

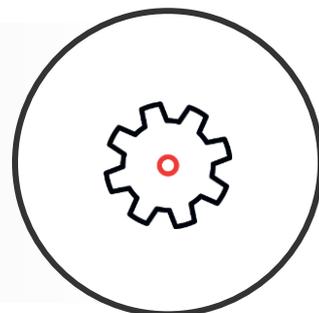


The first international
certification for wood chips.

GoodChips® Procedural Document

*Listing of Conformity Assessment Bodies
operating the GoodChips® scheme*

GOODCHIPS® PD 1004:2018



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Foreword

Bioenergy Europe is the voice of European bioenergy. It aims to develop a sustainable bioenergy market based on fair business conditions. Founded in 1990, Bioenergy Europe is a non-profit, Brussels-based international organisation bringing together more than 40 associations and 90 companies, as well as academia and research institutes from across Europe.

Bioenergy Europe is the governing body of the GoodChips® scheme and owner of the GoodChips® trademark. Bioenergy Europe develops requirements of the GoodChips® certification scheme and through the GoodChips® International Management it lists Certification and Testing bodies that are allowed to provide the GoodChips® certification, and licenses certified companies to use the GoodChips® logo.

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Introduction

The GoodChips® quality certification scheme provides harmonisation of wood chips and hog fuel production and trade. It is a third-party certification, where an impartial Certification Body ensures that the certified wood chips and hog fuel meet the GoodChips® quality requirements.

The GoodChips® certification and evaluation shall be carried out as accredited certification by third party Conformity Assessment Bodies. The accreditation shall be issued by a national accreditation body which is signatory of a multilateral agreement of the European co-operation for Accreditation (EA) or the International Accreditation Forum (IAF). The accreditation provides confidence on their competence and independence.

The GoodChips® listing of Conformity Assessment Bodies allows Certification and Testing Bodies to carry out evaluations and issue certificates that are recognised by GoodChips® International Management. The GoodChips® listing of Conformity Assessment Bodies establishes a necessary link between the Certification and Testing Bodies, Bioenergy Europe and GoodChips® International Management.

The term "shall" is used throughout this document to indicate mandatory requirements. The term "should" is used to indicate guidance/recommendation that, although not mandatory, is provided as a recognised mean of meeting the requirements. The term "may" is used to indicate permission.

1. Scope

- 1.1. This document describes the procedures for the listing of Conformity Assessment Bodies operating the GoodChips® evaluation and certification. The GoodChips® listing is required for:
- a) Certification Bodies operating GoodChips® certification;
 - b) Testing Bodies performing laboratory tests as external resources to the Certification Body.
- 1.2. This document also defines the GoodChips® Certification Integrity Programme (CIP) which allows GoodChips® International Management to control integrity and consistency of the GoodChips® certification.

2. Normative references

- 2.1. The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.
- ISO 17225-1, Solid biofuels -- Fuel specifications and classes -- Part 1: General requirements;
 - ISO/IEC 17020, Conformity assessment -- Requirements for the operation of various types of bodies performing inspection;
 - ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories;
 - ISO/IEC 17065, Conformity assessment — Requirements for bodies certifying products, processes and services;
 - GoodChips® ST 1001, Requirements for GoodChips® certified entities;
 - GoodChips® ST 1002, Requirements for bodies providing GoodChips® certification;
 - GoodChips® PD 1001, Fees in the GoodChips® scheme;
 - GoodChips® PD 1002, Complaints and appeals procedures in the GoodChips® scheme;
- 2.2. All the GoodChips® documentation is available at <https://goodchips.eu/resources/technical-documentation.html>.

