

**Procedure**

**MFCC SOP 1 NCB**

2018-08-01

v01.00

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**Notification  
of  
Certification Bodies**

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MYANMAR FOREST CERTIFICATION COMMITTEE



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## Contents

Contents .....	3
1 Policy Background .....	4
1.1 Introduction.....	4
1.2 Scope .....	4
1.3 Normative References.....	4
1.4 Definitions.....	4
2 Policy Standards.....	5
2.1 Conditions for MFCC Notification .....	5
2.2 MFCC Notification Issuance Procedures .....	5
2.3 Obligations of the MFCC Certification Body.....	5
2.4 Validity of MFCC Notification.....	6
3 Document History .....	7
4 Appendices .....	8
Appendix I: Application for MFCC Notification .....	8
Appendix II: Notification Application Processing Form (Completed by MFCC) .....	9
Appendix III: MFCC Notification Fee Schedule.....	10

# 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 or MFCS

## 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  
 MFCC P 5 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

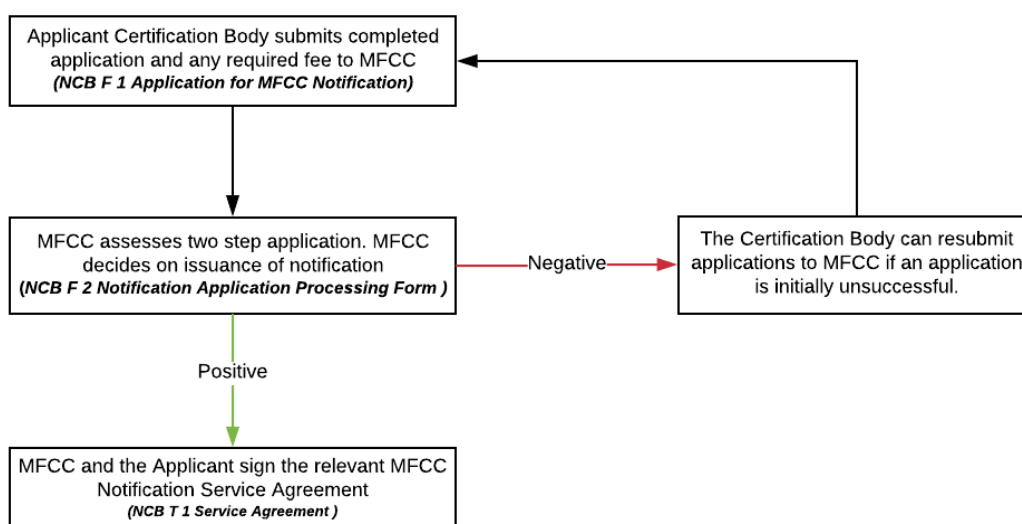
The certification body applying for MFCC notification for operating certification against MTLAS or MFCS will comply fully with the requirements as prescribed in MFCC P 5 Certification Body Requirements, and have formally achieved full Certification Body acknowledgement by MFCC.

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 acknowledgement by MFCC<sup>1</sup>.



### 2.3 Obligations of the MFCC Certification Body

The MFCC certification body operating MTLAS/MFCS assessments and certification shall:

- complete MFCC Scheme assessments and certification limited to the scope of the valid MFCC acknowledgement 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.

<sup>1</sup>As outlined in MTLAS P 5 Accreditation and Certification Body Requirements, MFCC operates a two-step approach to Certification Body recognition – provisional and full.

- ensure that its client organisation has applied for or entered into a Trademark Usage or Logo 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 acknowledgement.

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 Issue:	Version	Approval date:	Requested by:	Nature of Change	Approved by:

## 4 Appendices<sup>2</sup>

### Appendix I: Application for MFCC Notification

#### 1. Applicant's Identification Data

<b>Organisation Name</b>	
<b>Company Number</b>	
<b>Organisations's Representative</b>	
<b>Address</b>	
<b>Contact Person</b>	
<b>Contact Details</b>	
<b>Scheme Application</b>	MTLAS or MFCS

#### 2. Information and Documents for Application Processing

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

- provisional acknowledgement
- full acknowledgement.

Requirements for each step are provided in MFCC P 5 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,
- MFCC P 5 Certification Body Requirements,
- MFCC Service Agreement concerning MFCC and Certification Body acknowledgement.

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

Signature of applicant's representative

Name

|

<sup>2</sup> These 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 acknowledgement requirements		
Fulfilment of MFCC Full acknowledgement 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<sup>3</sup>:

<b>Fee</b>	<b>Date</b>	<b>Comments</b>
Application Fee		One off payment for Certification Body screening
Notification Fee		Annual fee for accreditation administration
Operator Fee		Annual fee for operator Level verification
Consignment Fee		Fee per consignment (max 2 containers)

NOTE: Annual fee for administration does not include MFCC auditing operational costs.

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.