall be used.

7.1.2.1.3 The label message that shall accompany the PEFC certified label is: “[*This product*] is from sustainably managed forests, recycled and controlled sources”. The wording [this product] may be replaced by the name of the certified product or the certified material, using the PEFC Label Generator. See also 7.1.1.1. and 8.3.

Note: 7.1.2.1.4 When no content of recycled material is included in the product, the word “recycled” may be removed.

7.1.2.1.5 For products with 100% certified content, i.e. material delivered with the claim “100% PEFC Origin”, the label message may be: “[This product] is from sustainably managed forests”.

7.1.2.1.6 For projects, the wording “this product” shall be replaced by “the forest and tree based material used in this project is”. The word “project” may be replaced by the type of project (pavilion, tower, etc.).

7.1.2.2.1 The PEFC recycled label shall be used when the product includes only recycled material (see 3.15, definition for recycled material). The label name is “PEFC Recycled” and the label message: “[*This product*] is from recycled sources”. The wording [this product] may be replaced by the name of the certified product or the certified material included in the product to which the label refers, using the PEFC Label Generator.

- C
- Obs
- Minor NC
- Major NC

- C
- Obs
- Minor NC
- Major NC

Comments

7.1.3 The PEFC initials

N/A

X



<p>7.1.3.1 The PEFC initials may be used directly on a product whenever the product contains a minimum of 70% PEFC certified material.</p> <p>Example 1: This product was made with PEFC certified wood (PEFC/XX-XX-XXX) Example 2: This journal was printed on PEFC certified paper (PEFC/XX-XX-XXX)</p> <p>7.1.3.2 The PEFC trademark licence number shall always be used with the PEFC initials whenever the product does not carry a PEFC label with the licence number.</p> <p>7.1.3.3 The certified product or material to which the PEFC initials refer shall be clearly identified. When this is not clear, the product shall be specified. See requirement 7.1.1.1.</p> <p>7.1.3.4 Any use of the PEFC initials on-product different from that mentioned above shall be approved by the PEFC Council.</p> <p>Note 7.1.3.5 The requirements outlined in this section are not applicable for the usage of the PEFC initials with the purpose of passing on CoC claims by certified organisations as described in PEFC ST 2002.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC		
<p>Comments</p>			
<p>7.2 TECHNICAL REQUIREMENTS FOR USE OF THE PEFC TRADEMARKS OFF-PRODUCT</p>	<p>N/A</p>	<p>X</p>	
<p>7.2.1.2 The generic label message to accompany the PEFC promotional label is: “Promoting Sustainable Forest Management”.</p> <p>Note: 7.2.1.3 Additional label messages for promotional use is outlined in 2001:2020, Appendix A.</p> <p>7.2.1.4 The PEFC <u>off-product label messages</u> may be used for promotional purposes without the PEFC label but under the same requirements as the label. If so, and when the PEFC label is not used close to the message, the trademark licence number shall be placed next to the message.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC		
<p>7.2.1.5 Organisations holding a PEFC FM or PEFC CoC certificate (PEFC trademark user Groups B and C) may use the PEFC promotional label on:</p> <ul style="list-style-type: none"> a) Letterheads, catalogues or any other promotional material, as long as there is no ambiguity as to what is certified. See also 7.2.1.6. b) Invoices or delivery documents. The products that are delivered with a PEFC claim shall be clearly identified. <p>7.2.1.6 The PEFC label may be used for promotional purposes on non-commercial products. It shall be clear what the PEFC label refers to on the non-commercial products. The promotional label message shall be included.</p>	<input type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC		
<p style="text-align: center;">7.2.2 The PEFC initials</p>			
<p>7.2.2.1 The use of the PEFC initials off-product is allowed under the same conditions and requirements as the PEFC promotional label. It shall always be accurate and refer to PEFC in the correct terms.</p>	<p>OK</p>	<p>Minor NC</p>	<p>Major NC</p>



8. Graphic requirements of the PEFC labels

INFORMATION



8.1.1 PEFC logo (A)

8.1.1.1 The PEFC logo consists of two trees surrounded by an arrow and the “PEFC” initials placed underneath it.

8.1.2 PEFC trademarks licence number (B)

8.1.2.1 In order to identify the organisation using the PEFC trademarks, the PEFC logo shall be used together with the organisation’s PEFC licence number. See requirement 6.2.1.

8.1.3 Label name (C)

8.1.3.1 The label name communicates the meaning of the logo.

8.1.3.2 The official PEFC label names are in English. Translations shall be obtained from the PEFC Label Generator.

8.1.3.3 The PEFC label may include the label name in more than one language. Different options are provided in the PEFC Label Generator.

8.1.4 Label message (D)

8.1.4.1 The label message communicates the meaning of the logo.

8.1.4.2 The official PEFC label messages are in English. Translations of the official label messages into other languages shall be obtained from the PEFC Label Generator.

8.1.4.3 The PEFC label may include the label message in more than one language. Different options are provided in the PEFC Label Generator.

