APPROVAL PROCESS TO BE FOLLOWED FOR PROVISIONAL ACCREDITATION OF CBs UNDER FM CERTIFICATION SCHEME
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Scope

This document acts as guidance outlining the process of providing formal approval by NCCF to the Certification Bodies to perform FM certifications under NCCF FM Certification Scheme.

A. Application for the Notification of the Certification Body

To perform certifications under the NCCF FM Certification Scheme, the Certification Bodies can apply by filling the application form (Appendix 1) and submitting it to the Executive Director, NCCF (executive.director@nccf.in)

1.1. Prior to application, the Certification Bodies shall take provisional accreditation from the NABCB, National Accreditation body for the accreditation for the NCCF Forest Management Certification Standard. The details are available on NABCB website (http://nabc.qci.org.in/application_pack/pcb/NCCF_Povisional%20recognition%20of%20CBs_Aug%202018.pdf)

1.2. Certification Body will submit the duly signed grant of provisional accreditation by NABCB along with the assessment details to the Secretariat of NCCF in hard and soft copy

1.3. Secretariat NCCF will check the application for completeness. In case of any discrepancy, the same will be communicated to the Certification Body seeking more details

B. Approval from the Governing Body of NCCF

2.1. Secretariat NCCF will share the application and details with the NCCF Governing Body for their approval

2.2. The Secretary, NCCF, the authorised person on behalf of Governing Body members will provide approval to the CBs application

2.3. Secretariat NCCF will communicate about the decision of the Governing Body to the concerned CB with copy to NABCB for information

C. NCCF Notification to the CB for FM Certification

NCCF will share the Notification agreement with the CB for signature formally approving the CB to perform Certification under NCCF Forest Management Certification Scheme for FM certification
Provisional Accreditation by NABCB for NCCF FM

Yes

Application form submission to NCCF for approval

Grant of Provisional accreditation by NABCB

Apply to NABCB for provisional accreditation for NCCF FM Certification

Submit Application to Secretariat NCCF along with details

Secretary approval

Agreement signing between NCCF & CB

Secretariat NCCF Reviews the application

Figure: - Flow chart for the process
Appendix 1

APPLICATION FORM FOR NCCF NOTIFICATION

I. Applicant's Identification Data

| Name of the Certification Body |  |
| Organisation's Representative |  |
| Address |  |
| City |  |
| Country |  |
| Zip |  |
| Contact Person |  |
| Email |  |
| Contact No |  |
| Website of the organisation |  |

II. Type of certification

Forest Management certification ☐

III. Information and Documents for Application Processing:

a) Forest Management certification

| Accreditation number / expiry date of validity |  |
| Accreditation Body Name |  |

Documents required to process the application:

☐ Copy of the accreditation attestation issued by NABCB the scope of the accreditation explicitly including [relevant Forest Management standard(s) of the forest certification scheme].

IV. Self-Declaration:

I hereby confirm that:
- I have read the NCCF’s regulations concerning NCCF FM certification and notification and accept them,
- the data included in this application is complete and truthful.

Signature of applicant’s representative (given in Section I)
Appendix 2

DRAFT NCCF Notification Agreement for Certification Body operating NCCF Forest Management Certification

between

1) Network for Certification and Conservation of Forests (NCCF), having its registered office at: EPCH House, Pocket 6 & 7, Sector C, LSC, Vasant Kunj, New Delhi 11007, India (hereafter referred to as “NCCF”) and

2) Name, address of registered office and company number of the certification body (hereafter the ‘Notified Certification Body’)

Recitals:

Whereas NCCF is a not for profit organization registered under the Societies Registration Act 1860 by guarantee incorporated under the laws of India which is principally involved in establishing and operating a forest certification scheme in India and NCCF is the governing body of the National Forest Certification Standards Scheme (NFCSS) and is the owner of the NCCF logo and NFCSS claims;

Whereas NABCB, National Accreditation Board for Certification Bodies, is the National board for accreditation in India and also the accreditation board of NCCF FM Certification Scheme providing provisional accreditation to the Certification Bodies for NCCF FM certification scheme as per the criteria set by NCCF and in accordance with the International standards and guidelines

Whereas (name of the Notified Certification Body) is a Notified NCCF Certification Body operating Forest Management certification, recommended by NABCB for provisional accreditation and approved by the NCCF Governing Body

Whereas the Notified Certification Body is to be granted notification, and NCCF recognises certificates issued by the Notified Certification Body within the scope of valid provisional accreditation to organizations which are registered in India

Now, therefore the above said parties agree to the following:

Terms of Agreement

The Parties agree that the following terms and conditions shall apply to the notification of the Certification Body:

Article 1: Definitions

1. NCCF National Forest Management Certification Standard (NCCF STD FM – 01/2017)

This is the NCCF Forest Management certification Standard which forms part of the agreement documentation and is accessible at http://nccf.in/wp-content/uploads/2018/08/6FM-Standard-Nccf.pdf. NCCF STD FM -01.2017 is valid as at the date hereof and as may be from time to time revised by the NCCF.

