

Procedure

MFCS SOP 1 NCB

2023-01-11

v02.00

Notification of Certification Bodies

MYANMAR FOREST CERTIFICATION COMMITTEE



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1 Policy Background

1.1 Introduction

Myanmar Forest Certification Committee (MFCC) is the National Governing Body (NGB) of forest/timber certification schemes in Myanmar. Currently there are two schemes operating in Myanmar:

1. The Myanmar Timber Legality Assurance System (MTLAS);
2. The Myanmar Forest Certification Scheme (MFCS).

¹In January 2021, MFCC formally adopted in full and without modifications the PEFC international chain of custody standard PEFC ST 2002:2020 Chain of Custody of Forest and Tree Based Products – Requirements (hereafter PEFC ST 2003:2020). Certification bodies auditing Chain of Custody will need to ensure compliance to PEFC ST 2003:2020.

1.2 Scope

This procedure covers the PEFC notification of certification bodies operating forest management system or chain of custody certification under MFCC.

As MFCC is the PEFC National Governing Body (NGB) in Myanmar in which the certification body is providing PEFC recognised certification, the certification body shall apply to MFCC to obtain the PEFC notification using the application form as shown in Appendix I.

1.3 Normative References

MFCC P 1 Implementation Arrangements
 MFCS P 1 Accreditation and Certification Body Requirements
 MFCS P 3 Trademark Usage Requirement
 MFCS P 2 Issuance of PEFC Trademark Usage licenses by MFCC
 MFCS NCB T 1 Service Agreement
 MFCS NCB F 1 Application for MFCC Notification
 MFCS NCB F 2 Notification Application Processing Form
 MFCS NCB F 3 MFCC Notification Fee Schedule

1.4 Definitions

MFCC	Myanmar Forest Certification Committee
MFCC Employees	In this policy an MFCC employee can refer to full and part time employees, consultants and sub-contractors and volunteers.
MFCS	Myanmar Forest Certification Scheme. MFCS is contained in a range of documents including MFCC policies, Standard Operating Procedures, other supporting system documentation, and the MFCS Forest Certification Standard.
MTLAS	Myanmar Timber Legality Assurance System. MTLAS is contained in a range of documents including MFCC policies, Standard Operating Procedures, other supporting system documentation, and the MTLAS Timber Legality Standard.

¹ At the time of the previous version of the PEFC Chain of Custody Standard, MFCC agreed to adopt the PEFC CoC Standard. This was agreed by the Secretariat and MFCC Technical Committee. However, formal agreement at an official MFCC 8th meeting only occurred on January 26, 2021 and this relates to the latest version PEFC ST 2002:2020 Chain of Custody of Forest and Tree Based Products – Requirements.

2 Policy Standards

2.1 Conditions for MFCC Notification

2.1.1 Forest Management Systems

The certification body applying for PEFC notification for operating forest management systems under the MFCS from MFCC shall:

- be a legal entity, such as a company, business or society, within Myanmar;
- agree to be listed on the publicly available MFCC website [<http://www.myanmarforestcertification.org>] and PEFC Council [<https://www.pefc.org/find-certification-bodies>] Internet-based databases with information that will include the certification body's identification data and/or other data as specified in the PEFC GD 1008:2019 PEFC Information and Registration System – Data Requirements;
- have a valid accreditation certificate issued by a national accreditation body.

The accreditation certificate shall be issued against ISO/IEC 17021:2011 (Conformity assessment – Requirements for bodies providing audit and certification of management systems) and the scope of the accreditation shall explicitly include MFCS Sustainable Forest Management Standards endorsed by PEFC;

- be prepared to sign a PEFC Notification Agreement for operating forest management system (Appendix II) with MFCC; and
- ensure that its client organisation has applied for or entered into a Trademark Usage Licence Agreement with MFCC for the use of the PEFC trademarks.

2.1.2 Chain of Custody Systems

The certification body applying for PEFC notification for operating chain of custody certification under MFCC will:

