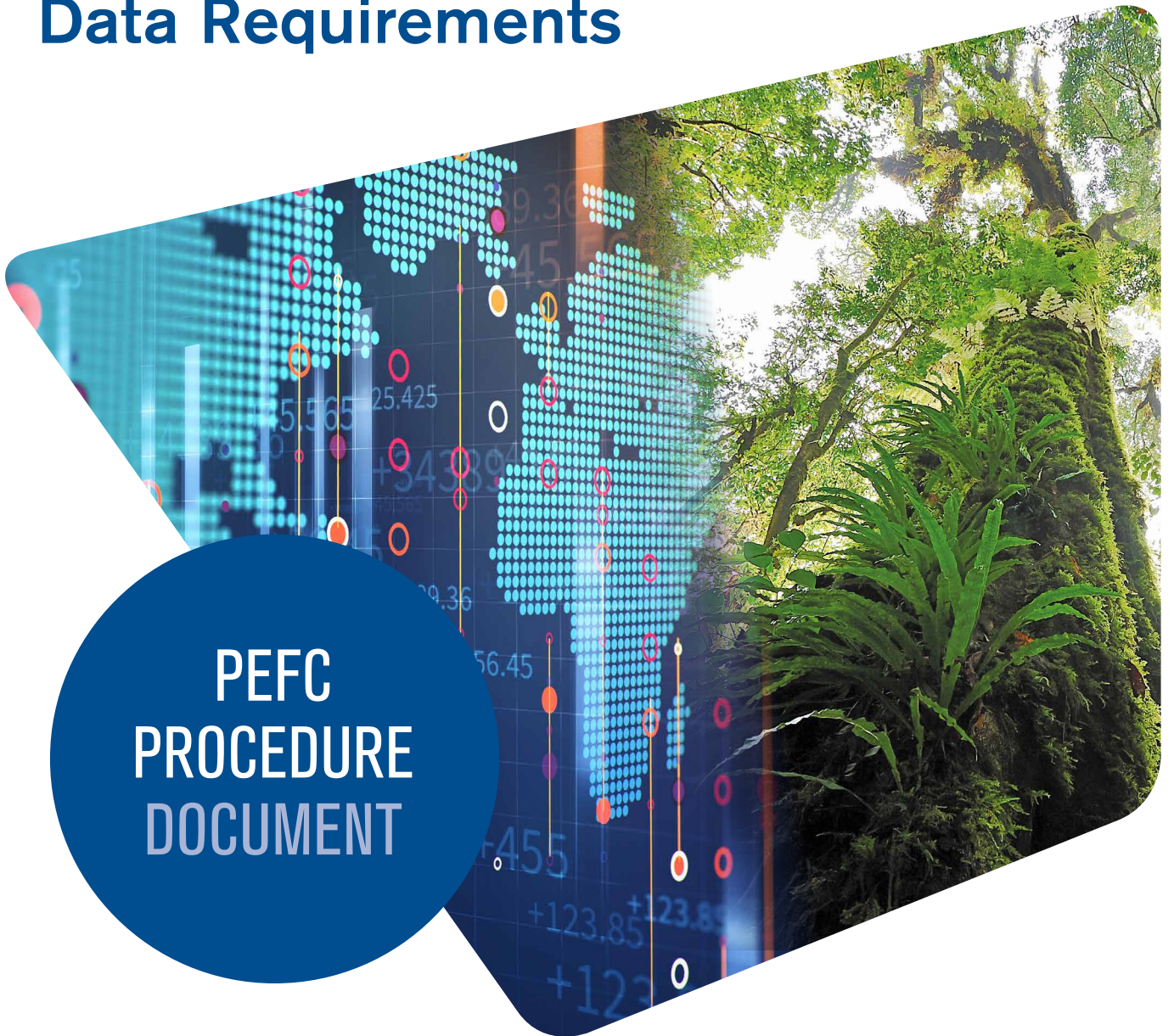




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PEFC Information and Registration System – Data Requirements



**PEFC
PROCEDURE
DOCUMENT**

PEFC Council

ICC Building C1
Route de Pré-Bois 20
1215 Geneva 15
Switzerland

t +41 22 799 45 40
f +41 22 799 45 50
e info@pefc.org
www.pefc.org

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Introduction

The PEFC Council (PEFC International), Programme for the Endorsement of Forest Certification (PEFC), operates a third party certification scheme for forest management and chain of custody certification and labelling of forest based products.