3. Definitions

- 3.1. For the purposes of this document, the following definitions apply:
- 3.1.1. Certification Integrity Programme (CIP)
Programme run by GoodChips® International Management to monitor and assess the performance of the GoodChips® listed Certification and Testing Bodies. It ensures that the listed certification and Testing Bodies conduct their conformity assessment activities in line with the GoodChips® guidelines and procedures and on a constant basis.
- 3.1.2. GoodChips® International Management
Executive Body of the GoodChips® scheme. It is the sole GoodChips® licensor, and the only body entitled to grant companies the right to use the GoodChips® logo and name on behalf of Bioenergy Europe.

4. Conditions for GoodChips® listing of Conformity Assessment Bodies

4.1. The entity applying for the GoodChips® listing shall:

- c) Be a legal entity;
- d) Agree to be listed on the publicly available Internet database operated by GoodChips® International Management or another body, including the Conformity Assessment Body's identification data and/or other data, as specified by GoodChips® International Management;
- e) Sign the GoodChips® listing contract with Bioenergy Europe (Appendix 1);
- f) Be compliant with the GoodChips® requirements for Certification and Testing Bodies stated in GoodChips® ST 1002 and adhere to the GoodChips® Certification Integrity Programme (CIP) stated in this document;
- g) Have valid accreditation according to Annex A of GoodChips® ST 1002.

5. Obligations of the GoodChips® listed Conformity Assessment Bodies

5.1. The GoodChips® listed Conformity Assessment Bodies shall:

- a) Perform the activities relating to the GoodChips® scheme within the scope of their valid accreditation(s);
- b) Perform its activities in compliance with GoodChips® ST 1002;
- c) Adhere to the GoodChips® Certification Integrity Programme;
- d) Pay the GoodChips® listing fee¹ based on an invoice issued by GoodChips® International Management.

6. Validity of the GoodChips® listing

- 6.1. The GoodChips® listing is valid for the period of the validity of the relevant Conformity Assessment Body's accreditation. Withdrawal, suspension or the end of the validity of the listed Conformity Assessment Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
- 6.2. The GoodChips® listing is valid provided that the relevant Conformity Assessment Body is up to date with the payments of the GoodChips® listing fee. Outstanding payment of the GoodChips® listing fee for more than one (1) month after the deadline stated in the invoice issued by GoodChips® International Management will result in automatic suspension of the contract. Outstanding payment of the GoodChips® listing fee for more than two (2) months will result in automatic termination of the contract.
- 6.3. Either party may terminate the validity of the GoodChips® listing with three-month prior notice provided in writing and by registered letter to the last known address.
- 6.4. GoodChips® International Management may suspend or terminate the contract with the immediate effect if there are reasons to believe that any provision of the GoodChips® listing contract is not being adhered to or based on results of the GoodChips® Certification Integrity Programme.

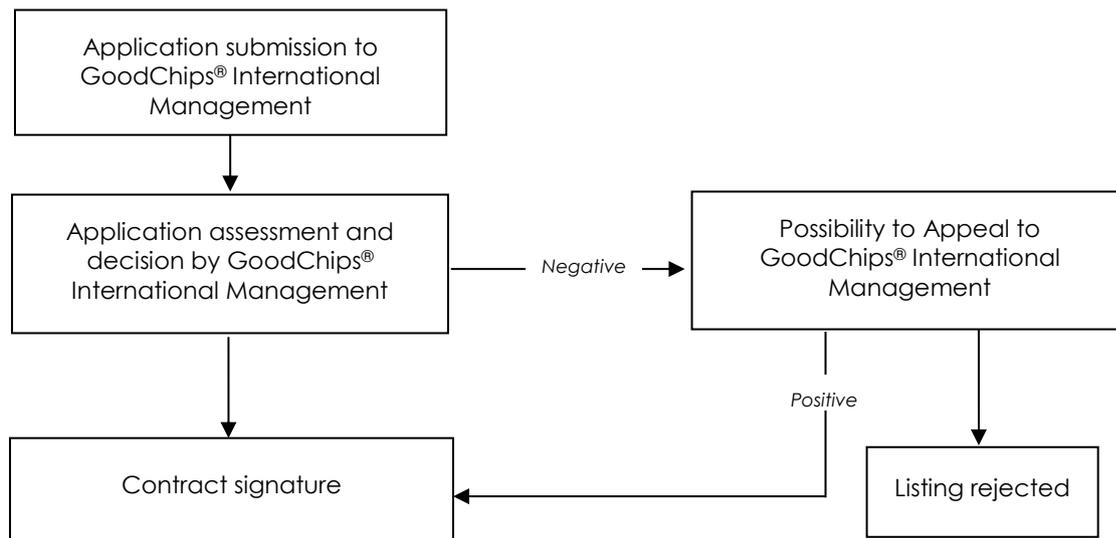
¹ The level of the listing fee is set out in the GoodChips® PD 1001.

