

Attachment:

Application form for mutual recognition

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Appendix 1:

Document 1: Statutes of SGEC

Document 2: Operational Rules of FM and CoC certification

Attachment 2-1, 2-2, 2-2-1, 2-4, 2-8, 2-10, 2-10-3, 2-11, 2-11-1, 2-12, 2-13 and 2-13-1

Document 3: Requirements for FM certification

Attachment 3-1

Document 4: Requirements for CoC certification

Attachment 4-1

Appendix 2: Procedures of SGEC standard settings and its record of processes (Development report)

Appendix 3: System requirement check list (PEFC IGD 1007-01:2012)

1. Outline of SGEC certification scheme:

Under SGEC certification scheme, SGEC shall be standardizing body which shall make decisions on standard settings as well as on certification business activities. The actual certification services shall be conducted by the certification bodies which are the third parties and are publicly noticed by SGEC. Summary of its scheme is as follows. The relevant documents of SGEC scheme is attached herewith (Document 1 to 4).

1-1 SGEC as standardizing body:

SGEC, as a registered association under the Act on General Incorporated Association and General Incorporated Foundations, shall aim to develop a rich society through sustainable forest management and effective use of wood products from SFM (Article 3 of the Statutes (Document 1)) with supreme decision-making body – General Meeting of Members and executing body – Board of Directors with auditors.

a) Objectives (Article 3 of the Statutes):

To develop a rich society based on a material cycle system and to contribute to conserve greenery rich natural environment through widely disseminating the concept of sustainable forest management (SFM) and promoting effective use of wood products from sustainably managed forests as well as upgrading the level of forest conditions and enhancing forestry activities in Japan.

b) General Meeting of Members (Chapter 2 and 3 of the Statutes):

Members shall be individuals or groups who join the SGEC with endorsement of the purpose of the SGEC (Article 6 of the Statutes) and General Meeting of Members shall have its authority stipulated in Article 16 of the Statutes.

c) Board of Directors (Chapter 4 and 5 of the Statutes)

The members of Board of Directors shall be elected by The General Meeting of Members, taking due consideration of wider and balanced participation from all sectors/groups related, such as academia, industry and NPO/NGOs as well as securing fairness, equity and openness principles. The Board of Directors shall have its duties stipulated in Article 35 of the Statutes. Auditors shall audit the execution of duties by Directors as stipulated in Article 27 of the Statutes.

1-2 Operation and management of SGEC certification scheme:

As to operation and management of SGEC certification scheme, SGEC as standardizing body shall be responsible for overall certification scheme activities including its standard settings development/amendment. The Operational Rules of Forest Management Certification and Forest Products Chain of Custody Certification (Document 2) shall stipulate the relevant principles such as forest management certification (Chapter 3), certified products and chain of custody (Chapter 4) and complaints and corrective measures (Chapter 7). More detailed guidelines shall be

stipulated in its Attachments.

1-3 Certification bodies:

(1) Article 19 of the Operational Rules of Forest Management Certification and Forest Products Chain of Custody Certification (Document 2) shall stipulate that certification body shall be an organization which has been acknowledged, by the accreditation body which is a member of mutual recognition of IAF, as its conformity assessment recognized within the scope of the SGEC is in conformity with the scope of the international product certification system requirements (ISO/IEC 17065). This article shall ensure that SGEC certification services shall be conducted by the third parties with fairness and equity. Article 19 above shall also stipulate that certification body shall be an organization registered as a corporation in Japan.

2. Relevant procedures:

2-1 Standard Setting – Requirements shall be stipulated in Attachment 2-12 of the Operational Rules (Document 2)

2-2 Certification and Accreditation Procedures shall be stipulated in Attachment 2-13 of the Operational Rules (Document 2)

2-3 SGEC logos and labels procedures shall be stipulated in Attachment 2-1, 2-2 and 2-2-1 of the Operational Rules (Document 2)

2-4 Complaints and disputes procedures shall be stipulated in Attachment 2-11 and 2-11-1 of the Operational Rules (Document 2)

3. Procedures of SGEC standard settings and its record of processes (Development report) shall be in Appendix 2.

4. Principles, Indicators and Guidelines for SGEC Forest Management Certification (Requirements for Forest Management Certification) shall be based on the concept of the Montreal Process Criteria and Indicators' framework where Japan is one of twelve member countries as stipulated in Document 3 and its Attachment 3-1.

5. Requirements for group forest management certificate shall be stipulated in Attachment 2-4 of the Operational Rules (Document 2)

6. Guidelines for SGEC Chain of Custody Certification (Requirements for CoC Certification) shall be stipulated in Document 4 and its Attachment 4-1 and Attachment 2-8 of the Operational Rules (Document 2).

7. Requirements for certification body shall be an organization which has been

acknowledged, by the accreditation body which is a member of mutual recognition of IAF, as its conformity assessment recognized within the scope of the SGEC is in conformity with the scope of the international product certification system requirements (ISO/IEC 17065) as stipulated in Article 19 of the Operational Rules (Document 2), its Attachment 2-10 and 2-13.

8. System requirement check list (PEFC IGD 1007-01:2012) shall be in Appendix 3.