PEFC/01-00-01

PEFC ST 2102:2026

PEFC INTERNATIONAL STANDARD

PEFC Project Sourcing - Requirements

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Document name: PEFC Project Sourcing - Requirements

Document title: PEFC ST 2102:2026

Approved by: PEFC General Assembly **Date:** 2026-05-13

Issue date: 2026-06-12

Entry into force: 2026-06-12

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Foreword

PEFC, the Programme for the Endorsement of Forest Certification, is a worldwide organisation promoting sustainable forest and TOF management through forest certification, supply chains and labelling of forest-based products.

PEFC certified sustainable forest and TOF management works through the PEFC endorsement of national and regional forest certification systems, which were independently assessed to be in compliance with PEFC's sustainability benchmarks for forest and TOF management certification standards. For further information on PEFC's sustainability benchmarks, please see the PEFC website at www.pefc.org.

Moreover, the PEFC Council defines an international Chain of Custody standard (PEFC ST 2002) and rules for the usage of the PEFC trademarks (PEFC ST 2001). Chain of custody delivers confidence that forest and tree-based material in products with the PEFC claim or label originates in PEFC-certified sustainably managed forests, PEFC-certified trees outside forest, recycled materials and/or PEFC controlled sources.

PEFC Project Sourcing certification enables traceability of forest and tree-based materials used on different types of projects, such as construction, renovation, building, civil engineering, facilities, public or private amenities, fit-out or artistic work. This PEFC Project Sourcing standard is based on the application of the PEFC Chain of Custody standard to projects.

This standard was developed in an open, transparent, consultative, and consensus-based process covering a broad range of stakeholders, following PEFC's procedures for the development of technical documentation outlined in PEFC GD 1003:2009.

This standard replaces Annex 1: *Guidance for the implementation of PEFC Chain of Custody for specified projects* of PEFC GD 2001:2014, *Chain of Custody of Forest-Based Products – Guidance for Use,* as of 4 June 2026. Annex 1 has been technically revised and developed into this stand-alone standard.

This standard brings additional possibilities for certificate holders, including multi-project certification for continuous projects, multi-site certification, and a group certification model. It also enables organisations to communicate their responsible sourcing commitments for forest and tree-based materials during construction and sets the threshold for finished projects to be considered PEFC certified.

Together with this standard, the PEFC Council has published additional requirements for certification bodies to support the implementation of certification processes against this PEFC Project Sourcing standard.

The transition period is two years from the issue date and ends on 12 June 2028. From 12 June 2026, all new projects are expected to implement and be audited against the revised requirements. Projects that are already underway when the standard enters into force have until the end of the transition period to transition to the new requirements. However, projects that reach finished project status before 12 June 2028 may continue to use PEFC GD 2001:2014. From 12 June 2028 onwards, all projects seeking PEFC Project Sourcing certification shall be certified against this standard.

Introduction

The objective of this standard is to allow organisations to make PEFC project sourcing declarations based on accurate and verifiable information that the forest and tree-based materials used in a project are sourced from PEFC-certified sustainably managed forests, trees outside forests, PEFC controlled sources and/or recycled sources. It also enables the use of the PEFC trademarks to communicate an organisation's engagement in project sourcing, and that a finished project is PEFC certified.

Practical application and certification against this standard allow organisations to demonstrate their commitment to sustainable forest and TOF management by the responsible sourcing of forest and tree-based materials. By implementing robust sourcing and traceability controls at the project level, organisations may use PEFC project sourcing declarations to support gathering of information and reporting to demonstrate compliance with green building certification systems, construction related standards, public and private procurement requirements and with applicable national legislation. Certification under this standard also provides a verifiable framework for demonstrating an organisation's contribution to the UN Sustainable Development Goals.

The aim of communicating the source of forest and tree-based materials is to encourage demand for and supply of those products originating in sustainably managed forests and thereby stimulating the potential for market-driven continuous improvement of the management of the world's forests.

1. Scope

This document sets out the requirements for organisations to establish PEFC Project Sourcing certification through the implementation of processes that ensure effective planning, control, verification, and tracking of forest and tree-based materials across the different project phases.

The standard enables organisations to define which forest and tree-based installed components within the project they want to cover under the project scope. The project scope may not include all the forest and tree-based installed components used within a project.

For a finished project to be recognised as a PEFC certified project:

- The forest and tree-based material sourced for the installed components under the project scope must collectively include at least 70% PEFC certified content; and
- Each installed component under the project scope must include at least 70% of certified content, from PEFC certified material and/or other certified material that is eligible to become PEFC controlled sources.

The document also outlines additional requirements for the use of the PEFC trademarks in a project context.

In addition, the standard includes requirements related to health, safety, and labour conditions, and recognises the importance of legal compliance and avoidance of controversial sources for all forest and tree-based materials within the project scope. Organisations may source PEFC-certified material, recycled material, PEFC controlled sources, or non-certified forest and tree-based material. With the exception of recycled material, due diligence must be applied to all forest and tree-based material included within the scope of the project to minimise the risk of originating in controversial sources. Furthermore, the standard requires that organisations do not knowingly source from illegal sources.

This standard enables organisations to obtain certification either for a single project (single project sourcing certification) or for multiple projects (multi-project sourcing certification). Certificates can be held by an individual organisation (individual certificate), or organisations composed of multiple entities that have a common link to each other (multi-site certificate).

