

**VIETNAM ADMINISTRATION OF FORESTRY**

**VIET NAM FOREST CERTIFICATION OFFICE**

**VFCS ST 1008:2019**

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## **VFCS LOGO USAGE RULES - REQUIREMENT**



VFCS ST 1008:2019

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## I. INTRODUCTION

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Sustainable forest management has been implemented in Vietnam since the 1990s and the second phase (from 2006 to 2020) of the Vietnam Forestry Development Strategy has been approved by the Vietnamese Government.

In 2018, the Prime Minister approved the Project on Sustainable Forest Management and Forest Certification through the Decision No. 1288/QĐ-TTg dated October 1, 2018, in which the Vietnam Forest Certification Scheme (VFCS) was established and operated under the Vietnam Administration of Forestry - Ministry of Agriculture and Rural Development.

VFCS is established on the principle of independent operation and decision-making among stakeholders, ensuring compliance with the requirements of the international forest certification system. A set of forest management standards (consisting of Sustainable Forest Management Standard; Group Sustainable Forest Management Standard and a Chain of Custody Management Standard) has been developed and issued by the Vietnam Forest Certification Office. These standards are crucial documents that will be used by certification bodies for evaluating and providing sustainable forest certifications for forest owners, forest management units and related organisations.

The VFCS logo / label provides information accurate and verifiable information that is not misleading relevant to the origin of forest based product in sustainably managed forest and other non controversial sources unsure by chain of custody management meet the requirement of Viet Nam forest certification Scheme. Purchasers and potential purchasers can use this information in choosing the product based on environmental and , as well as other considerations.

VFCS Logo usage rules against the Vietnam Forest Certification Scheme are built on the regulations of the Ministry of Agriculture and Rural Development, the Vietnam Administration of Forestry and requirements and guidelines of PEFC following the document title PEFC ST 2001: 2008.

This document is issued by the Vietnam Forest Certification Office in order to guide certification bodies; accreditation bodies and stakeholders acting against the Vietnam Forest Certification Scheme.

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## **II. NORMATIVE REFERENCES**

- Pursuant to the Decision 190/QD-BNN-TCLN dated November 1, 2019 of the Minister of Ministry of Agriculture and Rural Development on assigning the task of sustainable forest management and forest certification;

- Pursuant to the Decision No. 191/QD-BNN-TCLN dated November 1, 2019 of the Minister of Ministry of Agriculture and Rural Development on the establishment of the Vietnam Forest Certification Office;

- Pursuant to the Decision No. 71/QD-TCLN-VP dated March 22, 2019 of the General Director of the Vietnam Administration of Forestry on the functions, tasks, powers and organizational structure of the Vietnam Forest Certification Office;

- Base on ISO/IEC 14021:2016; Environmental labels and declarations – self-declared environmental claims (Type II environmental labelling);

- Base on PEFC document title PEFC ST 2001:2008, PEFC logo usage rules – requirement and annex I, PEFC Council technical document, Term and definitions.

## **III. SCOPE**

This document is to apply for Certification bodies; Accreditation bodies and agencies, units, individuals, and stakeholders involved in certification activities of sustainable forest management against the Vietnam Forest Certification Scheme.

The Forest Certification Office is the authority body that recognizes the right to use the Logo through a VFCS Logo Use contract.

## **IV. TERMS AND DEFINITIONS LOGO VFCS USAGE.**

### **4.1. Purpose.**

Logo VFCS defines the usage rights of the product related claims after becoming a certificate holder of VFCS forest management or chain of custody certification base on the requirement of VFCS.

### **4.2. Form of using VFCS Logo.**

a) On-product usage: The use directly on tangible products themselves and on the packaging etc, or on large boxes, crates, container etc used for transportation of these products

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b) The use on documentation associated with the product (e.g. invoice, packaging list, advertisement, brochure, etc) where the use of the VFCS Logo refers to the particular products.

