Module 6: Multi-site Certification

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Definition

• **Multi-site certification**
  - Activities are carried out on more than one site
  - Central office for planning, control, management
  - Sites where activities are carried out

"a **central office** at which activities are planned, controlled and managed and a network of **sites** at which activities are carried out"
Types of Multi-site Organisations (2.3)

• **Multi-site organisation** may cover:

a) **Organisation** with franchises or companies where sites are linked through:
   • Common ownership
   • Common management
   • Other organisational link (not membership in association)
Example 2.3.a – Common ownership

- Central Office
- Production Sites
Example 2.3.a – Common ownership

- Central Office
- Production Sites
Examples 2.3.a – Organisational link

- Central Office – Common management (e.g. purchasing, order management, sales)
- Production Sites
Type of multi-site Organisations (2.3)

• Multi-site organisation may cover:

b) Producer Group: group of independent legal enterprises (established for the purpose of Chain of Custody certification)
Producer group (group certification)

Certification accessible to small independent companies

Synonyms:
- **Central office = Group Entity = Group Manager**
- **Sites = Group Members**

**Group Manager** can be e.g.:
- **Trade association**
- **Experienced legal entity (consultant)**
- **One of the group members**
Producer group conditions

Group members requirements:

- Are located in the same, single, country
- Have maximum 50 employees (full time employees equivalent)
- Have maximum of **10,000,000 € OVERALL** turnover

**NOTE: WG Interpretation**

"In case that a participant in a producer group exceeds the limit of 50 employees / 9,000,000 CHF (currently **10,000,000 EU**) turnover after joining the producer group, the participant has to leave the producer group after the second (surveillance) audit in a row where one of the limits is exceeded"
Example 2.3.b – Producer Group

- **Group Manager** = Central office = association
- **Group Members** = Sites = Independent legal organizations

Same country

Each group member:
- < 10,000,000€
- < 50 employees
3.1 General requirements

- Chain of Custody **centrally administrated**

- All sites subject to **internal audit** programme (prior to the certification body)

- **Overall compliance** with the Chain of Custody requirements

- The organisation shall be able to demonstrate its ability to **collect and analyse data from all sites**, and central office ability to **initiate changes**
The central office/group manager = certificate holder

Responsibilities:

• Represent the multi-site organisation in the certification process
• Have a contractual link with all sites/group members
• Provides information and guidance to sites/group members
• Establish written procedures and keep records
• Review central office and sites conformity, including result of audits
• Establish corrective and preventive measures and evaluate their effectiveness
3.2.2 Internal audit programme

Prior to the Certification Body evaluation:

• Audit of all the sites and central office, on site or remotely, where a remote verification is feasible.

• Audit of any new site (according to previous requirement, either on-site or remotely)
3.3 Sites / Group Members

- **Implement** the PEFC Chain of Custody

- **Follow up** on any information & corrective action requests by central office and certification body

- Give full **cooperation** for audits by central office (internal) and certification body (external)

- If individual sites are found to be non-compliant, the complete certificate may be withdrawn/suspended.

- **Every site shares responsibility**