To ensure the operability and integrity of its database, PEFC uses a Database Management System (DBMS) named "PEFC Information and Registration System". It serves for the registration of PEFC relevant data, such as PEFC recognised certificates and certified entities, PEFC logo licences, PEFC notified certification bodies and PEFC certified products. Currently, PEFC uses the Radix Tree software (Global Traceability Solutions GmbH) as its DBMS.

The objective of the PEFC Information and Registration System is to provide certified organisations, certification bodies and individuals with reliable information allowing them to:

- verify the validity and PEFC recognised status of certificates and entities,
- identify PEFC logo licence holders,
- find certification bodies providing PEFC certification services,
- find suppliers of PEFC certified products.

In addition, the PEFC Information and Registration System provides data for PEFC statistics used internally and externally, and for monitoring PEFC's performance.

To ensure the data within the PEFC Information and Registration System is complete and correct, the system is kept up to date by PEFC authorised bodies and the PEFC Council Secretariat (hereafter called PEFC Secretariat).

This document defines the requirements on data elements registered by PEFC authorised bodies and the PEFC Secretariat in the PEFC Information and Registration System.

This document replaces GLI 4/2007, Internal Rules for the PEFC Registration System, except for the procedures relating to the issuance of PEFC logo use licences by the PEFC Council and the PEFC Coding System, which remain valid until covered by a new official document.

1. Scope

This document describes the requirements for PEFC authorised bodies and the PEFC Secretariat for registering PEFC relevant data in the PEFC Information and Registration System.

2. Normative references

The following referenced documents are indispensable for the application of this document. The dated references are the particular original documents. For the purpose of the application of this Guide the current version of referenced documents is relevant.

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

PEFC ST 2001, *PEFC Trademarks Rules – Requirements*

PEFC GD 1004, *Administration of PEFC Scheme*

3. Definitions

3.1 Accredited certificate

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

3.2 PEFC authorised body

An entity authorised by the PEFC Council to perform the administration of the PEFC scheme on behalf of the PEFC Council.

Note: The PEFC authorised body is either the **PEFC National Governing Body** operating within its country or other entity which has been authorised by the PEFC Council to perform the administration of the PEFC scheme.

3.3 PEFC Information and Registration System

The PEFC Information and Registration System is the Database Management System administered by PEFC Council. It provides a global overview of certification activities and is used for the following purposes:

- Collecting and standardising PEFC's core data from PEFC's stakeholders
- Sharing information on chain of custody and forest management certificates to the various stakeholders of the PEFC scheme (consumers, companies, national governing bodies, certificate holders, ...)
- Maintaining and improving our services
- Supporting accounting and market analysis tasks
- Monitoring and evaluation
- Planning

3.4 PEFC National Governing Bodies (PEFC NGBs)

The PEFC National Governing Bodies (PEFC NGBs) are independent, national organisations established to develop and implement a PEFC system within their country. A list of the PEFC NGBs and their contact details can be found at the PEFC website. PEFC NGBs are often the **PEFC authorised body**.

3.5 PEFC recognised certificate

A PEFC recognised certificate is:

- a) a valid **accredited forest management certificate** issued by a PEFC notified certification body against a forest management system/standard which is endorsed by PEFC,
- b) a valid **accredited chain of custody certificate** issued by a PEFC notified certification body against the PEFC International Chain of Custody standard (PEFC ST 2002) or another chain of custody standard which is endorsed by PEFC.

Note 1: PEFC endorsed forest certification systems and chain of custody standards are found at the PEFC Council website, www.pefc.org.

Note 2: In case of a group or multi-site certificate where it is confirmed in a separate document, such as an appendix to the certificate or a sub-certificate, that a site or a group participant is covered by the certificate, the separate document and the certificate together are considered the site's/participant's PEFC recognised certificate.

3.6 Total turnover

The sum of the overall turnover as defined in a company's total revenues and would include gross revenues or total sales. The total turnover value is determined on the date of the last certificate (re)issuance.