7. Procedures for the GoodChips® listing as accredited Certification and Testing Bodies

7.1. The diagram in figure I summarises the procedure for Certification and Testing Bodies to be listed by GoodChips® International Management.

Figure I

Procedure for CBs and TBs to be listed



8. Certification Integrity Programme (CIP)

8.1. Elements of the CIP

8.1.1. Communication

8.1.1.1. The Conformity Assessment Body shall indicate to GoodChips® International Management a contact person (a GoodChips® programme manager) who shall:

- Be fluent in English;
- Be an employee of the Conformity Assessment Body;
- Have qualification of the GoodChips® inspector (in case of the Certification Body);
- Be responsible for communication with GoodChips® International Management;
- Be responsible for dissemination of information from GoodChips® International Management amongst the relevant personnel of the Conformity Assessment Body.

8.1.1.2. The Conformity Assessment Body shall respond to GoodChips® International Management's requests for information/documentation and/or actions relating to the GoodChips® certification no later than one month after the receipt of the request.

8.1.2. Workshop for inspectors

8.1.2.1. The inspectors performing the GoodChips® inspections for the Certification Body or for the outsourced inspection body shall in the last two years have participated in a GoodChips® workshop², organised or recognised by GoodChips® International Management, as stated in GoodChips® ST 1002. The inspectors shall be fluent in the language in which the workshop is provided.

8.1.2.2. GoodChips® International Management may request additional training of inspectors of those Certification Bodies showing low quality level of performed inspection activities.

8.1.3. Collection of information

8.1.3.1. The conformity assessment body shall provide GoodChips® International Management with information and documentation shown in table I.

Table I

Information/Documentation collected from the Conformity Assessment Body

Information/ Document type	Concerned CAB	Frequency	Content
Companies' application form	Certification Body	Before the initial inspection takes place and no later than two weeks after the receipt of the application	
Information on the company	Certification Body	Every time when information changes	Company's data
Information on issued certificates	Certification Body	When notified to the company Every time when the scope or validity of the issued GoodChips® certificate changes (no later than one week after the decision)	As stated in GoodChips® ST 1002
Reviewed conformity report	Certification Body	No later than 1 week after the review of the report by the Certification Body	As stated in GoodChips® ST 1002
Inspection report	Certification Body	Upon request	
Testing report	Testing Body	Upon request	
Information on the inspectors	Certification Body	Once a year Every time when information changes	Inspectors' data
Notification of additional inspections	Certification Body	Every time when additional inspections are recommended and before they take place	Reasons that lead to perform additional inspection

² This clause applies from the moment the workshop is made available and notified by GoodChips® International Management.

8.1.4. Evaluation of the conformity reports

8.1.4.1. GoodChips® International Management performs review and evaluation of the Certification Body's conformity reports³. The evaluation is focused on completeness of the report; conformity of the certification process with GoodChips® ST 1002; compliance with qualification requirements for inspectors; reporting and justification of conformity and non-conformities/observations.