Note: Any usage which can be received or understood by buyers or the public as referring to a specific product and/or origin of raw material included in the product is considered as on-product usage.

c) Off-product usage: Use VFCS Logo for purposes such as training, promotion, propaganda about the Viet Nam Forest Certification System.

Note: The use other than on-product usage which is not referring to a specific product and the origin of raw materials from VFCS certified forests

#### **4.3. VFCS recognised certificate.**

a) A valid forest management certificate issued by a VFCS notified certification body against Viet Nam Forest Certification Scheme - Forest management;

b) A valid forest management certificate issued by a VFCS notified certification body against Viet Nam Forest Certification Scheme - Chain of Custody;

c) A valid accredited chain of custody certificate issued by PEFC notified certification body against a scheme specific chain of custody standard which is endorsed by the PEFC Council.

#### **4.4. Coverage of VFCS Logo.**

The PEFC Logo and related claims only concern the origin of forest based raw material used in the labelled products.

NOTE: The origin of forest based raw material covered by the VFCS claims is defined as sustainably managed forest for VFCS certified raw material, non-controversial sources for other than certified raw material and post-consumer recycled raw material.



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## 4.5. Ownership and PEFC Logo usage rights

### a) PEFC Logo ownership.

The VFCS Logo is copyrighted material and is a registered trademark owned by the VFCS Council. The initials “VFCS” are covered by the copyright and are registered. Unauthorised use of this copyrighted material is prohibited and may lead to Viet Nam legal action.

### b) PEFC Logo usage rights.

Logo VFCS shall be used under VFCS agreement by VFCS Logo Use Contract between VFCS and forest related industry, forest owners, organisation, individual in which the VFCS Logo user is registered.

In the case Use VFCS Logo for purposes such as training, promotion, propaganda about the Viet Nam Forest Certification System (for the purposes of off-product VFCS Logo usage) the Viet Nam Forest Certification Office or other authorised body can also issue permission for one-off logo usage of the VFCS Logo.

### c) Rights to use “VFCS” initials

The organization and individual using the “VFCS” initials referring to product or its raw material shall be supported by the VFCS recognised forest management or chain of custody certificate.

“VFCS” initials shall be used with the agreement from Viet Nam forest certification office.

## V. VFCS LOGO USERS CLASSIFICATION

### 5.1. Forest owners and managers (Usage group A)

Forest owners and managers with VFCS recognised forest management certificates and all eligible entities participating in a region or group with PEFC recognised certificate.

The following entities are covered by group A:

a) Any forest management units include in a group or regional certification (group of forest owners and managers);

b) Individual forest owners or managements are organizations, households, individuals and population communities;

c) Other entities participating in the regional or group forest certification (e.g. contractors, nursery,...).

### 5.2. Forest related industries (Usage group B)

Wood procurement organisations, wood manufacturers and wood processing industries, wood traders, distributors, retailers, etc. with VFCS recognised chain

of custody certificate, including sites covered by VFCS recognised chain of custody certificates.

### 5.3. Other organization, individual users (Usage group C)

Organisations, individuals and other entities other than those classified under VFCS Logo usage groups A, B which are using the VFCS Logo off-product for promotional, propaganda and education purposes.

## VI. VFCS LOGO USAGE

### 6.1. General requirements

The PEFC Logo can be used in relation with product referring to the origin of forest based raw material (on-product usage) or referring to promotional, propaganda and education purposes for Vietnam Forest Certification Scheme (off-product usage).