PEFC Project Sourcing certification is implemented for the purposes of third-party conformity assessment based on requirements defined by the PEFC Council. The conformity assessment is considered as product certification and shall follow ISO/IEC 17065.

The term “shall” is used throughout this standard to indicate those provisions that are mandatory. The term “should” is used to indicate those provisions that, although not mandatory, are expected to be adopted and implemented. The term “may” used throughout this standard indicates permission expressed by this standard whereas “can” refers to the ability of a user of this standard or to a possibility open to the user. Further details can be found in the ISO/IEC Directives, Part 2.

2. Normative references

The following referenced documents are indispensable for the application of this standard. For both dated and undated references, the latest edition of the referenced document (including any amendment) applies. The PEFC standards and documents are available from www.pefc.org.

PEFC ST 2002, *Chain of Custody of Forest and Tree Based Products, Requirements (PEFC Chain of Custody)*

PEFC ST 2003, *Requirements for Certification Bodies Providing Certification against the PEFC International Chain of Custody Standard*

PEFC IM 2103, *Additional Requirements for Certification Bodies Operating Certification against the PEFC Project Sourcing Standard*

PEFC ST 1003, *Sustainable Forest Management – Requirements*

PEFC ST 1002, *Group Forest Management Certification – Requirements*

PEFC ST 2001, *PEFC Trademarks Rules – Requirements (PEFC Trademarks Rules)*

PEFC ST 2002-1*, Requirements for the Implementation of PEFC EUDR Due Diligence System (PEFC EUDR DDS)*

PEFC IM 2202, *Product Categories*

ISO/IEC 17000, *Conformity assessment – Vocabulary and general principles*

ISO/IEC 17065, *Conformity assessment – Requirements for bodies, certifying products, processes and services*

ISO/IEC 17067, *Conformity assessment - Fundamentals of product certification and guidelines for product certification schemes*

ISO 19011, *Guidelines for auditing Management systems*

3. Terms and definitions

3.1 Applicant project

An applicant project is a **project** covered by a PEFC Project Sourcing certificate that is not a **finished project**.

3.2 Certified content

The overall percentage of certified material included within an **installed component** calculated according to the forest and tree-based material input received. Only **PEFC certified material** and material classified as **PEFC controlled sources from other certified material** accounts for the estimation of the certified content.

Source: Based on PEFC ST 2002, Chain of Custody – Requirements

3.3 Controversial sources

Forest and tree-based material sourced from:

a) Activities not complying with applicable local, national, or international legislation on forest management, including but not limited to forest management practices; nature and environmental protection; protected and endangered species; property, tenure and land-use rights for indigenous peoples, local communities, or other affected stakeholders; health, labour, and safety issues; anticorruption and the payment of applicable royalties and taxes.

b) Activities where the capability of forests to produce a range of wood and non-wood forest products and services on a sustainable basis is not maintained or harvesting levels exceed a rate that can be sustained in the long term.

c) Activities where forest management does not contribute to the maintenance, conservation, or enhancement of biodiversity on landscape, ecosystem, species, or genetic levels.

d) Activities where ecologically important forest areas are not identified, protected, conserved, or set aside.

e) Activities where forest conversions occur, in other than justified circumstances where the conversion:

   i. is in compliance with national and regional policy and legislation applicable for land use and forest management, and

   ii. does not have negative impacts on ecologically important forest areas, culturally and socially significant areas, or other protected areas, and

   iii. does not destroy areas of significantly high carbon stock, and

   iv. makes a contribution to long-term conservation, economic, and/or social benefits.

f) Activities where the spirit of the ILO Declaration on Fundamental Principles and Rights at Work (1998) is not met.

g) Activities where the spirit of the United Nations Declaration on the Rights of Indigenous Peoples (2007) is not met.

h) Conflict timber.

i) Genetically modified trees.

Note 1 (on 3.3 b, d and e): Not considered "controversial sources" are such activities in short rotation forest plantations with harvesting cycles under 35 years, that are on agricultural land.

Note 2 (on 3.3 i): The restriction on the usage of genetically modified trees has been adopted by the PEFC General Assembly based on the Precautionary Principle. Until enough scientific data on genetically modified trees indicates that impacts on human and animal health and the environment are equivalent to, or more positive than, those presented by trees genetically improved by traditional methods, no genetically modified trees will be used.

Source: PEFC ST 2002, Chain of Custody – Requirements

3.4 Corrupt practices

Corrupt practices include bribery of public officials; embezzlement, trading in influence, abuse of function, and illicit enrichment by public officials; and bribery and embezzlement in the private sector, as well as money-laundering and obstruction of justice, in alignment with the United Nations Convention against Corruption.

3.5 Finished project

A **project** is considered finished when no further **forest or tree-based materials** are added, replaced, repaired or modified by the **organisation** or the **project members**.

Note: For the purpose of this standard, a snagging/defects liability period, during which defective components may be replaced or modified, is considered outside of the **project scope**, unless specifically stated, and the **project** may be considered finished regardless of any such post-completion works.

3.6 Forest and tree-based material

Material originating in forests or from other sources recognised by the PEFC Council as eligible for PEFC certification, such as trees outside forests, including **recycled material** originally coming from those areas/sources as well as wood-based and non-wood-based material, such as cork, generally referred to as non-wood forest products.