3.7 Non-certified entity

Non-certified entities are not eligible to be PEFC certified, but they may use the PEFC trademarks for promotional and communication purposes. Examples of non-certified entities include: non-governmental organisations, media and educational/academic organisations.

3.8 Terminated

A certificate is terminated when a company decides voluntarily to withdraw its certification.

3.9 Withdrawn

A certificate is withdrawn when the certification body decides on the "revocation or cancellation of the statement of conformity" (ISO/IEC 17000). This means the certificate holder does not fulfil the certification requirements anymore.

3.10 Suspended

Suspension is always a temporary certification status. Under suspension, the certification is temporarily invalid.

4. General requirements

4.1 PEFC authorised bodies and the PEFC Secretariat shall register information on:

- a) PEFC recognised forest management certificates,
- b) PEFC recognised chain of custody certificates and sites/participants in multi-site certifications,
- c) PEFC certified products,
- d) PEFC logo licences,
- e) PEFC notified certification bodies.

4.2 PEFC authorised bodies and the PEFC Secretariat shall follow the requirements outlined in this document and other instructions provided by the PEFC Council.

4.3 PEFC authorised bodies and the PEFC Council are responsible to collect, process and store all the information necessary for PEFC's activities in electronic databases, including the website and the **PEFC Information and Registration System**, in compliance with the General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection (FADP), in its most recent edition.

Note 1: It is strongly recommended that the notification contracts signed between the **PEFC authorised bodies** and the certification bodies refer to the obligation of certification bodies to collect, process, store and delete the PEFC information in compliance with GDPR and the Swiss FADP, in the most recent edition. And that certification bodies are aware of and comply with any local data privacy legislation in their countries.

Note 2: It is strongly advised that **PEFC authorised bodies** are aware of and comply with any local data privacy legislation in their countries.

4.4 Information on notified certification bodies shall be registered only by the PEFC Secretariat, including information on logo licence issuance to certification bodies. Thus, **PEFC authorised bodies** shall provide them to the Secretariat which will register them in the **PEFC Information and Registration System**. Moreover, **PEFC authorised bodies** shall inform and provide information on any change.

4.5 PEFC authorised bodies and the PEFC Secretariat shall not delete from the **PEFC Information and Registration System** registered information on expired, **withdrawn, suspended, or terminated** certificates.

5. Data elements

5.1 Mandatory features

The **PEFC Information and Registration System** includes a set of data elements. The following tables define the data elements that need to be registered for each specific type of certification.

Table 1 (a): Mandatory features

I: Individual, **MS:** Multi-site, **P:** Participant, **G:** Group

✓: always, ✓*: only when applicable

	Chain of Custody			Forest Management			Non-Certified Entity
	I	MS	P	I	G	P	
Entity type (previously type of certification)	✓	✓	✓	✓	✓	✓	✓
Certificate type	✓	✓	✓	✓	✓	✓	✓
Area of certified forest land				✓	✓	✓	
PEFC authorised body	✓	✓	✓	✓	✓	✓	✓
Certificate initial issuance date	✓	✓	✓	✓	✓	✓	
Certificate latest renewal date	✓	✓	✓	✓	✓	✓	
Certificate expiration date	✓	✓	✓	✓	✓	✓	
Date of withdrawal, suspension, termination	✓*	✓*	✓*	✓*	✓*	✓*	✓*
Certificate number	✓	✓	✓	✓	✓	✓	
Sub-certificate number			✓*			✓*	
My local CB	✓	✓	✓	✓	✓	✓	
Certification body name	✓	✓	✓	✓	✓	✓	
Certification status	✓	✓	✓	✓	✓	✓	
Chain of custody method	✓	✓	✓				
Chain of Custody standard	✓	✓	✓				

Table 1 (b): Mandatory features (continued)