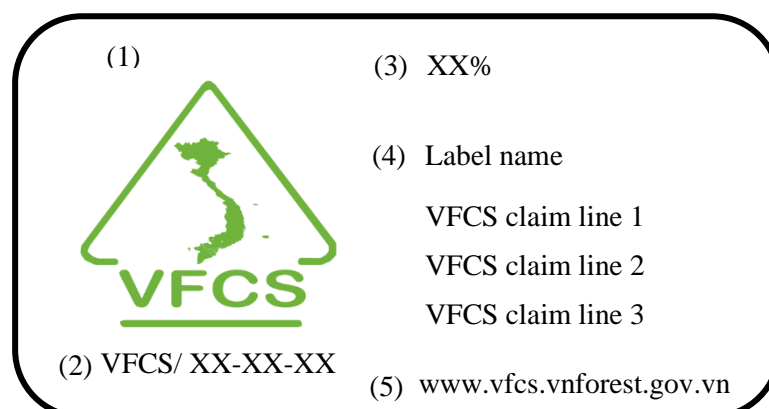
**Table 1: VFCS Logo users classification**

| <i>PEFC Logo user / PEFC Logo usage</i> | <i>On-product usage</i> | <i>Off-product usage</i> |
|---|-------------------------|--------------------------|
| Group A: Forest owners / managers       | YES                     | YES                      |
| Group B: Forest related industry        | YES                     | YES                      |
| Group C: Other users                    | NO                      | YES                      |

### 6.2. Eligibility requirements for the on-product usage

Usage group A (forest owners and managers) and group B (forest related industries) can be use the VFCS Logo on-product with valid VFCS Logo usage licence code.

### 6.3. Regulations on basic structure of VFCS Labels



- The VFCS Logo consists of a cone cover Viet nam green map along with the VFCS text below.

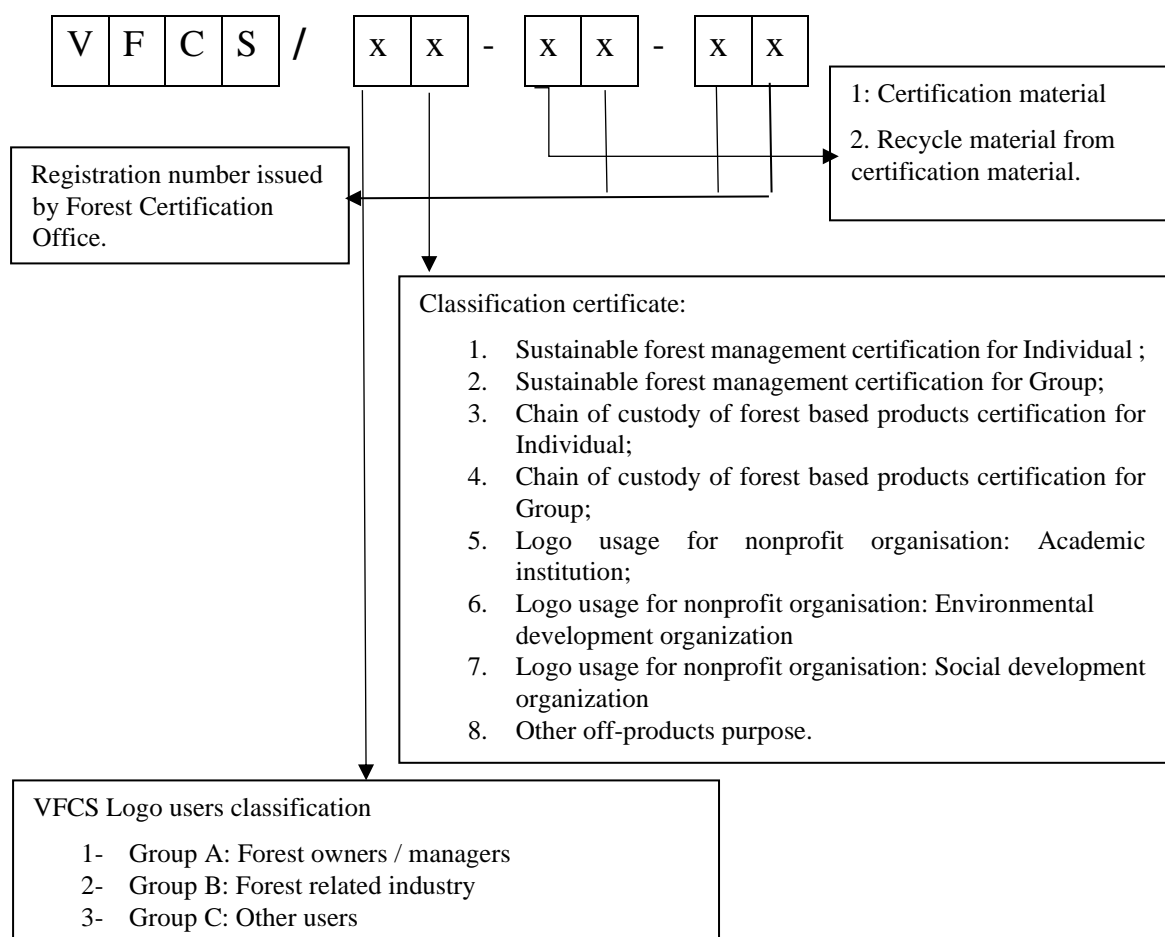
- Color: VFCS logo is green, shown in 2D or 3D shape. The VFCS logo can also be recognized with black on a white background.