8.1.5 PEFC website (E)

8.1.5.1 The PEFC Council website www.pefc.org may be replaced with the website of a PEFC authorised body.

8.1.6 PEFC label frame (F)

8.1.6.1 When using the frame, the frame shall always respect the proportions and dimensions within the different elements of the label.





Del 10: Revisionsdetaljer - Checklist Multiple Sites

Bilaga 2 - Checklista PEFC ST 2002:2020 Appendix 2

3. REQUIREMENTS FOR MULTI-SITE ORGANISATIONS		CONFORMANCE / NC
3.1 General (CO requirements)		
3.1.1 Internal Audit process <ul style="list-style-type: none">• Is centrally administered• Includes all relevant sites (incl. the central administration function)• shall be finished prior to the external audit		
3.1.2 The Chain of Custody applies for the whole organisation (including all the sites). Evidence: The Central Office shall ensure all sites and operations is included in the scope, procedures and internal audit process.		<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC
3.1.3 The ability to collect and analyse data from all sites shall be demonstrated. This shall include the CO authority and its ability to initiate changes in the CoC operating in the sites if required. Note: The Organisation shall be able to demonstrate full control over its CoC.		
Comments Granskning av ledningssystem och rutiner för internrevision.		
3.2 Function and responsibilities of the central office		



3.2.1 The central office shall:

- a) Represent the multi-site organisation
- b) Apply for the certification and its scope, incl. a list of participating sites
- c) Ensure contractual relationship with the certification body.
- d) Submit requests to the CB for extension or reduction of the scope/# sites
- e) Provide a **commitment** on behalf of the whole organisation to establish and maintain a CoC in accordance with the requirements of this standard.
- f) Ensure all sites have **sufficient information**/guidance to implement CoC processes; The following shall be provided:
 - 1. A copy of PEFC ST 2002:2020 incl. guidance relating to the implementation of the requirements.
 - 2. PEFC Trademarks Rules and guidance relating to the implementation.
 - 3. The CO's procedures for the management of the multi-site org.
 - 4. The contract between the CB and CO regarding the rights of the CB or accreditation body to audit the sites' documentation & installations, and disclosure of information about the sites to a third party.
 - 5. Explanation of the mutual responsibility principle of included sites
 - 6. Results of the internal audit and the CBs evaluations relating to corrective and preventive measures applicable to individual sites.
 - 7. The multi-site certificate and any of its parts relating to the scope of the certification and coverage of sites.
- g) Provide **organisational/contractual connection with all sites**, including commitments by the sites to implement and maintain the CoC. The central office shall have a written agreement with all sites covering PEFC ST2002:2020 and the COs right to implement and enforce corrective measures and to initiate the exclusion of any site from the scope of certification in case of nonconformities with this standard.
- h) Establish **written procedures** for the management of the multi-site org.
- i) Keep records relating to the central office and sites CoC compliance
- j) Operate an **internal audit programme** as outlined in **3.2.2.1**
- k) Operate a **review of the** central office and sites **conformity**, including review of results of the internal audits programme and CBs evaluations and surveillance; shall establish corrective and preventive measures if required; and shall evaluate the effectiveness of corrective actions taken.

- C
- Obs
- Minor NC
- Major NC



Comments Granskning av ledningsystem, finns rutiner och resurser.	
3.2.2.1 The internal audit programme shall provide for: a) Audit of all the sites (including its own central administration function), on site or remotely, where a remote verification of the implementation of chain of custody processes is feasible, <u>prior to the CB starting its evaluation</u> . b) Audit of any new site prior to the CB starting the certification scope extension.	<input checked="" type="checkbox"/> C <input type="checkbox"/> Obs <input type="checkbox"/> Minor NC <input type="checkbox"/> Major NC



Comments Internrevision har genomförts på samtliga siter.

3.3 Function and responsibilities of sites

Sites connected to the multi-site organisation shall be responsible for:

- a) Implementation and maintenance of the CoC requirements.
- b) Signing a contractual relationship with the CO, incl. commitment to comply with the CoC and other applicable requirements.
- c) Responding effectively to all requests from the CO or CB for relevant data, documentation or other information at all times.
- d) Providing full co-operation and assistance during internal and external audits.
- e) Implementation of corrective and preventive actions established by the CO.

- C**
- Obs**
- Minor NC**
- Major NC**

Comments Granskning av rutiner i ledningssystem.

Table 4 Scope of responsibilities for requirements implemented in the multi-site organisation

Standard requirements	Central office	Site
Requirements for chain of custody process – physical separation method	No	NO
Requirements for chain of custody process – percentage method	No	No
Requirements for chain of custody process – credit method	Yes	Yes
Management system requirements	Yes	Yes
Responsibilities and authorities	Yes	Yes
General responsibilities	Yes	Yes



Responsibilities and authorities for chain of custody	Yes (for d and e)	Yes
Documented procedures	Yes (for a, e and f)	Yes
Record keeping	Yes (for f and g)	Yes
Resource management	Yes (only for activities provided)	Yes
Human resources / personnel		
Technical facilities		
Inspection and control	Yes	Yes
Complaints	Yes	Yes