8.1.5. Evaluation of the testing reports

8.1.5.1. GoodChips® International Management may perform review and evaluation of the Testing Body's testing reports.

8.1.6. Table II summarise the elements of the CIP and the concerned CABs.

Table II
Elements of the CIP and concerned CABs

Element of the CIP	Certification Body	Testing Body
Communication	x	x
Workshop for inspector	x	
Collection of information	x	x
Evaluation of the conformity reports	x	
Evaluation of the testing reports		x

8.2. Evaluation and reporting principles

8.2.1. Evaluation of each of the CIP elements (section 8.1) shall be performed by GoodChips® International Management.

8.2.2. The CIP activities shall be recorded. The content of the CIP reports is shown in table III.

Table III
Certification Integrity Programme reporting requirements from GoodChips® International Management

CIP activity	Content	Frequency
Communication	<ul style="list-style-type: none"> - Description and evidence on violation of communication requirements - Classification of evaluation results - Proposal for sanctions 	In case of violations of the communication requirements
Workshop	<ul style="list-style-type: none"> - A list of inspectors who attended the workshop per Certification Body 	After each workshop

³ The conformity report produced by the Certification Body shall include related inspection and laboratory reports.

Collection of information	<ul style="list-style-type: none"> - Description and evidence on violation of communication requirements - Classification of evaluation results - Proposal for sanctions 	In case of violations of the requirements for collection of information
Evaluation of the conformity reports	<ul style="list-style-type: none"> - Evaluation of completeness and accuracy of the conformity reports 	For each conformity report submitted by the Certification Body
Evaluation of the testing reports	<ul style="list-style-type: none"> - Evaluation of completeness and accuracy of the testing reports 	For each testing report requested for review

8.2.3. In case of deviations from one or more elements of the CIP, the concerned CIP reports shall be sent to the relevant Conformity Assessment Body for comments.

8.2.4. For each Conformity Assessment Body, GoodChips® International Management prepares a summary annual CIP report that covers all elements of the CIP.

8.3. Classification of Conformity Assessment Body's performance

8.3.1. Evaluation of the Conformity Assessment Body's performance for each CIP element (section 8.1) shall result in the performance classification as per table IV.

Table IV

Classification of Conformity Assessment Body's performance according to the Certification Integrity Programme

Classification	Description	Procedures
# 1	Unacceptable performance which puts the overall competency of the CAB in question. It includes serious infringements of GoodChips® requirements that are systemic or showing deliberate and/or repeated ignorance or negligence, as well as evidence of fraud.	<p>A report is provided immediately to the concerned CAB.</p> <p>CAB is requested an immediate action at the CAB level and where required at the certified company level.</p> <p>CAB is requested to report on corrective/preventive actions taken.</p> <p>CAB's conformity and corrective/preventive actions are verified by additional assessment, where necessary.</p>
# 2	Poor or inadequate performance with the immediate need for improvement. No evidence of fraud or systemic failure deliberate and/or repeated ignorance or negligence.	<p>CAB is requested to define corrective and preventive measures to improve its performance.</p> <p>An additional evaluation is scheduled within the next 6 months.</p>
# 3	Good and acceptable performance. No non-conformities found.	<p>No further actions required.</p> <p>CAB remains a part of future assessments.</p>
# 4	Superior level of performance and implementation of GoodChips® requirements.	<p>No further actions required.</p> <p>CAB remains a part of future assessments.</p>

8.4. Sanctions relating to the CIP

8.4.1. Following the results of the evaluations of the elements of the CIP and implementation of corrective/preventive measures by the Conformity Assessment Body, the sanctions in table 4 shall be applied in a step-wise approach.