- Dimension of label: The ratio between the height and width shall be 1:2.

### (1) Logo VFCS

### (2) VFCS Logo licence number

The VFCS Logo licence number issued to the VFCS Logo user shall be used together with the VFCS Logo and get the consent of the Forest Certification Office or authorized organizations. Each organization, individual or other legal entities has only one registration code.



### (3) Percentage of VFCS certified raw material

The percentage which indicates the content of the VFCS certified raw material in the product can be used as a part of the “VFCS certified” label. To get

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the label on the product, the percentage of VFCS certified materials must be over 70%. (Refer to the calculation method in the document VFCS ST 1005: 2019).

**(4) Label name and label claim**

The official VFCS label names and label claims are in Vietnamese. VFCS label names and label claims in any other language shall be based on the relevant language version of this document translated by the VFCO following the copyright claim of this document.


**(5) VFCS website**

The Viet Nam forest certification office (VFCO) website [www.vfcs.vnforest.gov.vn](http://www.vfcs.vnforest.gov.vn)

Details on the VFCS label usage options are described in detail in the VFCS Logo usage toolkit.

## 6.4. Specific requirements for VFCS labels on product.

### a) “VFCS certified” label

|  |  |
|--|--|
|  |  |
| <b>Label name</b>  | <b>VFCS Certified</b>  |
| <b>Label description</b>   | <p>The product includes minimum of 70 % of “VFCS certified” material from forest which has been certified against a VFCS forest certification scheme as sustainably managed or from recycled material notified by VFCO. The content of recycled material is lower than 85 %.</p> <p>The content of “VFCS certified” material is verified through the VFCS recognised chain of custody standard. Both forest management and chain of custody have been certified by third party certification body accredited by an IAF (International Accreditation Forum) member accreditation body.</p> <p>Where the product does not include recycled material, the label claim shall be used without the word “recycled”</p> |
| <b>Definition of the raw material origin.</b>                                      | Definition at appendix 1 of VFCS 1005:2019   |
| <b>Content of VFCS certified material</b>  | ≥ 70 %   |
| <b>Content of recycled materia</b>   | ≤ 85 %   |
| <b>Requirements for controlled sources.</b>  | <p>Raw materials to meet the requirements of traceability (by DDS);</p> <p>Raw materials exploited from the forest are certified for sustainable forest management;</p>  |
| <b>Optional usage of the label</b>   | <p>The VFCS label can optionally be used:</p> <ul style="list-style-type: none"> <li>• With small product sizes, their placing on the product would not be feasible to show all label elements on products, can extract some elements of the label but ensure customers can still identify certified products by VFCS;</li> <li>• with the certification percentage element;</li> </ul>  |

