

cerfoar - Technical Document

ANNEX 10

PG 04.02. Peers review procedure of the forest management certification report that shall implement the certification bodies

 Sistema Argentino de Certificación Forestal	Code	PG 04.02
GENERAL PROCEDURE Peers review of the SFM certification report	Date of approval	2013 08 05
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PEERS REVIEW PROCEDURE OF THE FOREST MANAGEMENT CERTIFICATION REPORT THAT SHALL IMPLEMENT THE CERTIFICATION BODIES

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GENERAL PROCEDURE

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1 OBJECTIVE

This procedure establishes the requirements that the Certification Bodies shall fulfil to develop the review of the conformity assessment report (report of the initial certification audit – Second Stage) with IRAM 39801 and IRAM 39805 requirements, in force, by external peers.

2 SCOPE

This General Procedure has been approved by the Board of Directors of cerfoar Association and it is applied for all notified cerfoar's Certification Bodies that carry out sustainable forest management audits as established by the Argentine Forest Certification System.

Review by external peers of the re-certification report is not a compulsory requirement for Certification Bodies.

3 PEERS REVIEW

The draft report of the initial certification audit – Second Stage shall be presented to an external and independent board of reviewers (peers). These technical experts will be in charge of assessing the format and quality of the report and also, they will verify that the information presented in the report is accurate and reliable enough for the certification body to make a certification decision.

The main function of a peer reviewer will be to revise the contents of the draft report of the initial certification audit – Second Stage but mainly they shall give their views on how appropriate were the conditions and nonconformities identified by the auditor team and the following corrective and/or preventive actions proposed by the forest producer.

This requirement is incorporated to ensure that all the initial certification audit reports – Second Stage - (Certification Reports) meet a minimum quality level. This implies that all the initial certification audit reports –Second Stage have the complete information and have been identified and that all nonconformities have been appropriately identified and described.

The formal review of the initial certification audit –Second Stage shall include the following requirements:

- a) The report shall be revised for at least one (1) independent and external peer reviewer with the necessary experience and technical knowledge to assess the adequacy of the report and the validity of the proposed certification decision;

NOTE: The Certification Body is responsible for joining peer reviewers with specific knowledge (local) of the forest, environmental, social and economic aspects for each assess forest management.

- b) The reviewer peer(s) shall not be a full-time or part time member of the Certification Body staff, and he will be subjected to the same requirements related to the independency and confidentiality of the other Certification Body's members of the staff with concern in the certification decision;

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- c) The reviewer peer(s) shall not have any commercial, contractual or other relationship with the organization being assessed and shall not present a conflict of interests with the involved parties in the assessment that could threaten the impartiality of its conclusion/performance and work;
- d) The reviewer peer(s) shall perform his activities according to clear terms of reference, defined by the Certification Body which explicitly include at least the following requirements:
 - The adequacy of the field work as a basis to make a certification decision;
 - The clarity in the presentation of the observations as a basis to make a certification decision;
 - The proposed certification decision (audit conclusions) is justified using the findings of the forest management audit.

NOTE: IRAM 39803 3.3 forest management audit evidence: records, statements of fact or any other information, which are relevant to the forest management audit criteria and verifiable

IRAM 39803 3.4 forest management audit findings - results of the evaluation of the collected forest management audit evidence against the forest management audit criteria Forest management audit findings can indicate either conformity or nonconformity with forest management audit criteria or opportunities for improvement.

IRAM 39803 3.5 forest management audit conclusions: an outcome of a forest management audit, provided by the audit team after consideration of the audit purposes and all forest management audit findings
- e) The reviewer peer(s) shall take into account the local and national context regarding forest planning and management and shall take into account the environmental, social and economic perspectives of the assessed forest management.
- f) The comments of the reviewer peer(s) shall be quoted and registered;
- g) The Certification Body shall give a written answer to the reviewer peer and make available a copy of the answer.

The Certification Body shall take into account the comments made by the reviewer peer in the final review of the certification audit report.