Source: PEFC ST 2002, Chain of Custody - Requirements

3.7 Installed components

Distinct elements containing **forest and tree-based materials** that are included within, and used to determine, the scope of a **PEFC certified project**. Installed components are defined using the PEFC product categories. Only installed components explicitly defined and described in the documented **project scope** can be considered under PEFC Project Sourcing certification. Installed components included within the **project scope**:

a) are subject to material identification and traceability requirements (Clause 5);

b) are included in the certified content calculation in accordance with Clause 6; and

c) meet the minimum certified content requirements defined by this standard for the **project** to qualify as a **PEFC certified project**.

3.8 Multi-project sourcing certification (multi-project certification)

A continuous certification process that enables an **organisation** to manage multiple **projects** at the same time, or at different times. It requires the implementation of a centralised project sourcing management system that ensures each individual **project** complies with the requirements of this standard.

3.9 Organisation

The primary applicant or entity responsible for overseeing and managing the PEFC Project Sourcing certification process, ensuring compliance with this standard. The organisation is the project certificate holder and enters into a relationship with an independent third-party certification body that conducts audits and issues the PEFC Project Sourcing certificate.

The organisation has control over, or demonstrable influence on, the sourcing and management of **forest and tree-based materials** used in the **project(s)**.

Note 1: The organisation may take various forms, including, but not limited to, a developer, project manager, principal contractor, an individual person, or any other entity with the authority to ensure conformance with this standard.

Note 2: In the case of a multi-site organisation, the central office is considered as the organisation.

3.10 PEFC certified content

The overall percentage of **PEFC certified material** included within an **installed component**, or within a **finished project**, calculated according to the forest and tree-based material input received.

3.11 PEFC certified material

a) **Forest and tree-based material** delivered by a **supplier** covered by a **PEFC recognised certificate**, with the **PEFC claim** “100% PEFC origin” or “x% PEFC certified”, or delivered by a **supplier** covered by a **PEFC recognised certificate** against a forest or TOF management standard that is endorsed by PEFC with another PEFC endorsed system claim.

Note: PEFC endorsed system claims are published online on the PEFC website.

b) **Recycled material** (not delivered with the **PEFC claim** “X% PEFC certified” or “100% PEFC origin”)

Source: PEFC ST 2002, Chain of Custody - Requirements

3.12 PEFC certified project

Finished project that includes **installed components** which, combined, have at least 70% **PEFC certified content** and in which each of the individual **installed components** within the scope includes at least 70% of **certified content** from **PEFC certified material** and/or **PEFC controlled sources from other certified material**. Any **forest and tree-based materials** used in **installed components** that are not **PEFC certified material** or **PEFC controlled sources from other certified materials** must have been subject to due diligence to minimise the risk of them originating in **controversial sources**.

3.13 PEFC claim

Declaration of the percentage of **PEFC certified material** or/and **PEFC controlled sources** in material/products made by a holder of a valid **PEFC recognised certificate**, namely the claims “100% PEFC origin”, “x% PEFC certified” and “PEFC controlled sources”.

Note: A list of PEFC accepted abbreviations and translations of PEFC claims is available on the PEFC website www.pefc.org.

Source: PEFC ST 2002, Chain of Custody – Requirements

3.14 PEFC controlled sources

Forest and tree-based materials for which an **organisation** has determined through a **PEFC recognised Due Diligence System** that there is “negligible risk” that the material is from **controversial sources**.

Source: PEFC ST 2002, Chain of Custody – Requirements

3.15 PEFC controlled sources from other certified material

Material supplied with a claim declared as certified against a forest certification system that is not PEFC endorsed, addressing the activities covered by the term **controversial sources** and supported by a valid forest management or chain of custody certificate issued by a third-party certification body.

3.16 PEFC recognised certificate

A valid certificate issued by a PEFC notified certification body against a PEFC International standard or a PEFC endorsed standard that is published on the PEFC website.

Source: PEFC ST 2002, Chain of Custody - Requirements

3.17 PEFC recognised due diligence system (DDS)

Covers PEFC DDS described in PEFC ST 2002; PEFC EUDR DDS described in PEFC ST 2002-1; and PEFC DDS described under the chain of custody standards that have been endorsed by PEFC against PEFC ST 2002:2020.

Note: The list of PEFC chain of custody standards which have been endorsed by PEFC against PEFC ST 2002:2020 can be found on the PEFC website.

3.18 Processing

Activities that transform **forest and tree-based materials**, procured under the defined **project scope**, into **installed components**. Processing may include machining, assembling, treating, finishing, or otherwise modifying the material's form or properties for use within the **project**. The transformation happens after procurement.

3.19 Project

A project refers to a construction, renovation, building, civil engineering, facilities, amenities, fit-out, or artistic work that includes the use of **forest and tree-based materials** within its defined **project sourcing certification scope**. A project is defined by clear physical boundaries, a specific geographic location, or a coordinated set of locations during construction, a unique deliverable outcome, and its materials and **installed components**.

A project may consist of a single structure, a part(s) of a structure, or multiple related structures, and may include work performed by an **organisation** or through subcontracted entities known as **project members**.