Table IV
Sanctions according to the Certification Integrity Programme

Step	Type of sanction	Description	Actions concerning the CAB activities
Step 1	1 st Warning	Decided by GoodChips® International Management in case of non-conformities with the GoodChips® requirements where the CAB does not respond to requests for corrective and/or preventive actions or those are not implemented in time.	No actions
Step 2	2 nd Warning	Decided by GoodChips® International Management where the CAB does not respond to the 1 st warning or where it does not implement measures stipulated in the 1 st warning.	The CAB is requested to pay in part or in full costs associated with the follow up assessment activities as decided by the GoodChips® International Management.
Step 3	Temporary suspension of the GoodChips® listing contract	Decided by GoodChips® International Management where the 2 nd warning is ignored, or measures taken by the CAB are not implemented in time or are not sufficient. The temporary suspension of the listing is announced at the GoodChips® website and communicated to the CAB's certified companies. The temporary suspension can be lifted when evidence exists that the CAB resolved all non-conformities with sufficient confidence in future conformity with the GoodChips® requirements.	The Certification Body is not allowed to issue any new GoodChips® certificates and/or re-issue the GoodChips® certificates. The Testing Body is not allowed to carry out GoodChips® testing activities for new companies and within the re-certification process. The CAB is requested to pay in part or in full costs associated with the follow up assessment activities as decided by GoodChips® International Management.
Step 4	Termination of the GoodChips® listing contract	Decided by GoodChips® International Management where the temporary suspension was not lifted in a one-year period. The termination of the listing is announced at the GoodChips® website and communicated to the CAB's certified companies.	The CAB is not allowed to carry out any GoodChips® evaluation activity. The CAB is not allowed to associate itself to the GoodChips® trademark.

9. Complaints and appeals relating to the GoodChips® listing and CIP

9.1. The Conformity Assessment Body may submit a complaint or appeal to GoodChips® International Management relating to the GoodChips® listing and/or the CIP's decisions.

9.2. The resolution of the received complaints and appeals shall follow the GoodChips® PD 1002.

Appendix 1

Template of a GoodChips® listing contract

Listing contract for GoodChips® Conformity Assessment Bodies

Between

- (1) **AEBIOM AISBL (soon to be renamed “Bioenergy Europe”)**, hereafter “Bioenergy Europe”, having its registered office at Place du Champ de Mars 2
1050 Brussels, Belgium.

And

- (2) **[Name of the Conformity Assessment Body]**, hereafter the “the Listed Certification/Testing Body”⁴, having its registered office at (address)_____

Whereas the Listed Certification/Testing Body is operating the GoodChips® certification that is recognised by Bioenergy Europe;

Whereas Bioenergy Europe is the owner and the governing body of the GoodChips® certification scheme for wood chips and hog fuel and is the owner of the GoodChips® trademark;

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

Article 1: Definitions

1 Requirements for GoodChips® certified entities

This is the GoodChips® standard: GoodChips® ST 1001. This standard is valid as stated at the moment of signing and as may be amended or replaced by another document by Bioenergy Europe.

2 Requirements for bodies providing GoodChips® certification

This is the GoodChips® standard: GoodChips® ST 1002. This standard is valid as stated now and as may be amended or replaced by another document by Bioenergy Europe.

3 Fees in the GoodChips® scheme

A set of fees specified in the GoodChips® PD 1001. The fees are valid as stated now and as may be amended by Bioenergy Europe.

4 GoodChips® Certification Integrity Programme

This is a programme run by Bioenergy Europe as specified in GoodChips® PD 1004. This document is valid as stated now and as may be amended or replaced by another document by Bioenergy Europe.

Article 2: Responsibilities of the Listed Certification/Testing Body

The Listed Certification/Testing Body is obliged to:

- 1 Comply with the requirements for bodies providing GoodChips® certification as specified in GoodChips® ST 1002.

⁴ Whenever in this contract template two options are provided, only the right one shall appear in the signed, official copies.