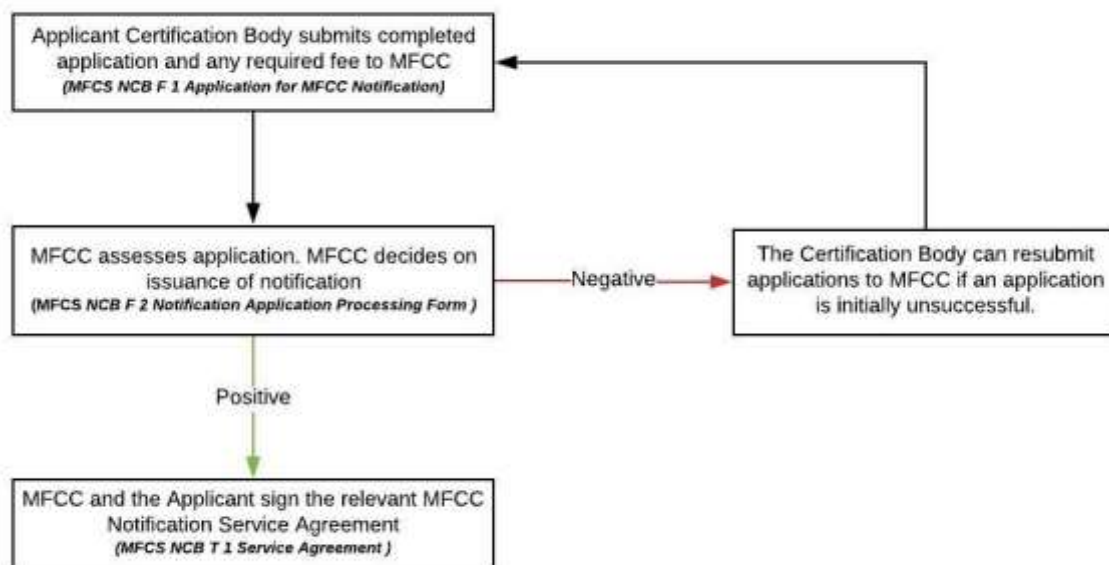
- be a legal entity, such as a company, business or society, within Myanmar; and/or if outside Myanmar, be a legal entity in the country concerned;
- agree to be listed on the publicly available MFCC website [<http://www.myanmarforestcertification.org>] and PEFC Council [<https://www.pefc.org/find-certification-bodies>] Internet-based databases with information that will include the certification body's identification data and/or other data as specified in the PEFC GD 1008:2019 PEFC Information and Registration System – Data Requirements;
- have a valid accreditation certificate issued by a national accreditation body.

Accreditation will be issued by accreditation bodies that are signatories of the Multilateral Recognition Arrangement (MLA) for product certification of IAF or IAF's Regional Accreditation Groups such as European co-operation for Accreditation (EA), Inter-American Accreditation Cooperation (IAAC), Pacific Accreditation Cooperation (PAC) and Southern African Development Community in Accreditation (SADCA);

The accreditation certificate shall be issued against the ISO/IEC 17065:2012, Conformity assessment – Requirements for Bodies Certifying Products, Processes and Services, and the scope of the accreditation shall explicitly include PEFC ST 2002:2020 Chain of Custody of Forest and Tree Based Products– Requirements, or subsequent editions of PEFC ST 2002:2020.

- be prepared to sign a PEFC Notification Agreement for operating chain of custody certification (Appendix III) with MFCC; and
- ensure that its client organisation has applied for or entered into a Trademark Usage Licence Agreement with MFCC for the use of the PEFC Trademarks.

2.2 PEFC Notification Issuance Procedures



2.3 Obligations of the MFCC Certification Body

The PEFC notified certification body operating forest management systems will:

- carry out forest management systems certification the PEFC endorsed Myanmar Sustainable Forest Management systems within the scope of the valid accreditation;
- inform MFCC about any changes in its accreditation status, the scope of which covers forest management systems and/or chain of custody certification;
- provide MFCC, without undue delay, information on every forest management system certificate that the PEFC notified certification body issues to a client organisation covered by the PEFC notification and/or information on any changes to currently issued certificates. The range of data is specified by MFCC;
- pay MFCC the annual PEFC notification fee for every forest management system certificate when invoiced. The amount of the fees is specified in Appendix IV, PEFC Notification Fee Schedule and can be changed by MFCC during the validity of the Agreement. Any change to the Agreement between MFCC and the PEFC notified certification body resulting from a change in the rates will take effect the year following that in which MFCC has informed the PEFC notified certification body, in writing, of the change; and
- ensure that its client organisation has applied for or entered into a Trademark Usage Licence Agreement with MFCC.

