

Procedure

**MFCS SOP 2 NCB
(SFM and CoC)**

2024-05-30

v01.00

**Notification
of
Certification Bodies
(SFM and CoC)**

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).

For the Chain of Custody Standard within MFCS, MFCC has officially adopted the PEFC ST 2002:2020: Chain of Custody of Forest and Tree Based Products – Requirements. This CoC Standard is referred to as the MFCS Chain of Custody Standard.

1.2 Scope

This document specifies the procedures of recognition and notification of a Certification Body to operate under the Myanmar Forest Certification Scheme. This includes both:

Myanmar SFM Standards

- MFCS Standard 1 Myanmar Criteria and Indicator for Forest Management
- MFCS Standard 2 Group Forest Management

MFCC Chain of Custody Standard

- MFCS Standard 3 Chain of Custody

MFCC will notify a Certification Body through a notified contract.

A Certification Body shall apply to MFCC to obtain the 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 4 Accreditation and Certification Body Requirements (SFM and CoC)

1.4 Definitions

<i>Chain of Custody (CoC)</i>	Chain of custody is the path taken by raw materials from the forest to the consumer, including all successive stages of processing, transformation, manufacturing and distribution.
<i>MFCC</i>	Myanmar Forest Certification Committee
<i>MFCC Employees</i>	In this policy an MFCC employee can refer to full and part time employees, consultants and sub-contractors and volunteers.

<i>MFCS</i>	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.
<i>MTLAS</i>	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.
<i>SFM</i>	Sustainable Forest Management

2 Policy Standards

2.1 Conditions for MFCC Notification

2.1.1 Forest Management Systems

The Certification Body applying for MFCS (SFM) 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 internet-based databases and registers and (if and when applicable) PEFC Council [<https://www.pefc.org/find-certification-bodies>] with information that will include the Certification Body's identification data and/or other data;
- be prepared to sign a MFCC Service Agreement for operating certification compliance verification.

As part of the notification agreement, a Certification Body will commit to achieving accreditation as specified in MFCS P 4 Accreditation and Certification Body Requirement (SFM and CoC).

Currently as part of Phase I, any Certification Body auditing against MFCS must demonstrate a commitment towards developing a system that is compatible with applicable ISO Standards/Guidelines of MFCC notification. Associated plans must include indicators and be made freely available for MFCC monitoring and evaluation. MFCC will require all certification bodies that audit against MFCS/ SFM and/or Chain of Custody Standards to achieve accreditation.

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;

2.1.2 Chain of Custody System

The Certification Body applying for notification for operating chain of custody certification under MFCC will:

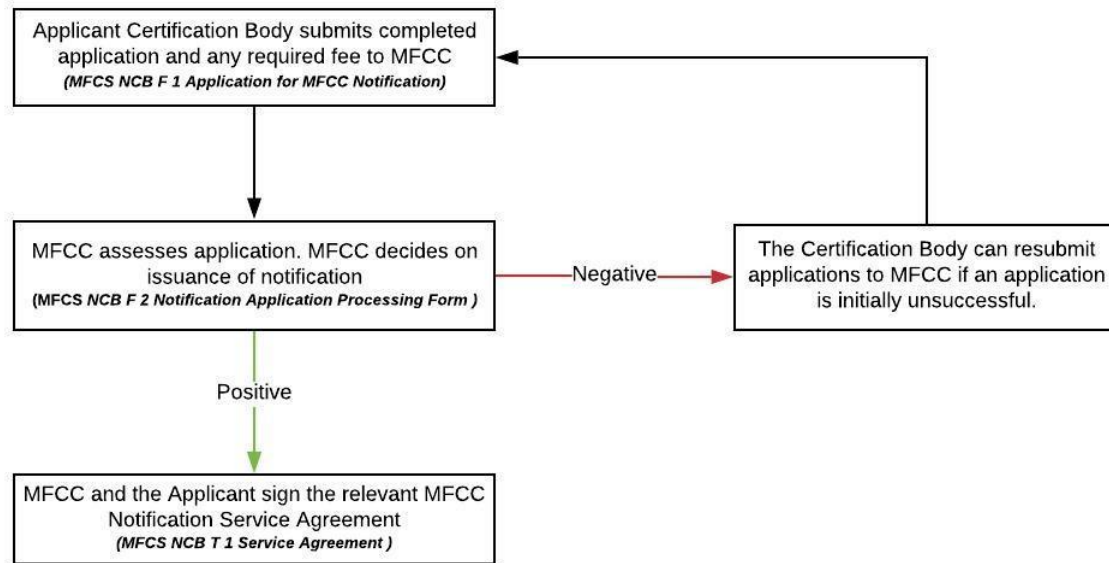
- be a legal entity, such as a company, business or society, within Myanmar; and/or if outside Myanmar, be a legal entity in the country concerned;
- agree to be listed on the publicly available MFCC website [<http://www.myanmarforestcertification.org>] and PEFC Council [<https://www.pefc.org/find-certification-bodies>] 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 Notification Agreement for operating chain of custody certification 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 MFCS Notification Issuance Procedures



2.3 Obligations of the MFCC Certification Body

The MFCS notified Certification Body operating forest management systems will:

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

The MFCC notification shall be valid for the period stated within the Service Agreement between the Certification Body and MFCC following full certification Body notification.

The MFCC notification can be suspended by MFCC if the Certification Body is suspected of violations of the MFCC Service Agreement. If, after investigation, the suspicion is proven to be found, the MFCC notification can be cancelled by MFCC.

3 Document History

Date of Amendment:	Version	Approval date:	Requested by:	Nature of Change	Approved by:

4 Appendices¹

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	MFCS – SFM and/or MFCS - CoC

2. Information and Documents for Application Processing

MFCC operates a two-stepped approach to MFCC recognition of a Certification Body:

- provisional notification
- full notification.

Requirements for each step are provided in MFCS P 4 Accreditation and Certification Body Requirements (SFM and CoC)

3. Self-Declaration

I hereby confirm that I have read and understand:

- MFCC's procedure document MFCS SOP 2 Notification of Certification Bodies (SFM and CoC)
- MFCS P 4 Accreditation and Certification Body Requirements (SFM and CoC)
- 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

|

¹These 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 MFCS (SFM) and CoC certificate holders are set out below:

Type	Amount	Specify	Payment Date	Signature	Comments/Remarks
Application Fee	SFM or CoC USD 25				One off payment for screening
	Both SFM and CoC USD40				
Registration Fee	SFM or CoC USD 250				Fee for registration as MFCC notified CB
	Both SFM and CoC USD350				
Annual (or) Renewal Fee	USD 200 (one certification)				Annual fee for notification administration
	USD300 (both SFM and CoC)				
Trademark Usage Fee					Fee for the usage of MFCC Trademark
Forest Management Certificates					MMK xxxxxx per ha of certified forest
CoC Certificates					
Development Contribution	At the disposal of CB				Contribution for the development of MFCC system

NOTE:

The application fee was exempted during the invitation period for applying as third-party certification bodies in 2017.

Development fee is a subsidy provided for the MFCC's system development. It is agreed upon by the certification bodies according to their discretion.

Guiding Principle mentioned that "MFCC will not make political donations or contributions. Open and transparent charitable support and donations, that support the mission and vision of MFCC, are acceptable but must be agreed by MFCC senior management. Any such payments will be recorded and publicly disclosed."

In the special case, the above fees will be negotiated and discussed and then decided by MFCC senior management.