Note 1: Examples of projects include:

a) A new building structures project, such as a stadium, house, or office building.

b) A renovation or refurbishment project, such as restoring a historical façade, roof overlay, refitting a ship, rail-bridge strengthening.

c) A specific part of a structure, such as the roofing system of a building, interior wall package, prefabricated booth, kiosk, or stall.

d) Installed artworks and installations, such as stand-alone sculpture or timber pavilion.

e) A complex of related structures within a single site, such as a building complex.

f) Outdoor infrastructure and public amenities, such as playgrounds, parks, walking trails, or picnic and recreation facilities.

g) Civil and urban structures, such as timber bridges, boardwalks, or transport shelters.

h) Built-in joinery (e.g., seating, reception counters, or benches purchased for a public building).

Note 2: A **finished project** may be produced in a specific location or set of locations and moved afterwards to a different location.

3.20 Project member

An entity other than the **organisation** that operates within the **project scope** and has responsibility for:

a) procuring **forest and tree-based materials**; and/or

b) **processing** or installing **forest and tree-based materials** at the project site

Any project member processing material off-site or delivering material to the site is also considered as a **supplier**.

Note: Sites in a multisite certificate are not considered project members, as project members do not co-hold the certificate.

3.21 Project scope

The scope of a **project** covered by the requirements of this standard includes:

a) Name and a description of the **project**.

b) Specific geographic location or a coordinated set of locations during construction.

c) List of **installed components** and a description of each of them.

d) Project duration.

Note 1: Project duration refers to the estimated time from project application/commencement to project completion (**finished project**), updated as necessary to reflect project progress.

e) **Project members**, legal name and contact details, their roles, and responsibilities and certification status.

f) The investor, developer, or project owner, if different than the **organisation**, as relevant.

Note 2: During the duration of the **project** the **organisation** can modify the **installed components** covered by the scope of the **project**, in discussion with the certification body.

Note 3: **Temporary components** can be part of the scope.

3.22 Recycled material

Forest and tree-based material that is:

a) Recovered from waste during a manufacturing process. Excluded is reutilisation of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it. Excluded are by-products resulting from primary production processes, such as sawmilling by-products (sawdust, chips, bark, etc.) or forestry residues (bark, chips from branches, roots, etc.) as they are not considered waste.

b) Generated by households or by commercial, industrial, and institutional facilities in their role as end users of the product that can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

Note 1: The term “capable of being reclaimed within the same process that generated it” means that the material generated in one process is continuously returned to the same process at the same site. An example is residue generated by a press line in a panel board production that continuously re-enters the same press line. This is not considered as recycled material.

Note 2: The definition is based on definitions of ISO 14021.

Note 3: Different examples of recycled material are provided in PEFC GD 2001.

Source: PEFC ST 2002, Chain of Custody - Requirements

3.23 Single project sourcing certification

A certification process applicable to one specifically defined **project** under the responsibility of an **organisation**. The certification covers only that **project** and applies for its defined duration.

Single project sourcing certification is concluded upon completion of the **project** and after the certification body has completed its final audit and confirmed conformity with the requirements of this standard, and the **project** is listed in the PEFC database as a **finished project**.

3.24 Substantiated concern

Information or complaint supported by proof or evidence, indicating a serious failure to conform with the requirements of the PEFC Project Sourcing standard or the integrity of the PEFC scheme.

Note: Substantiated concerns can be concerns of third parties, as well as concerns of the **organisation** itself.

Source: PEFC ST 2002, Chain of Custody - Requirements

3.25 Supplier

A supplier is an entity that supplies the **organisation** or a **project member** with **forest and tree-based materials** that will be included within the **project scope** to the project site. To provide **PEFC certified material** or PEFC controlled sources material, the supplier shall hold a valid PEFC Chain of Custody certificate and comply with all relevant PEFC Chain of Custody requirements.

Example: A timber mill producing Cross Laminated Timber (CLT) and supplying it to a project site under a contractual relationship with a **project member** who then takes legal ownership and receipt of the material (procuring) and installs the CLT on a project site would be considered a supplier. The timber mill's role ends with the delivery of the material.

Source: PEFC ST 2002, Chain of Custody - Requirements

3.26 Temporary components

Non-permanent **forest and tree-based materials** used during the construction phase of a **project**, such as scaffolding, formwork, temporary bracing, protective coverings, and other auxiliary structures. They may be included in the **project scope**.

4. Management system requirements

4.1 General requirements

4.1.1 The **organisation** shall operate a management system in accordance with the requirements of this standard, to ensure correct implementation and maintenance of the PEFC Project Sourcing certification process(es). The management system shall be appropriate to the type, scale, and complexity of the **project(s)** covered, and shall cover the operations of all **project members**.

4.1.2 The **organisation**, within its operations, shall not be involved in **corrupt practices** and shall not use **forest and tree-based materials** for which it has received or identified **substantiated concerns** related to the material originating in illegal sources.

Note: As a minimum, illegal sources are to be interpreted in alignment with PEFC's definition for **controversial sources**, 3.3 a) of this standard.

4.1.3 The **organisation** shall define and keep up-to-date records of the **project scope** for each **project**.

4.1.4 The **organisation** shall identify, provide, and maintain the infrastructure and technical facilities needed to ensure compliance with all the applicable requirements of this standard for each **project**.

