
Important steps to FSC® and/or PEFC COC certification

Companies interested in FSC and/or PEFC COC certification establish internal procedures and processes to ensure the traceability of certified materials through own production, processing or trading processes. The effectiveness of the system(s) is verified and confirmed by GFA Certification through a certification audit and then by annual surveillance audits. After successful certification, you may sell and label your products as certified if they were produced according to the applicable certification standards.

1 PRELIMINARY INFORMATION

- Company collects information about the requirements for COC certification
- Company fills out the GFA Questionnaire under “Request Proposal” on www.gfa-cert.com
- If necessary, GFA requests further information
- GFA evaluates the information

2 OFFER & PROPOSAL

- Elaboration of a non-binding certification proposal by GFA
- If necessary clarification of open questions
- Acceptance of the certification proposal by the company

3 Implementation

Implementation of the COC requirements by the company, for example

- Establishment of necessary procedures and processes
- Nomination of responsible staff
- Creation of a COC manual
- Staff training
- Creation of sample documents

4 MAIN AUDIT

Assessment of the FSC system by a GFA auditor

- Verification of documented procedures
- Inspection of the on-site operations
- Meeting with company management
- Staff interviews with responsible staff
- Creation of the audit report by the auditor
- Correction of identified non-conformities by the company
- Certification decision by GFA

5 CERTIFICATE

- Issuing of the certificate
- Registration of the certificate

6 ANNUAL SURVEILLANCE AUDIT

- Annual assessment by a GFA auditor
- Company provides evidence for compliance
- Certification decision by the GFA

7 RE-CERTIFICATION AUDIT

- Takes place a few weeks prior to expiry of the certificate period (5 years)
- New certification contract is concluded
- New audit by GFA

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