### b) “VFCS recycled” label.



|  |  |
|--|--|
| <b>Label name</b>                              | <b>VFCS recycled</b>   |
| <b>Label description</b>                       | The product includes a minimum of 70 % of “VFCS certified” material from recycled sources. The content of recycled material is calculated based on ISO / IEC 14021, Environmental labels and declarations – self-declared environmental claims (type II environmental labelling).  |
| <b>Definition of the raw material origin</b>   | Definition of the raw material origin is shown in appendix I of VFCS 1005:2019 Chain of custody standard.  |
| <b>Requirements for VFCS recycled material</b> | Recycled material as defined by 4.24 VFCS 1005:2019.   |
| <b>Requirements for controlled sources</b>     | Raw materials to meet the requirements of traceability (by DDS);<br>Raw materials exploited from the forest are certified for sustainable forest management;   |
| <b>Content of VFCS certified material</b>      | ≥ 70 %   |
| <b>Content of recycled materia</b>             | ≥ 70 %   |
| <b>Optional usage of the label</b>             | The VFCS label can optionally be used: <ul style="list-style-type: none"> <li>• With small product sizes, their placing on the product would not be feasible to show all label elements on products, can extract some elements of the label but ensure customers can still identify certified products by VFCS;</li> <li>• with the certification percentage element;</li> <li>• The “VFCS recycled” label shall always be used with the label name “VFCS recycled”</li> </ul> |

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## **6.5. Exceptional usage of VFCS Label.**

Usage of the VFCS Logo without the licence number:

VFCS Logo without the VFCS Logo licence number can be used in exceptional circumstances, subject to the approval by the VFCSO which has issued the licence, where the size of the VFCS Logo / label would result in the licence not being readable or placing the licence number on the product would not be feasible. In this case, the VFCS Logo with the licence number is used on other parts of the product (e.g. packaging, larger boxes, a leaflet or manual to the product).

## **6.6. Usage VFCS Logo for other purposes (off-product usage)**

### **6.6.1. Coverage of the off-product usage**

The off-product VFCS Logo usage covers:

- (a) Communication on certified status (VFCS Logo users under group A and B);
- (b) Communication on VFCSO recognition of certificates (certification bodies);
- (c) Communication on procurement of VFCS certified products or commitment to procurement of VFCS certified products (consumers of VFCS certified products);
- (d) Communication on membership in or partnership with VFCS;
- (d) Communication on projects and initiatives focused on development and promotion of VFCS schemes and certifications;
- (e) Other educational and promotional usage of PEFC Logo.

### **6.6.2. Eligibility requirements for the off-product usage**

Organizations using the VFCS Logo for other purposes (the off-product) must obtain consent from the VFCSO through a contract on the right to use the VFCS Logo (Appendix II, Process of licensing the use of VFCS Logo 1009: 2019).

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### 6.6.3. Specific requirements for PEFC labels off-product



The VFCS Logo consists of a cone cover Viet nam green map along with the VFCS text below.

- Color: VFCS logo is green, shown in 2D or 3D shape. The VFCS logo can also be recognized with black on a white background.

- Dimension of label: The ratio between the height and width shall be 1:2..

PEFC Logo licence number: The VFCS Logo licence number issued to the user by VFCS shall be used together with the PEFC Logo.

VFCS claim: The VFCS Logo can be used with or without the VFCS claim. The official PEFC claim for off-product usage is “Thúc đẩy quản lý rừng bền vững” (Promoting sustainable forest management)

#### 6.6.4. Exceptional usage

VFCS Logo without the VFCS Logo licence number can be used in exceptional circumstances, subject to the approval by the VFCS which has issued the licence, where the size of the VFCS Logo / label would result in the licence not being readable or placing the licence number on the product would not be feasible

## VII. ENFORCEMENT

### 7.1. Responsible for implementing

All VFCS stakeholder including Certification bodies operating in the Viet Nam Forest Certification System, forest owners, enterprises and other entities related to the use of the VFCS Logo are responsible for complying with the provisions of this document;

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## **7.2. Monitoring**

The VFCO has the responsibility and authority to inspect the use of the VFCS Logo from all VFCS stakeholder;

The VFCO is responsible for resolution and handling all complaints related parties on the usage of VFCS Logo.