4.1.5 **Organisations** certified for **multi-project certification** shall maintain a list of **projects** under their **project scope**, including the status of each **project**.

4.1.6 **Organisations** certified for **multi-project certification** may request the certification body to add a **project** to the **project scope** at any point during its construction phase, provided that the project status would allow for at least one on-site inspection by the certification body before the **project** is completed and the **organisation** has all necessary records to show compliance with this standard.

4.2 Documented procedures

4.2.1 The **organisation** shall establish documented procedures for its management system that cover all the applicable requirements of this standard.

4.2.2 For **multi-project certification**, the documented procedures shall define how processes apply across all **projects** under the management system and how project-specific details (e.g., locations, materials, project duration, **project members**) are recorded for each individual **project** to allow for individual auditing.

4.3 Responsibilities and authorities

4.3.1 The **organisation** shall define and document its commitment to implementing and maintaining the project sourcing requirements in accordance with this standard. This commitment shall be integrated into the organisation's management system and communicated to relevant personnel, **project members**, and other stakeholders.

4.3.2 The **organisation** shall have a documented commitment not to be involved in **corrupt practices** and not to source from illegal sources in any of its operations.

4.3.3 The organisation's management shall appoint a person who, irrespective of other responsibilities, shall have overall responsibility and authority for the organisation's PEFC Project Sourcing certification. This person shall oversee the implementation, maintenance, and verification of the management system for the duration of each **project.**

4.3.4 The appointed person under 4.3.3 may be an internal staff member or an external entity, provided they have the authority, competence, and capacity to fulfil this role.

4.3.5 For each **project**, the **organisation** shall establish, define, and document responsibilities and authorities for the implementation of its management system.

Note: Responsibilities and authority for PEFC Project Sourcing certification may be assigned cumulatively across multiple roles within the **organisation**.

4.3.6 The **organisation** shall ensure that all personnel, internal or external to the **organisation**, with responsibilities and authorities, are competent, based on appropriate training, education, skills, and experience relevant to their assigned responsibilities and authorities, and keep records.

4.4 Project members

4.4.1 The **organisation** shall maintain oversight and supervision of all **project members** performing activities related to the procuring, **processing**, or installing of **forest and tree-based materials**.

4.4.2 The **organisation** shall ensure and document that **project members** are made aware of, and agree to, their responsibilities under the organisation's management system.

4.4.3 The **organisation** shall ensure that all **project members** have effective procedures in place to ensure conformance with the requirements of this standard.

4.4.4 **Project members** shall only process or receive **forest and tree-based materials** within the **project scope** on-site. If a **project member** processes or receives **forest and tree-based material** off-site, the **project member** shall be considered a **supplier** and shall comply with all the respective requirements of the standard (such as holding a **PEFC recognised certificate** to supply materials as PEFC certified).

4.5 Social, health, and safety requirements in PEFC Project Sourcing certification

4.5.1 The **organisation** shall demonstrate its commitment to comply with the social, health, and safety requirements defined in this standard.

4.5.2 The **organisation** shall demonstrate that:

a) workers are not prevented from associating freely, choosing their representatives, and bargaining collectively with their employer

b) forced labour is not used

c) workers who are under the minimum legal age, the age of 15, or the compulsory school attendance age, whichever is higher, are not used

d) workers are not denied equal employment opportunities and treatment

e) working conditions do not endanger safety or health.

4.6 Due Diligence System

4.6.1 The **organisation** shall conduct due diligence in accordance with a **PEFC recognised due diligence system** (collection of information, risk assessment, and risk mitigation) to ensure that any forest and tree-based input material used within the **project scope** has negligible risk from originating in **controversial sources**.

4.6.2 The following are considered as negligible risk:

a) Material delivered with a **PEFC claim** from a **supplier** holding a **PEFC recognised certificate**.

b) **Recycled material**.

c) **PEFC controlled sources from other certified material**, provided that the **organisation** can prove that the alternative scheme addresses the activities covered by the term **controversial sources** and is based on third party independent certification.

4.6.3 If, while conducting due diligence, it is identified that the material has been covered by a valid **PEFC claim** at an earlier stage in the supply chain, then the material can be categorised as having negligible risk in originating in **controversial sources**.

4.7 Inspection and control

4.7.1 The **organisation** shall conduct an internal audit programme assessing its conformance with the requirements of this standard. The internal audit shall also include the conformance of **project members** with the requirements of the standard, using a risk-based approach.

Note: Examples of criteria used in a risk-based approach may include the PEFC Chain of Custody certification status of **project members**, the type of activities conducted under the **project scope**, or risk of material mixing or traceability failures.

4.7.2 The **organisation** shall ensure that all **projects** are subject to the internal audit programme, which includes initial internal audits, annual internal surveillance audits, and a final internal audit of the **finished project**.

Note 1: For the purpose of this standard, "annual" refers to a frequency of once every twelve (12) months, with an allowable variation of ± three (3) months.

Note 2: If a **project** lasts for less than 18 months, then no surveillance internal audit is required.

4.7.3 The **organisation** shall ensure that for single project certificates, an internal audit shall be conducted prior to the initial audit by the certification body. For multi-project certificates, an initial internal audit shall be conducted prior to the **project** being added to the certificate scope.

4.7.4 The management of the **organisation** shall review the results of the internal and external audits at least every 12 months and ensure that appropriate corrective and preventive actions have been established to address any identified issues.