I: Individual, **MS:** Multi-site, **P:** Participant, **G:** Group

✓: always, ✓*: only when applicable

	Chain of Custody			Forest Management			Non-Certified Entity
	I	MS	P	I	G	P	
Company name (PEFC)	✓	✓	✓	✓	✓	✓	✓
Company street (PEFC)	✓	✓	✓	✓	✓	✓	✓
Company postal code (PEFC)	✓	✓	✓	✓	✓	✓	✓
Company city (PEFC)	✓	✓	✓	✓	✓	✓	✓
Company country (PEFC)	✓	✓	✓	✓	✓	✓	✓
Company telephone (PEFC)	✓	✓	✓	✓	✓	✓	✓
Company website (PEFC)	✓*	✓*	✓*	✓*	✓*	✓*	✓*
Contact person email (PEFC)	✓	✓	✓	✓	✓	✓	✓
Contact person first name (PEFC)	✓	✓	✓	✓	✓	✓	✓
Contact person last name (PEFC)	✓	✓	✓	✓	✓	✓	✓
Logo user group	✓	✓	✓	✓	✓	✓	✓
Logo licence expiry date	✓*	✓*	✓*	✓*	✓*	✓*	✓*
Logo licence number	✓*	✓*	✓*	✓*	✓*	✓*	✓
Logo licence status	✓*	✓*	✓*	✓*	✓*	✓*	✓
New industry sector	✓	✓	✓				
Number of sites/participants		✓			✓		
Product categories level 1	✓	✓	✓				
Product categories level 2	✓	✓	✓				
Product categories level 3	✓	✓	✓				
Product description	✓*	✓*	✓*				
Sum of the total turnover of all of the participants in the certificate	✓	✓					
Currency	✓	✓					

* These features shall be filled when applicable.

Note 1: The producer group requirements are identical to chain of custody multi-sites and participants. However, be careful that you enter the proper feature values regarding “Entity type”. When entering a producer group certificate holder, please select “Producer group certificate holder CoC” and when entering a participant in a producer group, please select “Participants in producer group certificate CoC”.

Note 2: Guidance on how to register information on project certificates in the **PEFC Information and Registration System** can be found in Appendix 3 on this document.

Note 3: For **non-certified entities**, the feature “Date of issuance” refers to the date when the trademarks licence number was issued. The feature “Date of withdrawal, suspension, termination” refers to the date of withdrawal, suspension, termination of the trademarks licence. **Non-certified entities** are not eligible to be PEFC certified, but they may use the PEFC trademarks for promotional and communication purposes.

Note 4: Personal contact details can be replaced by generic information.

5.2 General guidelines

The following rules should be applied in general, when adding or editing records in the database:

- **PEFC NGBs** and **PEFC authorised bodies** are only responsible for managing company certificate records which they have authorised. Data records related to the accreditation and certification bodies and company certificates not affiliated to any **PEFC NGB** or **PEFC authorised body** are solely managed by the PEFC Council.
- Double check conformity of all the input fields with the format specifications before saving a data record.
- Do not fully capitalise text input, but use lower and upper case letters normally.
- Only enter the required information (i. e. a single data element) in the dedicated field and nothing else.
- Do not input anything for optional features that are irrelevant or for which you do not have any information.

5.3 Format specifications

The following tables provide formatting requirements and correct/incorrect examples for all the features.

Table 2: Entity type feature

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Entity type	• Type of entity (CoC, FM, Non-certified entity)	M	✓ CoC	N/A

Table 3 (a): Features related to certifications bodies

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
My local CB	<ul style="list-style-type: none"> Full legal name of the certification body (local franchise) 	M	✓ Kappa Certification Switzerland (fictitious)	N/A
Certification body name	<ul style="list-style-type: none"> Full legal name of the certification body's parent organisation In some cases this might be identical to the "My Local CB" value 	A	✓ Kappa Certification (fictitious)	N/A
Accreditation body name	<ul style="list-style-type: none"> Full legal name of the accreditation body 	A	✓ National Standards Institute (fictitious)	N/A
Accreditation number	<ul style="list-style-type: none"> Accreditation number of the certification body 	A	✓ 9847	N/A
Certification body street	<ul style="list-style-type: none"> Company street name and number Camel case* 	A	✓ Molinanstrasse 17	N/A
Certification body postal code	<ul style="list-style-type: none"> Certification body postal code The postal code may be prepended with country abbreviation letters 	A	✓ 78011	N/A
Certification body city	<ul style="list-style-type: none"> Full name of the city where the local certification body is physically located Camel case* 	A	✓ Bern	N/A
Certification body country	<ul style="list-style-type: none"> Country where the local certification body is based 	A	✓ CH (Switzerland)	N/A

* Camel case is the practice of writing compound words or phrases (several words put together to make one word), so that each next word or abbreviation begins with a capital letter. Common examples are PowerPoint or iPhone.

