



PEFC SWITZERLAND

NORMATIVE DOCUMENT

ND 002

Requirements for the certification of individual enterprises

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1. Introduction

Forest enterprises which cannot become member of a group or participate in a regional certification process, due to organisational or corporate policy reasons, can opt for individual certification.

2. Scope

This document is valid for the certification of sustainable forest management on the level of an individual forest enterprise. Besides the universal procedures of the certification process, this document defines requirements which have to be fulfilled by affected enterprises.

3. References

Status	No.	Title
Normative Documents		
ND	001	Requirements for group certification
ND	002	Requirement of individual certification
ND	003	Standards for forest management
ND	004	Chain of Custody requirements
ND	005	Logo rules
Mandatory Guidelines		
VL	001	Principles of the certification scheme PEFC Switzerland
VL	002-1	Requirements for certification bodies - COC
VL	002-2	Requirements for certification bodies - FM
VL	003	Dispute settlement procedures
VL	004	Standard revision procedures
VL	005	Notification of Certification Bodies Issuance of Logo Usage Licenses
Other Documents		
SD	001	Terms and definitions
SD	002	Scale of fees
SD	003	Statutes

4. Requirements

4.1. Applicant: Individual enterprise

An individual forest enterprise can participate in a PEFC certification on company level.

4.2. Guiding principles of the enterprise for forest management

Based on the regulations of PEFC Switzerland, especially the standards for forest management, the enterprise shall develop common guiding principles on sustainable forest management as a commitment to comply with the sustainable forest management standard and to continuously improve the sustainable forest management system.

They shall be documented and publicly available.

4.3. Organisation and responsibilities

4.3.1. Assignments

As precondition for certification the enterprise shall implement the forest management standards and shall comply with the requirements defined in the standards.

Particularly the enterprise has the following tasks:

- Application for PEFC certification at an accredited certification body.
- Development of objectives and measures.
- Planning and implementation of internal audits.
- Elaboration of an annual review.
- Generating the necessary documentations.

4.3.2. Procedures and processes

The enterprise shall develop procedures in order to ensure the requirements of the forest management standards are implemented.

Depending on the size of the company a management system following ISO 9000, ISO 14001 or a similar body of rules may be a suitable instrument for implementing the standards.

4.4. Documentation

The procedures, required according to the regulation of PEFC Switzerland, shall be documented. Especially the following issues shall be considered:

- Audit results,
- Review,
- Planning (Objectives and measures),
- as well as the documentations required by the forest management standards.

A management handbook is a suitable instrument for the documentation of these procedures and elements.

4.5. Planning (Objectives and measures)

Based on the existing information and the regulations of PEFC Switzerland the enterprise shall develop a plan consisting of objectives and measures for forest management.

4.6. Internal audits

4.6.1. Elements and design

The enterprise shall plan and implement internal audits annually in order to check the compliance with the forest management standards and to detect potential respectively demand for improvements. Especially the audits shall ensure:

- The compliance with the standards for sustainable forest management.
- The observance of legal regulations with reference to forest management.
- Information flow about focal points, objectives and action plans.

A plan shall be drawn up for the audits which shall include information at least about:

- The appointed auditors.
- The period of time.
- The focal points of the audit.
- The proceeding.

4.6.2. Auditors and report

The appointed auditors shall be sufficiently qualified to evaluate the relevant issues. This could be geared to the requirements for auditors of certification bodies.

A documented audit report shall contain a short description of the main results as well as preventive and corrective actions.

4.7. Review

The enterprise shall undertake an annual review. This review shall consist of an assessment with respect to:

- The audit results.
- The inputs of third parties, if there have been received any.
- The implementation of the planning (objectives and measures)

Consequences shall be deduced in the review as base of future planning (objectives and measures).