4.7.5 A management review of the initial internal audit shall take place before the external audit.

4.8 Complaints and substantiated concerns

4.8.1 The **organisation** shall establish procedures for dealing with complaints and **substantiated concerns**.

4.8.2 Upon receipt of a complaint in writing, the **organisation** shall:

a) Formally acknowledge the complaint to the complainant within ten working days.

b) Gather and verify all necessary information to evaluate and validate the complaint and make a decision on the complaint within three months. If the three months are not feasible, the **organisation** shall inform the complainant and its certification body.

c) Formally communicate the decision on the complaint and the complaint handling process to the complainant.

d) Ensure that appropriate corrective and preventive actions are taken, if necessary.

4.8.3 The **organisation** shall inform the PEFC Council, the PEFC authorised body, and the certification body of any **substantiated concerns** they receive or are made aware of.

4.8.4 The **organisation** shall ensure that **substantiated concerns** are promptly investigated, starting no later than ten working days after identification of the **substantiated concern**.

Note: PEFC ST 2002, Chain of Custody, includes in Chapter 5 of Appendix 1 a risk mitigation procedure that may be used to guide investigations.

4.8.5 The **organisation** shall not use in any of its operations **forest and tree-based material** for which it has received a **substantiated concern** related to its origin in illegal sources until the **substantiated concern** has been resolved through the investigation.

4.8.6 If the **organisation** suspects, is made aware of, or receives a **substantiated concern** that any material used within a **project** covered by PEFC Project Sourcing certification originates from illegal sources, the **organisation** shall immediately cease using any PEFC trademarks.

4.8.7 The **organisation** shall inform the relevant parties, including the certification body, the PEFC Council, and the PEFC authorised body, of the result of the investigation and the resolution of the **substantiated concern**.

4.8.8 If the **substantiated concern** cannot be resolved by the organisation's investigation, the material shall not be used. If it is a **finished project**, the **organisation** shall also inform any other PEFC trademarks licence holders using the trademarks in relation to the **project** and anyone that may be affected by the loss of the PEFC certification status due to the confirmation of illegal sources (e.g., investors, project owners, if different than the **organisation**).

4.9 Nonconformity, corrective, and preventive actions

4.9.1 When nonconformities against the requirements of this standard are identified through internal or external audits, complaints, **substantiated concerns**, or by any other means, the **organisation** shall immediately:

a) establish corrective actions to correct the issue

b) verify the effectiveness of corrective actions

c) establish preventive actions to make sure that the issue does not recur and adjust the management system, if needed; and

d) verify the effectiveness of preventive actions

4.9.2 If an **organisation** implementing **multi-project sourcing certification** identifies a nonconformity, the **organisation** shall identify whether the impact of the nonconformity affects only a specific **project** or the overall management system and take measures adequate to correct the nonconformity.

4.10 Record keeping

4.10.1 The **organisation** shall maintain records that demonstrate the conformance of the **organisation** and all **project members** with all the applicable requirements of this standard.

4.10.2 The **organisation** shall maintain all records for a minimum period of five years after completion of the **project** to which they relate.

5. Material identification and traceability

5.1 Material identification

5.1.1 For each delivery of **forest and tree-based material** within the defined **project scope**, the **organisation**, or the relevant **project member**, shall obtain documentation with the following information from the **supplier**:

a) **supplier** identification

b) product identification

c) quantity of products

d) delivery identification based on date of delivery, or accounting period.

5.1.2 For material delivered with a **PEFC claim** or with a certified claim eligible to be classified as **PEFC controlled sources from other certified material**, the documentation shall also include:

a) the organisation's name, or relevant project member's name, as the customer of the delivery

b) applicable certification claim

c) certificate number of the supplier's PEFC Chain of Custody certificate, or the supplier's certificate number from the other forest certification scheme

Note: An example of delivery documentation is an invoice or delivery note providing the information required.

5.1.3 For all material delivered with a **PEFC claim**, the **organisation**, or the **project member** where applicable, shall verify on the PEFC website that the **supplier** holds a valid **PEFC recognised certificate** covering the scope of the material delivered.

5.1.4 For all material delivered with a claim from another forest certification scheme, the **organisation** shall verify that the **supplier** holds a valid certificate for that scheme covering the scope of the material supplied.

5.1.5 For all material classified as **recycled material**, the **organisation** shall verify and keep records of the eligibility of the material.

5.2 Material tracking

5.2.1 The **organisation** shall ensure that all **forest and tree-based material** within the defined **project scope** is identifiable and traceable from the point of procurement or acquisition and receipt to **processing** and final installation.

5.2.2 The **organisation** shall be able to demonstrate conformity with 5.2.1 at any point during the **project** and keep records, including but not limited to identification of **suppliers** and associated documentation relating to the delivery of **forest and tree-based materials** that are included within the defined **project scope**.

6. Certified content calculation and project declaration

6.1 Certified content calculation

6.1.1 To verify that a **finished project** is eligible to be a **PEFC certified project**, the **organisation** shall retain documented information sufficient to demonstrate that:

a) the project level **certified content** is at least 70% **PEFC certified material**, calculated across the defined **project scope**; and

b) each **installed component** included within the defined **project scope** contains at least 70% **PEFC certified content**, or if this is not achieved, at least 70% **certified content** from **PEFC certified material** and **PEFC controlled sources from other certified material.**

6.1.2 Where the **organisation** can demonstrate that all **forest and tree-based material** used as input within the defined **project scope** was delivered with at least 70% **PEFC certified content**, the **organisation** may determine this as the project level **certified content** within the defined **project scope** without further calculation.