Table 3 (b): Features related to certification bodies (contact information)

M: Manual, **A:** Automatic, **N/A:** Non Applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Certification body telephone	<ul style="list-style-type: none"> • A single valid telephone number • Include the country dial code (preended with a + symbol) • You may use spaces between digits • Do not use dashes (-), dots (.) or any other special character 	A	<ul style="list-style-type: none"> ✓ +41 44 665 16 33 	N/A
Certification body email	<ul style="list-style-type: none"> • A single valid email address • Lower case (unless the email requires upper case characters) 	A	<ul style="list-style-type: none"> ✓ info@kappa-cert.com 	N/A
Certification body website	<ul style="list-style-type: none"> • A valid company website (no dead link) • The address must start with the "www" sequence • You may prepend the address with the transfer protocol indicator (http:// or https://) 	A	<ul style="list-style-type: none"> ✓ https://www.kappa-cert.ch ✓ www.kappa-cert.ch 	N/A

Table 4 (a): Features related to CoC and FM certificates

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Certificate type	• Certificate type according to the predefined list	M	✓ Producer group certificate	N/A
Certification status	• Current validity status of the certificate	M	✓ Valid	N/A
Certificate initial issuance date	• Initial issuance date for the certificate	M	✓ 12/08/2005	N/A
Certificate latest renewal date	• Latest renewal date for the certificate	M	✓ 12/08/2019	N/A
Certificate expiration date	• Next expiry date for the certificate	A	✓ 12/08/2024	N/A
Date of withdrawal, suspension, termination	• Only when applicable, the date of withdrawal suspension or termination actions affecting the certificate	M	✓ 01/03/2023	N/A
Certificate number	• A single certificate number without spaces • All participants in a group must use exactly the same certificate number	M	✓ KAP-PEFC-COC-123455	✗ KAP PEFC/COC 123455 ✗ KAP PEFC/COC 111455 (certificate holder) ✗ KAP PEFC/COC 5623455 (old number was COC 12876)
Sub certificate number	• A single certificate number without spaces*	M	✓ KAP-PEFC-COC-123455-42 ✓ KAP-PEFC-COC-123455/42	✗ KAP PEFC/COC123455 42 ✗ KAP PEFC/COC 111455/42

* PEFC ST 2003 outlines requirements for certificate numbers and sub-certificate numbers.

Table 4 (b): Features related to CoC and FM certificates (contact information)

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Contact person first name (PEFC)	<ul style="list-style-type: none"> • Only one person • First name only • Camel case* • No titles 	M	✓ John	<ul style="list-style-type: none"> ✗ Mr. John ✗ John DOE ✗ JOHN ✗ John or Jane
Contact person last name (PEFC)	<ul style="list-style-type: none"> • Only one person • Last name only • Camel case* • No titles (Mrs., Mrs., Dr., etc) 	M	✓ Doe	<ul style="list-style-type: none"> ✗ DOE
Contact person email (PEFC)	<ul style="list-style-type: none"> • A single valid email address • Lower case (unless the email requires upper case characters) 	M	✓ john@twood.com	<ul style="list-style-type: none"> ✗ JOHN@TWOOD (Tuesday only)
Company telephone (PEFC)	<ul style="list-style-type: none"> • A single valid telephone number • Include the country dial code (prepended with a + symbol) • You may use spaces between digits • Do not use dashes (-), dots (.) or any other special character 	M	<ul style="list-style-type: none"> ✓ +41 21 456 12 87 ✓ +412145612 87 	<ul style="list-style-type: none"> ✗ 214561287 ✗ 21-456-12-87 ✗ 21.456.12.87 ✗ 41(0)214561287

* Camel case is the practice of writing compound words or phrases (several words put together to make one word), so that each next word or abbreviation begins with a capital letter. Common examples are PowerPoint or iPhone.