2. Certification and Accreditation Procedures –

This is NCCF-STD-ACR-01/2017, Accreditation and Certification Requirements for Certification Bodies under the NCCF FM Certification Standard, which forms part of the contractual documentation and is found in the annex of this contract. NCCF-STD-ACR-01/2017 can be altered or replaced with another document by the NCCF.
3. Conformity Assessment – Requirements for bodies certifying products, processes and services

This is ISO/IEC 17065:2012 – Conformity Assessment Requirements for Bodies Certifying Products, Processes and Services that sets out criteria for bodies operating certification of products, processes and services. This document can be obtained from ISO, national standard organizations or the IAF.

4. Tariffs of the Notification

These are the tariffs defined in Appendix 5 which forms part of the contractual documentation and is found in the annex of this contract.

5. Certificate Reporting Form

This is Appendix 6 which forms part of the contractual documentation and is found in the annex of the annex of this contract.

Article 2: Responsibilities of the NCCF Notified Certification Body

The Notified Certification Body is obliged to:

1. Pay NCCF an annual notification fee for every certificate when invoiced by the NCCF. The amount of the fees is specified in Appendix 5, Tariffs of the Notification Fee of NCCF and can be changed by NCCF during the validity of the contract. Any change to the contract between the NCCF and the notified certification body resulting from a change in the rates will take effect the year following that in which the NCCF has informed the Notified Certification Body, in writing, of the change.

2. Agree to be listed on the publicly available, web based NCCF Information Register, including the certification body's identification data and/or other data as may be specified by the NCCF.

3. Inform certificate holders about the range of information it is reporting to NCCF and that this information (except the certificate holders' turnover) will be made publicly available on the NCCF website.

4. Inform the certificate holder how to obtain a NCCF Logo use license from NCCF

The NCCF Notified Certification Body carrying out Forest Management Certification is obliged to:

1. Have and keep valid provisional accreditation issued by NABCB in compliance with NCCF STD FM – 01/2017, and to inform NCCF immediately about any changes in the accreditation status of the Notified Certification Body.

   The NCCF Notified Certification Body must provide, at the beginning of each year as well as each time it is so requested, updated evidence that it meets the requirements of valid accreditation.

2. Carry out the Forest Management certification against the NCCF STD FM – 01/2017 within India which is within the scope of the accreditation.

3. Provide NCCF immediately and truthfully with information on the issuance of forest management certificate, as the case may be, to an organization in India and/or inform of any changes to already issued certificates within the range of data as specified by NCCF.

4. Pay NCCF the annual notification fee for every forest management certificate when invoiced by NCCF. The amount of the fees is specified in Appendix 5, and can be changed by NCCF Governing Body during the validity of the Agreement. Any change to the Agreement between NCCF and the notified certification body resulting from a
change in the rates will take effect the year following that in which NCCF has informed
the notified certification body, in writing, of the change

5. Ensure that its client organization has applied for or entered into a Logo Usage Licence
   Agreement with NCCF for the use of the NCCF Logo.

6. Agree to be listed on the publicly available, web based NCCF Information Register,
   including the certification body’s identification data and/or other data as may be
   specified by the NCCF.

**Article 3: Responsibilities of NCCF**

NCCF recognize the accredited certificates issued by the Notified Certification Body in
compliance with this Notification Agreement.

1. NCCF provides organizations holding forest management certificate with access to the
   NCCF Logo, which is registered in India, under a Logo Usage License Agreement
   subject to the conditions and fees specified within and as prescribed by NCCF.

2. NCCF is obliged to inform the Notified Certification Body of any changes to the NCCF
   regulations and documentation which affect this Notification Agreement.

**Article 4: Termination**

1. NCCF as well as the Notified Certification Body may terminate the Notification
   Agreement with three months prior notice by a registered letter.

2. NCCF may suspend the Notification Agreement with immediate effect if there are
   reasons to believe that any provision of the Notification Agreement is not being
   adhered to.

3. Withdrawal, suspension or the end of the validity of the Notified Certification Body’s
   accreditation will result in automatic termination of this Notification Agreement with
   effect on the same date as the withdrawal, suspension or the end of the validity of the
   Notified Certification Body’s accreditation.

4. No NCCF Notification Fee is refunded to the notified certification body in case of
   temporary suspension or termination of the contract according to the Article 4.

5. NCCF is not obliged to pay compensation for any costs, expenses, loss or other
   damages which any temporary suspension or termination causes to the Notified
   Certification Body.

**Article 5: Validity of the Agreement**

The terms of the Notification Agreement come into effect when it has been signed by both
parties and shall remain valid for the period of the validity of the certification body’s
accreditation.

**Article 6: Governing Law – Jurisdiction**

All or any disputes arising out of or touching upon or in relation to the terms of this
Agreement including the interpretation and validity of the terms thereof and the respective
rights and obligations of the parties shall be settled amicably by mutual discussion failing
which the same shall be settled through arbitration. The arbitration proceedings shall be
governed by the Indian Arbitration & Conciliation Act, 1996 or any statutory amendments/
notifications thereof for the time being in force. The arbitration proceedings shall be held in
New Delhi by a Sole Arbitrator appointed by the NCCF Authorised Body and whose decision
shall be final and binding. The Notified Certification Body hereby confirms that he shall have
no objection to this appointment.
Signed in duplicate.

In on

In on

For and on behalf of the NCCF

For and on behalf of the Notified Certification Body