Note: Forest and tree-based items that form a small and functionally insignificant part of an **installed component** and do not materially affect the overall certified or controlled sources content of the **project**, such as plugs, dowels, and biscuits, are not required to be included in the estimation of the **PEFC certified content** or **certified content**.

6.1.3 The **organisation** can apply the methodology to determine the **PEFC certified content** described in 6.1.2 to calculate the **PEFC certified content** or the **certified content** at installed component level.

6.1.4 If the **organisation** is unable to determine the project level **PEFC certified content** according to 6.1.2, the **organisation** shall calculate the **PEFC certified content** for the overall **project scope** according to the following formula:

$$\text{PEFC certified content (\%)} = \frac{Volume\ of\ PEFC\ certified}{Total\ volume\ of\ forest\ and\ tree-based\ material\ at\ project\ level} \text{ x } 100$$

6.1.5 If the **organisation** is unable to determine the **PEFC certified content** or **certified content** at installed component level according to 6.1.3, the **organisation** shall calculate the **PEFC certified content** at installed component level according to the following formula:

$$\text{PEFC certified content (\%)} = \frac{Volume\ of\ PEFC\ certified}{Total\ volume\ of\ forest\ and\ tree-based\ material\ at\ installed\ component\ level} \text{ x } 100$$

6.1.6 If the **PEFC certified content** at installed component level does not include at least 70% **PEFC certified content**, the **organisation** may calculate the percentage of **certified content** to check whether the **installed component** reaches at least 70% **certified content** from **PEFC certified material** and **PEFC controlled sources from other certified material** using the following formula:

$$\text{Certified content (\%)} = \frac{(Volume\ of\ PEFC\ certified + Volume\ of\ PEFC\ controlled\ sources\ from\ other\ certified\ material)}{Total\ volume\ of\ forest\ and\ tree-based\ material\ at\ installed\ component\ level} \text{ x } 100$$

6.1.7 **Recycled material** is to be accounted for as 100% **PEFC certified material** input within the PEFC certified content calculation.

Note: Where material is delivered with a 'recycled' claim under another certification scheme, this material can only be accepted as **recycled material**, and therefore account for the PEFC certified material input, if the alternative scheme's definition of recycled is aligned with PEFC's definition.

6.1.8 The **organisation** shall calculate the **certified content** based on a single common unit of measurement for all material covered by the calculation.

Note: Where a complex variety of products have been incorporated in the **project**, the determination of such a single measurement unit may be difficult to calculate. Where the **organisation** is able to demonstrate to the certification body that a common volume or weight measurement unit is not practicable, either based on an official or on an internally derived conversion ratio, then the calculation can be based on values in a single monetary currency.

6.1.9 If input material/products include only a proportion of **PEFC certified material**, then only the quantity corresponding to the **PEFC certified content** shall enter the calculation formula as **PEFC certified material**. The rest of the material shall enter the calculation as PEFC controlled sources material. The same rule applies for the calculation of the **certified content**.

Example: A **project** includes two **installed components** in its scope: flooring and roofing

Flooring:

Input material: 5 tonnes 100% PEFC certified and 1 tonne PEFC controlled sources

Certified content calculation: 5/(5+1)*100=83% PEFC certified content

Roofing:

Input material: 1 tonne 100% XWZ certified and 2 tonnes 70% PEFC certified

Certified content calculation: (1+1.4)/(1+2)*100=80% certified content (PEFC certified + PEFC controlled sources from other certified material)

Certified content calculation at project level: (5+1.4)/(5+1+1+2)*100=71% PEFC certified

The **finished project** can be considered as a **PEFC certified project**.

6.2 Project declaration

6.2.1 For each **finished project**, the **organisation** shall provide its certification body with the following information:

a) project name and address

b) project completion date

c) name of the **organisation** operating the PEFC Project Sourcing management system

d) a list of **installed components** included within the **project scope** according to PEFC Product Categories, and a brief description of each.

Note: If the **finished project** complies with the requirements for a **PEFC certified project**, the project declaration will appear on the PEFC public database on the PEFC website.

7. PEFC trademarks use

7.1 General

7.1.1 The **organisation** shall sign a PEFC trademarks usage contract with the PEFC Council or the PEFC authorised body from the country where the **organisation** is based.

7.1.2 The use of the PEFC trademarks i.e., PEFC logo and labels, and PEFC initials, shall be in compliance with PEFC ST 2001, *PEFC Trademarks Rules - Requirements* and any applicable requirements on this standard.

Note: Appendix 2 details additional requirements on how to use the PEFC trademarks under PEFC Project Sourcing certification.

Appendix 1 (normative): Implementation of the PEFC Project Sourcing standard by multi-site organisations

PEFC Project Sourcing may be implemented through multi-site and producer groups (project sourcing groups) according to the requirements in PEFC ST 2002.

