

PEFC GUIDE

PEFC Procedure Document

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Structure of the PEFC technical documentation – general requirements



PEFC Council

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Foreword

The PEFC Council (the Programme for the Endorsement of Forest Certification schemes) is the worldwide organisation promoting sustainable forest management through forest certification and labelling of forest based products. Products with PEFC claim and / or label deliver confidence that raw material originates in sustainably managed forest.

The PEFC Council provides endorsement of national forest certification schemes which are required to comply with the PEFC Council requirements subject to regular evaluations.

Introduction

The PEFC Council work and procedures are based on technical documentation with a broad spectrum of users ranging from users of the PEFC scheme, organisations developing forest certification schemes, PEFC Council members as well as the PEFC Council itself. The broad range of the documentation users therefore increases the needs for the PEFC technical documentation:

- a) to define clear and unambiguous provisions,
- b) to be uniform of structure, of style and terminology to ensure homogeneity,
- c) to be consistent within the complete corpus of the PEFC Council documentation.

1 Scope

The document covers requirements for identification, status (mandatory versus recommendatory provisions), the development (including formal approval) and public availability of the technical documentation developed and governed by the PEFC Council.

2 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

2.1

standard

document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

NOTE: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

[ISO/IEC Guide 2:2004, definition 3.2]

2.2

PEFC international standard

standard that is adopted by the PEFC Council General Assembly and made available to the public.

2.3

PEFC Guide

document published by the PEFC Council giving mandatory rules, orientation, advice, interpretation or recommendation relating to PEFC international standards and / or other PEFC activities.

2.4

PEFC procedure document

document published by the PEFC Council specifying mandatory procedures to be followed by the PEFC Council and/or PEFC national governing bodies in order to satisfy PEFC statutes, mission and objectives.

2.5

PEFC Best Practice

document published by the PEFC Council conveying that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in negative form) a certain possibility or course or action is deprecated but not prohibited.

2.6

requirement

expression in the content of the document conveying criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted.

2.7

requirement for PEFC certification schemes

requirement to be fulfilled by the content of a forest certification scheme and/or bodies developing the forest certification scheme.

2.8

requirement for PEFC scheme users

requirement to be fulfilled by the user of a PEFC scheme being either organisation applying for certification and/or PEFC Logo usage, certification body or accreditation body.

3 Structure of the PEFC technical documentation

Document category	Identification	Approved by	Mandatory status	Document availability	Document setting
PEFC international standards	Requirements for certification schemes	PEFC GA	Mandatory	Public	Consensus building amongst stakeholders Members consultation Public consultation
	Requirements for PEFC scheme(s) users				
PEFC Guides	PEFC procedure document	PEFC BoD	Mandatory	Public	Members consultation
	Other guides				
PEFC Best Practice	PEFC BP x: year	PEFC BoD	Voluntary	Public	Consensus building amongst members and experts Members consultation Members consultation

NOTE: PEFC GA is PEFC Council General Assembly, PEFC BoD is PEFC Council Board of Directors