The PEFC notified certification body operating chain of custody certification will:

- carry out chain of custody certification to PEFC ST 2002:2020 within Myanmar which is within the scope of the valid accreditation;
- inform MFCC about any changes in its accreditation status, the scope of which covers chain of custody certification;
- provide MFCC, without undue delay, information on every chain of custody certificate that the PEFC notified certification body issues to a client organisation covered by the PEFC notification and/or information on any changes to currently issued certificates. The range of data is specified by MFCC;
- pay MFCC the annual PEFC notification fee for every chain of custody certificate when invoiced by MFCC. The amount of the fees is specified in Appendix IV, PEFC Notification Fee Schedule and can be changed by MFCC during the validity of the Agreement. Any change to the Agreement between MFCC

and the PEFC notified certification body resulting from a change in the rates will take effect the year following that in which MFCC has informed the PEFC notified certification body, in writing, of the change; and

- ensure that its client organisation has applied for or entered into a Trademark Usage Licence Agreement with MFCC.

2.4 *Validity of MFCC Notification*

MFCC acknowledges that the period of validity of a certification body's accreditation from the relevant accreditation body may not have an expiry date, only a commencement date, or it may be for a defined period with an expiry date, although accreditations are subject to periodic audits.

The PEFC notification shall be valid for the period of the validity of the certification body's accreditation.

The PEFC notification can be suspended by MFCC if the certification body is suspected of violations of the PEFC Notification Agreement (see conditions in Appendices II and III). If, after investigation, the suspicion is proven to be founded, the PEFC notification can be cancelled by MFCC.

3 Document History

Date of Amendment:	Version	Approval date:	Requested by:	Nature of Change	Approved by:
2021.06.27	v02.00	2023.01.11	MFCC Project Management Team	<p>1. At section (1.1: Introduction), Amend as “January 2021, MFCC formally adopted in full and without modifications the PEFC international chain of custody standard PEFC ST 2002:2020 Chain.....”.</p> <p>Added the explanation of CoC standard at the footnote in page (4).</p> <p>2. At section (2.1.1: Forest Management Systems), Second Bullet, amend as “agree to be listed on the publicly..... data as specified in the PEFC GD 1008:2019 PEFC Information and Registration System – Data Requirements;” instead of “in the Internal Rules for the PEFC Registration Systems;”.</p> <p>3. At section 2.1.2 : Chain of Custody Systems, Fourth Paragraph, Third sentence, Update “PEFC ST 2002:2020 Chain of Custody of Forest and Tree Based Products– Requirements, or subsequent editions of PEFC ST 2002:2020”; instead of “PEFC ST 2002:2013”.</p> <p>4. Section 2.3: Obligations of the MFCC Certification Body, At first bullet, update PEFC ST PEFC 2002:2020 instead of 2002:2013.</p>	MFCC

4 Appendices²

Appendix I: Application for MFCC Notification

1. Applicant's Identification Data

Organisation Name	
Company Number	
Organisations's Representative	
Address	
Contact Person	
Contact Details	
Scheme Application	

2. Information and Documents for Application Processing

Accreditation number/expiry date of validity:	
Accreditation body name:	
Documents required for the Application Processing:	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2011 and which scope explicitly covers certification against MFCS SFM Standards.	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17065:2012 and which scope explicitly covers certification against the PEFC ST 2002:2020.	

3. Self-Declaration

I hereby confirm that I have read and understand:

- MFCC's procedure document MFCS SOP 1 Notification of Certification Bodies,
- MFCS P 1 Accreditation and Certification Body Requirements,
- MFCC Service Agreement concerning MFCS and Certification Body notification.

I accept and understand these documents and confirm the data included in this application is complete and truthful.

Signature of applicant's representative

Name

|

²These are examples only. Completed forms applicable to the relevant Certification Body are produced on a case by case basis.

Appendix II: Notification Application Processing Form (Completed by MFCC)

I. Application Processing

	Date	Signature
Application received		
Fulfilment of MFCC notification requirements		
Agreements completed by MFCC and sent to the applicant		
Signed agreements returned by the applicant		
Agreement signed by MFCC and returned to applicant		

II. Notification Fee Paid by Certification Body to MFCC

Type	Amount (MMK)	Payment Date	Signature

III. Suspension and Termination of MFCC Notification

Statutes of Decision	Date	Penalty

Appendix III: MFCC Notification Fee Schedule

Notification fees for the PEFC certificate holders are set out below:

Notification Category	Subset	PEFC Notification Fee (MMK)
Forest Management Certificates		MMK xxxxxx per ha of certified forest
CoC Certificates	Based on annual total turnover (MMK):	
	Up to 5 Million	
	Over 5 Million and up to 20 Million	
	Over 20 Million and up to 50 Million	
	Over 50 Million and up to 100 Million	
	Over 100 Million	

In the case of multi-site certification, the multi-site organisation's turnover is calculated as a sum of turnover of sites covered by the multi-site organisation and covered by the application.