Appendix 2 (normative): Specifications of PEFC trademarks usage

1. General

1.1 The PEFC trademarks may be used in relation to an **applicant project**, **finished project** or **installed components** (hereafter referred to as "on-project usage"):

a) directly on-project (e.g., plaques, signage etc.); or

b) indirectly on-project, through references about the **applicant project**, **finished project** or **installed components** (e.g., website, marketing materials).

1.2 For on-project usage, the PEFC trademarks shall be used together with the PEFC trademarks licence number assigned to the **project** to which the usage refers.

1.3 The PEFC trademarks may be used other than in reference to an **applicant project** and **finished projects**, or **installed components** or the origin of **forest and tree-based material** in a PEFC certified forest or TOF, such as to communicate that they hold a PEFC Project Sourcing certificate. This use is hereafter referred to as "off-project usage".

1.4 The PEFC trademarks shall be used together with one of the approved messages provided by this standard. In addition, the PEFC Label Generator may include additional label messages. Where the PEFC trademarks user wishes to use a different message than those provided by the standard or the PEFC Label Generator, it shall obtain approval by the PEFC Council via the PEFC Label Generator.

1.5 Approved PEFC messages may be used without the PEFC logo. In such cases, the message shall be accompanied by the PEFC trademarks licence number of the **project** or **organisation**, as appropriate.

2. Technical requirements for on-project usage related to applicant projects

2.1 Generally, only the **organisation** can use the PEFC trademarks for **applicant projects**. If any other entity wants to use the PEFC trademarks for an **applicant project**, they shall contact the PEFC Council secretariat and the PEFC authorised body in the country where the entity is based.

2.2 The PEFC trademarks can be used on-project for **applicant projects** only once they are registered in the PEFC database and visible on the PEFC website.

2.3 The **organisation** shall use the PEFC label accompanied by one of the following messages directly or indirectly on-project for **applicant projects**:

a) *"[Organisation Name] is sourcing PEFC certified materials for [name of installed components] in [this project]."*

b) *"[Organisation name] has a PEFC Project Sourcing management system for the responsible sourcing of forest and tree-based materials for [this project]."*

Note: Additional label messages approved by the PEFC Council may be available from the PEFC Label Generator.

2.4 Where it is not clear to which **project** or **installed components** the label message relates, [this project] or [name of installed components] shall be replaced with the actual name of the project or installed components.

3. Technical requirements for on-project usage related to finished projects

3.1 The **organisation** may use the PEFC label on-project on a **finished project** only if it is PEFC certified.

3.2 The **organisation** may use the PEFC label on-project in reference to an **installed component** within a PEFC certified **finished project**, only if the specific **installed component** includes at least 70% **PEFC certified content**.

3.3 When the **project scope** covers all **installed components** made from **forest and tree-based material** within a **project**, the **organisation** may use the 'PEFC Certified' label physically on the **project** accompanied by one of the following messages:

a) *"All forest and tree-based materials used in this [project/ installed component of this project] are from sustainably managed forests, recycled, and controlled sources."*

b) *"This [project/installed component of this project] used forest and tree-based materials from sustainably managed forests, recycled, and controlled sources."*

c) *"This [project/installed component] achieved PEFC Project Sourcing certification, demonstrating responsible sourcing of forest and tree-based materials."*

d) *"A PEFC Project Sourcing management system was in place at [this project/installed component of this project] to ensure that forest and tree-based materials were from sustainably managed forests, recycled, and controlled sources"*

Note: The **organisation** can also use these messages to refer to the **installed components**.

3.4 When the **project scope** covers only some of the **installed components** made from **forest and tree-based material** within a **project**, the **organisation** may use the 'PEFC Certified' label physically on the **project** accompanied by one of the following messages:

a) *"The forest and tree-based materials used in the [Name of the installed component(s)] within this project are from sustainably managed forests, recycled, and controlled sources."*

b) *"The [Name of the installed components] at this project used forest and tree-based material from sustainably managed forests, recycled, and controlled sources."*

c) *"This project achieved PEFC Project Sourcing certification, demonstrating responsible sourcing of the forest and tree-based materials used in the [name of the installed components]."*

d) *"A PEFC Project Sourcing management system was in place at this project to ensure that [name of the installed components] were from sustainably managed forests, recycled, and controlled sources."*

3.5 Where the product does not include PEFC certified material from recycled sources, the label message shall be used without the word "recycled".

3.6 It is permitted for the **organisation** or another entity that has signed a PEFC trademarks licence contract to continue to use PEFC trademarks for the duration of the project's service life. This use of the trademarks shall continue to comply with PEFC ST 2001 and the requirements of this standard. If any replacement/modification affects **installed components** within the certified **project scope** and the **organisation** continues to use PEFC trademarks, then the replacement shall follow equivalent sourcing and traceability controls (and be recorded), or trademark use shall be paused.

4. Technical requirements for off-project usage

4.1 For off-project usage, the **organisation** shall use the PEFC trademarks together with its own PEFC trademarks licence number.

4.2 **Organisations** holding continuous **multi-project certification** can communicate their certified status using the off-product label with the following message:

"[Organisation name] has a PEFC certified project sourcing management system for the responsible sourcing of forest and tree-based materials for projects."

PEFC Council
ICC Building C1
Route de Pré-Bois 20
1215 Geneva 15
Switzerland

info@pefc.org
www.pefc.org
T +41 22 799 45 40