Table 4 (c): Features related to CoC and FM certificates (contact information)

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Company name (PEFC)	<ul style="list-style-type: none"> Legal name of the company Do not fully capitalise the name, unless this format is officially used by the company The name may include a business suffix (e.g. Inc., SA, GmbH, etc) 	M	<ul style="list-style-type: none"> ✓ TEX Wood ✓ TEX Wood S. A. ✓ TEX Wood (SA) ✓ TEX Wood - Participant 1* 	<ul style="list-style-type: none"> ✗ texwood (switzerland)
Company street (PEFC)	<ul style="list-style-type: none"> Company street name and number Camel case** 	M	<ul style="list-style-type: none"> ✓ Langstrasse 1 	<ul style="list-style-type: none"> ✗ Langstrasse 12 (ZH, Switzerland) ✗ Building BC, fifth floor, Langstrasse 12 (ZH)
Company postal code (PEFC)	<ul style="list-style-type: none"> Company postal code The postal code may be prepended with country abbreviation letters 	M	<ul style="list-style-type: none"> ✓ 8004 ✓ CH-8004 	<ul style="list-style-type: none"> ✗ CH8004 (Zürich, Switzerland)
Company city (PEFC)	<ul style="list-style-type: none"> Full name of the city where the company is physically located Camel case** 	M	<ul style="list-style-type: none"> ✓ Zürich 	<ul style="list-style-type: none"> ✗ ZURICH ✗ Zürich (CH) ✗ CH-1020 Zürich (Switzerland)
Company country (PEFC)	<ul style="list-style-type: none"> Country where the company is based 	M	<ul style="list-style-type: none"> ✓ CH (Switzerland) 	N/A

* This is to be used when participants within a multi-site certificate have the same name as the certificate holder.

** Camel case is the practice of writing compound words or phrases (several words put together to make one word), so that each next word or abbreviation begins with a capital letter. Common examples are PowerPoint or iPhone.

Table 4 (d): Features related to CoC and FM certificates (logo information)

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Logo user group	<ul style="list-style-type: none"> • Logo user group (A/B/C/D) according to PEFC GLI 4/2007 	A	✓ C	N/A
Logo licence number	<ul style="list-style-type: none"> • A single logo licence number that conforms with the format specified in PEFC GLI 4/2007 • No spaces or other separators 	M	<ul style="list-style-type: none"> ✓ PEFC/13-32-032 ✓ PEFC/13-32-032-43909 	<ul style="list-style-type: none"> ✗ PEFC/137-32f-032556-GH3435643 ✗ PEFC/1332032 ✗ PEFC/13.32.032 ✗ PEFC/13 32 032 ✗ PEFC/13 37 032
Logo licence status	<ul style="list-style-type: none"> • Current validity status of the logo licence • Automatically set based on certificate expiry date, except for non-certified entities 	M/A	✓ Valid	N/A
Logo licence expiry date	<ul style="list-style-type: none"> • Next expiry date for the logo licence • Cannot exceed the validity period of the certificate • Automatically set based on certificate expiry date, except for non-certified entities 	M/A	✓ 12/08/2024	N/A

Table 5 (a): Features related only to CoC certificates

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Number of sites/ participants (CoC) covered	• Number of participants covered by the chain of custody certificate (including the certificate holder)	M	✓ 42	N/A
CoC method	• Chain of custody method	M	✓ Physical separation	N/A
CoC standard	• Code of the Chain of Custody standard that applies to the certificate	M	✓ PEFC ST 2002:2013	N/A
New industry sector	• The main industry sector of the company according to the list in Appendix 1	M	✓ Pulp, paper & packaging	N/A

Table 5 (b): Features related only to CoC certificates (product information)

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Product categories level 1	• First hierarchical level of the product categories listed in Appendix 2	M	✓ Paper and paper board	N/A
Product categories level 2	• Second hierarchical level of the product categories listed in Appendix 2	M	✓ Packaging materials	N/A
Product categories level 3	• Third hierarchical level of the product categories listed in Appendix 2	M	✓ Folding box boards	N/A
Product description	• A short description of the product	M	✓ Boxes for toys	N/A

Table 5 (c): Features related only to CoC certificates (accounting information)

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Sum of the total turnover of all of the participants in the certificate	<ul style="list-style-type: none"> Sum of the total turnover of all of the participants in the certificate (in the participants financial reporting currency) at the date of the last certificate (re)issuance Rounded to the nearest whole number 	M	✓ 142000	N/A
Currency	<ul style="list-style-type: none"> Currency in which the turnover is valued 	M	✓ Euro	N/A