- 2 Have and keep valid accreditation issued in compliance with the GoodChips® ST 1002 and immediately inform Bioenergy Europe about any changes in the accreditation. The Listed Certification/Testing Body will provide, at the beginning of each year as well as each time it is so requested, updated evidence that it still meets the requirements of valid accreditation.
- 3 Carry out the GoodChips® certification/testing activities against the GoodChips® ST 1001 within the scope of the valid accreditation.
- 4 Comply with the requirements of the GoodChips® Certification Integrity Programme (CIP) as specified in GoodChips® PD 1004.
- 5 Pay Bioenergy Europe the GoodChips® listing fee as specified in the GoodChips® PD 1001. The amount of the fee can be changed by Bioenergy Europe during the validity of the contract. Any change in the rates will take effect the calendar year following that in which Bioenergy Europe informed the Listed Certification/Testing Body, in writing, of the change.
- 6 Agree to be listed on the publicly available internet database operated by Bioenergy Europe or another entity including the listed body's identification data and/or other data as may be specified by Bioenergy Europe.

Article 3: Responsibilities of Bioenergy Europe

- 1 Bioenergy Europe is obliged to recognise the certificates issued by the Listed Certification Body in compliance with this contract and it provides holders of the certificates with access to the GoodChips® logo and name use license under the conditions specified by Bioenergy Europe.
- 2 Bioenergy Europe is obliged to recognise the results of testing activities performed by the listed Testing Body in compliance with this contract.
- 3 Bioenergy Europe is obliged to inform the Listed Certification/Testing Body of any changes to the GoodChips® certification scheme and other documents affecting this contract.
- 4 Bioenergy Europe is obliged to inform the Listed Certification/Testing Body of any results of the GoodChips® Certification Integrity Programme (CIP) evaluations and actions relating to the Listed Certification/ Testing Body.

Article 4: Contract Duration

- 1 The GoodChips® listing contract is valid for a period of one (1) year. The contract shall be renewed automatically for succeeding terms of one year, if not terminated by either parties.

Article 5: Contract Termination

- 1 Either party may terminate the contract with three-month prior notice provided in writing and by registered letter to the last known address.
- 2 Bioenergy Europe may suspend or terminate the contract with the immediate effect if there are reasons to believe that any provision of the GoodChips® listing contract is not being adhered to or based on results of the GoodChips® Certification Integrity Programme.
- 3 Withdrawal, suspension or the end of the validity of the Listed Certification/Testing Body's accreditation, will result in automatic termination of the contract with effect on the same date as the withdrawal, suspension or the end of the validity of the accreditation.
- 4 No GoodChips® listing fee is refunded to the Listed Certification/Testing Body in case of temporary suspension or termination of the contract according to the Articles 5.1, 5.2, and 5.3.

- 5 Bioenergy Europe is not obliged to pay compensation for any costs or other damages which any temporary suspension or termination causes to the listed Certification/Testing Body.

Article 6: Entry into force of the Contract

- 1 The contract enters into force when it has been signed by both parties.

Article 7: Confidentiality

- 1 Bioenergy Europe undertakes to treat as confidential all facts to which it becomes privy in connection with its work for the Certification/Testing Body, irrespective of whether it involves company specific knowledge about the Certification/Testing Body itself or about its business relations unless the Certification/Testing Body releases it from this duty of confidentiality, or if legal or accreditation regulations dictate that the information must be disclosed. This also applies for the period after the end of the contractual relationship.

Article 8: Other terms of the contract

- 1 Deviating agreements or ancillary arrangements must be put in writing. If any of the provisions of the contractual agreements are invalid, this shall not affect the validity of the other provisions.
- 2 This agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall together constitute one and the same agreement. Signatures may be exchanged via facsimile, overnight courier, first-class certified mail, or email (in portable document format ("PDF")), each of which shall be effective as an original.

Article 9: Governing Law - Jurisdiction

- 1 This contract is subject to the Belgian law.
- 2 Any disputes arising out of this agreement shall be finally and exclusively settled by the courts of Brussels.

Signed in duplicate.

In on
DD.MM.YYYY

In on
DD.MM.YYYY

For and on behalf of Bioenergy
Europe

For and on behalf of the Listed
Certification/Testing Body



The first international
certification for wood chips.

GoodChips® is the first international certification scheme for wood chips
and hog fuel. From production to delivery, our label certifies quality
levels adapted to every consumer.

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