

STEP-BY-STEP GUIDE FOR PEFC CHAIN OF CUSTODY CERTIFIED COMPANIES TO SET UP THEIR PEFC EUDR DDS



The PEFC EUDR Due Diligence System (DDS) supports PEFC chain of custody certified companies in demonstrating their compliance with the European Union Regulation on Deforestation Free Products (EUDR). This guide explains the steps PEFC-certified companies need to take to set up their PEFC EUDR DDS.

1

IDENTIFY YOUR ROLE

If your organisation is EU based, you need to determine whether you are an operator or trader, a SME or a non-SME, to clarify your EUDR responsibilities.

If your organisation is non-EU based, check with your customers about their EUDR obligations, and whether the products will eventually enter an EU value chain (or EU market).

2

UNDERSTAND THE REQUIREMENTS OF THE PEFC EUDR DDS

Acquire the PEFC EUDR DDS module: The module is available on the PEFC International website. However, there may be a version translated into your language, if you are unsure, contact the national PEFC member in your country.

Get familiar with the PEFC EUDR DDS: Familiarise yourself with the additional requirements of the PEFC EUDR DDS module, focusing on the management system and due diligence system, and how it slots into your current PEFC chain of custody management system.

3

CONTACT YOUR CERTIFICATION BODY

Check availability: Contact your certification body to check whether they are providing certification* for the PEFC EUDR DDS module and state your intention to implement the PEFC EUDR DDS.

*To provide certification against the PEFC EUDR DDS, certification bodies shall first get accredited. A list of certification bodies accredited to provide certification against this module will be available on the PEFC website.

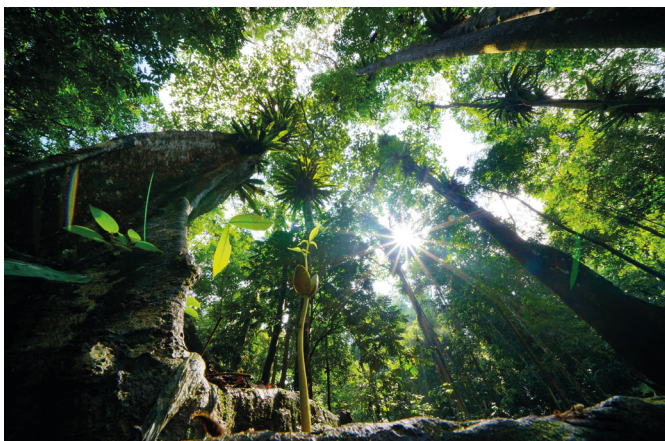
4

CONDUCT A GAP ANALYSIS

Assess your current management system:

Evaluate your current management system against the new PEFC EUDR DDS requirements and identify any gaps in your procedures, documentation, and controls that need to be addressed.

Identify additional needs: Following the gap analysis, establish if any additional personnel, software, or facilities are needed to fulfil the PEFC EUDR DDS requirements. This could include extra storage area for input material or qualified personnel to implement the certification.

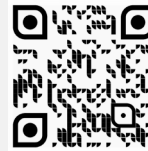


NEED MORE SUPPORT?

Please click or scan the QR code to access further support on the PEFC EUDR DDS.

Here you will be able to download the PEFC EUDR DDS module, as well as find information on our technology partners and any upcoming PEFC EUDR DDS webinars.

You can also reach out to us at anytime at euadr@pefc.org



NOT YET PEFC CHAIN OF CUSTODY CERTIFIED?

If you are not PEFC chain of custody certified but wish to benefit from the PEFC EUDR DDS module, you will need to get certified for both at the same time.

As a first step, make sure you are familiar with both the PEFC Chain of Custody standard and the PEFC EUDR DDS module.

We also suggest you contact the national PEFC member in your country for further information and assistance.

To access support on how to prepare for the PEFC certification process, as well as contact details for your national PEFC member, please click or scan the QR code.