Table 6: Features related only to FM certificates

M: Manual, **A:** Automatic, **N/A:** Not applicable

Feature name	Format specification	Input	Correct examples	Incorrect examples
Number of participants (FM) covered	<ul style="list-style-type: none"> Number of participants included under the forest management certificate (including the certificate holder) 	M	✓ 42	N/A
Area of certified forest land	<ul style="list-style-type: none"> Non-zero numeric value only Up to one decimal precision In hectares 	M	✓ 500.5	<ul style="list-style-type: none"> ✗ 1034 ha ✗ 123459 m² ✗ 12.34243 ✗ 0
FM standard	<ul style="list-style-type: none"> Code of the Forest Management standard that applies to the certificate 	M	✓ PEFC ST 1003:2010	N/A

Appendix 1: Industry sectors

The following tables present the equivalence between the legacy and new industry sector definitions.

Table 7: Industry sector definitions

N/A: Not applicable

Legacy definitions	New definitions	Description
Agent/broker/trader	Wood trading	Company which trades wood. The main business is not to manufacture or process the wood, just acting as a reseller / a middleman of the raw material.
Biomass/bioenergy	Energy	Company whose main business is in energy obtained from wood and wood biomass (pellets, wood chips, charcoal).
Construction	Construction	Company whose main business is construction materials (beams, CLT, other engineered timber), construction products (prefabricated houses, house components), and construction for buildings, railways, bridges.
Printer	Printing	Company whose main business is to provide printing services on paper or packaging.
Publisher	Publishing	Company whose main business is to publish books, magazines, newspapers (can also do some in-house printing, yet to be categorised as a publisher if it is its primary business activity).
Pulp and paper product manufacturer	Pulp, paper & packaging	Company whose main business is pulp (its production or trading), paper (graphic papers, newsprints, household and sanitary papers) and packaging materials (product packaging and corrugated board, wrapping papers, boxboards).
Pulp and paper product trader/retailer		

Table 7: Industry sector definitions

N/D: Not defined

Legacy definitions	New definitions	Description
Non timber forest products	Non-wood forest products	Non-wood forest products (including but not limited to honey, berries, mushrooms, animal products, which were sourced from the forest area).
Roundwood producer/trader	Sawmill	Company which cuts the wood coming from the forest and then passes it to other manufacturing entities.
Wood product manufacturer	N/D	N/D
Wood product trader/retailer	Retailers / end-users	Companies, which use finished wood-based products to sell to consumers. Retailers can be: DIY, furniture, department stores, supermarkets, apparel stores. End-users (also known as brand owners) are companies selling products (non-forest products or services) that require the use of packaging (paper or other wood-based materials) e.g. McDonald's, L'Oréal, etc.
N/D	Textile	Company whose main business is in textiles made from wood-based cellulose (includes also fibres, yarns, knitting, textiles, apparel and household textiles).
N/D	Furniture	Company whose main business is indoor furniture, outdoor furniture (garden equipment, outdoor furniture, fencing), builders' carpentry (windows, doors, floors). This includes companies that manufacture furniture parts and components that will be processed into furniture later in the supply chain.
N/D	Rubber	Company whose main business is in rubber (its production or trading).
Other	Others	Any other companies that do not fall into the above categories. For instance, cork producers can go here.

Appendix 2: Product categories

Table 8: Product categories

Level 1	Level 2	Level 3
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
		05044 Hardboard
		05045 Insulating board

Level 1	Level 2	Level 3	
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			

Level 1	Level 2	Level 3
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's toys	
	08053 Sports 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 (produced from wood combustion)		
13000 Non-wood products		

Appendix 3: Chain of custody certificates covering specific projects

2.1 This appendix explains how to register PEFC chain of custody certificates covering specific projects (project certification) on the **PEFC Information and Registration System**.

2.2 Project certification is a type of product eligible to be certified against the PEFC Chain of Custody ST 2002. In order for a project to be PEFC certified, the controlling entity shall hold a PEFC chain of custody certificate and the project must be specified in the certificate scope.

