

Procedure

MTLAS SOP 1 NCB

2024-05-30

v03.00

**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).

This procedure describes the requirements for MFCC notification of Certification Bodies operating certification under MTLAS.

1.2 Scope

This policy is applicable to MFCC employees for evaluation and monitoring purposes, and to existing Certification Bodies and their relevant employees and potential Certification Bodies.

1.3 Normative References

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

1.4 Definitions

<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.

2 Policy Standards

2.1 Conditions for MFCC Notification

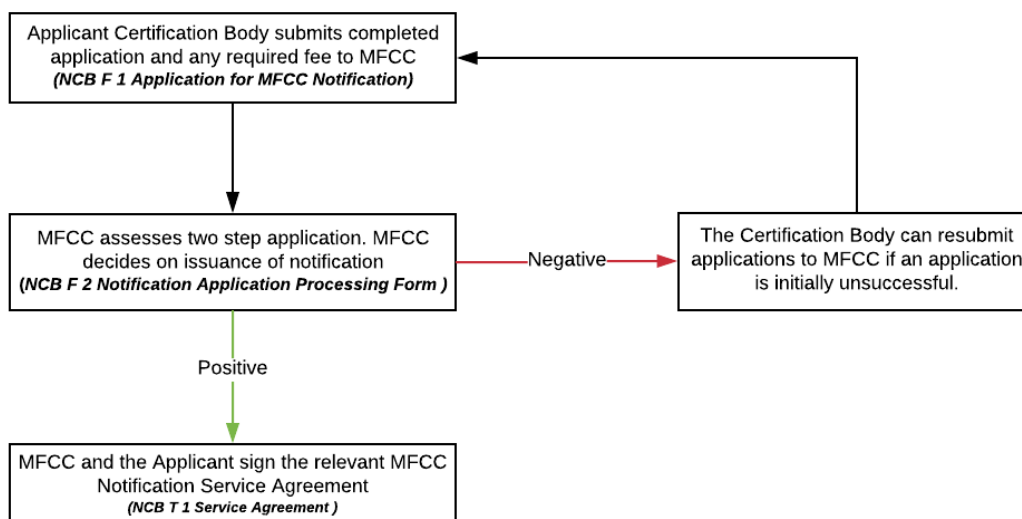
The certification body applying for MFCC notification for operating certification against MTLAS will comply fully with the applicable requirements as prescribed in MTLAS P 2 Certification Body Requirements, and have formally achieved full Certification Body notification by MFCC.

In addition, the Certification Body will:

- agree to be listed on the publicly available MFCC internet-based databases and registers 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.

2.2 MFCC Notification Issuance Procedures

Issuance of Certification Body notification will only be initiated after full notification by MFCC¹.



2.3 Obligations of the MFCC Certification Body

The MFCC certification body operating MTLAS assessments and certification shall:

- complete MFCC Scheme assessments and certification limited to the scope of the valid MFCC notification as described in the Service Agreement between MFCC and the Certification Body;
- provide MFCC, without undue delay, information on every MFCC Scheme certificate that the MFCC notified certification body issues and/or information on any changes to currently issued certificates;
- pay MFCC the annual notification fee for certificate when invoiced by MFCC. The amount of the fees is specified in Appendix III, MFCC Notification Fee Schedule (distributed to clients as NCB F 3 MFCC Notification Fee Schedule) and can be changed by MFCC Members during the validity of the Service Agreement. MFCC will always give at least one year's notice in writing to any such change;
- ensure that its client organisation has applied for or entered into a Trademark Usage or Logo Usage Licence Agreement with MFCC.

¹As outlined in MTLAS P 2 Certification Body Requirements, MFCC operates a two-step approach to Certification Body recognition – provisional and full.

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:
2019.07.01	2.00	2019.11.29	MFCC	<ol style="list-style-type: none"> 1. At page 2, “date, issue date and effective date” are changed into “issue date, version date and effective date”. 2. Change MFCC website address “from www.mfcc.com.mm to www.mfcc.org.mm”. 3. Changed from MFCC SOP 1 NCB into MTLAS SOP 1 NCB. 4. In all section, deleted MFCS word. 5. Appendix I: 3. Self-Declaration: MFCC P 5 CBR is changed into MTLAS P2 CBR. 	MFCC
2023.12.01	3.00	2024-05-30	MFCC Project Management Team	1. Updated table of MFCC Notification Fee Schedule	MFCC

4 Appendices²

Appendix I: Application for MFCC Notification

1. Applicant's Identification Data

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

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 MTLAS P 2 Certification Body Requirements.

3. Self-Declaration

I hereby confirm that I have read and understand:

- MFCC's procedure document MTLAS SOP 1 Notification of Certification Bodies,
- MTLAS P 2 Certification Body Requirements,
- MFCC Service Agreement concerning MFCC 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 Provisional notification requirements		
Fulfilment of MFCC Full 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 below³:

Type	Amount	Payment Date	Signature	Comments/Remarks
Application Fee	USD 25			One off payment for screening
Registration Fee	USD 250			Fee for registration as MFCC notified CB
Annual (or) Renewal Fee	USD 200			Annual fee for notification administration
Trademark Usage Fee				Fee for the usage of MFCC Trademark
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.

If necessary, there are any changes to the above fees in any time, MFCC will, without delay, inform to the notified certification bodies immediately.