UPDATE YOUR MANAGEMENT SYSTEM

5

UPDATE POLICIES AND PROCEDURES

Revise due diligence procedures: Modify existing due diligence procedures to include specific requirements of the PEFC EUDR DDS, such as enhanced risk assessments and risk mitigation at origin level including deforestation and forest degradation, and compliance with legality and risk of mixing at the supply chain level.

Update supplier verification processes: Ensure that supplier evaluation and monitoring processes align with the PEFC EUDR DDS requirements, including the collection and verification of data on the risk of deforestation, forest degradation and legality.

Document control and record keeping: Update documentation processes to ensure that all new data requirements (e.g., geolocation data) are properly recorded, stored, and retrievable, and in a format that allows you to share the data with your customers.

6

UNDERTAKE TRAINING AND AWARENESS

Train your staff: Provide training for affected staff members, such as personnel responsible for the implementation of the PEFC EUDR DDS procedures, on the new PEFC EUDR DDS requirements, focusing on changes in due diligence, management system, supplier management, and data collection.

Appoint EUDR compliance officer: Non-SME organisations will need to appoint an EUDR compliance officer. This could be the same person responsible for your PEFC chain of custody certification.

Communicate internally: Ensure that all relevant and affected departments are aware of the updates to the management system and applicable EUDR process and understand their roles in maintaining compliance.

Supplier awareness: Communicate with suppliers to inform them about the new requirements and what is expected from them under the PEFC EUDR DDS. Offer guidance or training, if necessary, for example, by sharing this guide.

7

PREPARE YOUR IT SYSTEMS TO COLLECT ANY NECESSARY INFORMATION

Collection of information: Identify what information you will need to obtain from your suppliers and provide to your customers, and when required, to the competent authorities (for operators and non-SME traders). See Chapter 4 and 5 of the PEFC EUDR DDS for more information on collection of information.

Enhance data management systems: Ensure that your IT systems used for managing chain of custody and due diligence can handle the new data requirements, such as geolocation, date and range of harvesting information, and risk assessments.

Consider external software suppliers: Benefit from PEFC's partnerships with a range of software providers for credible data management and seamless data sharing, simplifying your PEFC EUDR DDS conformity and EUDR compliance.

8

GET READY TO CONDUCT RISK ASSESSMENT AND RISK MITIGATION

Strengthen risk assessment processes:

Incorporate EUDR-specific risk factors into your existing risk assessment framework, ensuring that deforestation, forest degradation legality risks, and risk of mixing at supply chain level are systematically evaluated for all suppliers. See Chapter 6 of the PEFC EUDR DDS for more information on risk assessment.

Develop mitigation measures: Create and document strategies for mitigating identified risks, such as requiring additional information, data, or documents, or carrying out independent surveys or audits. See Chapter 8 of the PEFC EUDR DDS for more direction on risk mitigation.

9

UNDERTAKE INTERNAL AUDIT

Conduct internal audit: Once your management system is ready, double check that everything is in place by conducting an internal audit. This will ensure your updated management system is functioning correctly and enable you to implement any necessary preventive or corrective actions, helping the audit by your certification body go more smoothly.

Audit readiness: Ensure that all relevant documentation, procedures, and records are up-to-date and readily available for the external audit process.

10

GET AN EXTERNAL AUDIT

The audit: Your certification body will conduct an audit to assess your conformity with the PEFC EUDR DDS module requirements.

Audit timing: Depending on timing, the audit can be part of an annual surveillance or recertification audit, or otherwise would be done as an extra scope extension audit. We advise discussing with your certification body to determine the best option for you.



START IMPLEMENTING THE PEFC EUDR DDS AND ISSUE PEFC-EUDR DDS CLAIMS

Once you have confirmation from your certification body that you passed the audit successfully, you can start implementing the standard and issue PEFC-EUDR claims!

Photo credits: Pieter Vandenheede (page 1); Mohd Samsi Sumairi (page 2).

PEFC International

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

t +41 22 799 45 40
f +41 22 799 45 50
e info@pefc.org
www.pefc.org