2.3 The certificate and the actual project(s) shall be registered separately. First, the controlling entity is registered as any other chain of custody certificate holder (as well as the participant sites, if any). The project name shall be added under the feature “Company name”.

2.4 Second, projects shall be registered separately so they can be easily identified in the **PEFC Information and Registration System** and on the PEFC website. This also ensures that the specific project remains listed as valid even if the chain of custody certificate is **withdrawn, terminated** or expired.

2.5 The following table includes all the features mandatory to be filled for project certificates as well as their descriptions:

Table 9: Features to be filled for project certificates

M: Manual, **A:** Automatic

Feature name	Description	Input	Correct examples
Entity type (previously type of certification)	<ul style="list-style-type: none"> Select “CoC” 	M	CoC
Certificate type	<ul style="list-style-type: none"> Select “Project certificate” 	M	Project certificate
PEFC authorised body	<ul style="list-style-type: none"> Full legal name of the PEFC authorised body 	A	PEFC Spain
Certificate initial issuance date	<ul style="list-style-type: none"> Date of certificate issuance for the project 	M	03/24/2017
Certificate expiration date	<ul style="list-style-type: none"> There is no expiration date for projects. The value is automatically set to 12/31/2099 	A	12/31/2099
Certificate number	<ul style="list-style-type: none"> The certificate number with a “-project” suffix 	M	KAP-PEFC-COC-123455-project
My local CB	<ul style="list-style-type: none"> Full legal name of the certification body (local franchise) 	M	Kappa Switzerland
Certification body name	<ul style="list-style-type: none"> Full legal name of the certification body's parent organisation In some cases this might be identical to the “My local CB” value 	A	KAP
Certification status	<ul style="list-style-type: none"> The status is automatically set to “Valid” 	A	Valid
CoC method	<ul style="list-style-type: none"> Chain of custody method used in the project 	M	Percentage method

Feature name	Description	Input	Correct examples
CoC standard	<ul style="list-style-type: none"> Code of the Chain of Custody standard that applies to the certificate 	M	PEFC ST 2002:2013
Company name (PEFC)	<ul style="list-style-type: none"> Project name 	M	Barcelona Wooden Tower
Company street (PEFC)	<ul style="list-style-type: none"> Project street name and number Camel case* 	M	Carrer de Saul Ferron 12
Company postal code (PEFC)	<ul style="list-style-type: none"> Project postal code The postal code may be prepended with country abbreviation letters 	M	08001
Company city (PEFC)	<ul style="list-style-type: none"> Full name of the city where the project is physically located Camel case* 	M	Barcelona
Company country (PEFC)	<ul style="list-style-type: none"> Country where the project is based 	M	ES (Spain)
Company telephone (PEFC)	<ul style="list-style-type: none"> Telephone number linked to the project (if any) 	M	+34 91 1755698
Company website (PEFC)	<ul style="list-style-type: none"> Website linked to the project (if any) 	M	www.build.com
Contact person email (PEFC)	<ul style="list-style-type: none"> Email address linked to the project (if any) 	M	jane.doe@build.com
Contact person first name (PEFC)	<ul style="list-style-type: none"> First name of the contact person linked to the project (if any) 	M	Jane
Contact person last name (PEFC)	<ul style="list-style-type: none"> Last name of the contact person linked to the project (if any) 	M	Doe
Logo licence number	<ul style="list-style-type: none"> Certified organisation's logo licence number A single logo licence number that conforms with the format specified in PEFC GLI 4/2007 No spaces or other separators 	M	PEFC/16-4-14356
Logo licence expiry date	<ul style="list-style-type: none"> There is no expiration date for projects. The value is automatically set to 12/31/2099 	A	12/31/2099
New industry sector	<ul style="list-style-type: none"> The industry sector is automatically set to "Construction" 	A	Construction
Project description	<ul style="list-style-type: none"> A short description of the project 	M	Wooden tower with a view on the city

* Camel case is the practice of writing compound words or phrases (several words put together to make one word), so that each next word or abbreviation begins with a capital letter. Common examples are PowerPoint or iPhone.

PEFC Council

ICC Building C1
Route de Pré-Bois 20
1215 Geneva 15
Switzerland

t +41 22 799 45 40

f +41 22 799 45 50

e info@pefc.org

www.pefc.org