

## ANNEX 6

**OAA CE-CP-02. Specific criteria for the evaluation and accreditation of bodies that certify sustainable forest management and chain of custody under the Argentine Forest Certification System**

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| <p><b>OAA</b><br/><b>Argentine</b><br/><b>Accreditation</b><br/><b>Body</b></p> | <p><b>SPECIFIC CRITERIA FOR THE<br/>EVALUATION AND ACCREDITATION OF<br/>BODIES THAT CERTIFY SUSTAINABLE<br/>FOREST MANAGEMENT AND CHAIN OF<br/>CUSTODY UNDER THE ARGENTINE<br/>FOREST CERTIFICATION SYSTEM</b></p> | <p>Page 2 of 8<br/>Code: CE-CP-02<br/>Version: 3<br/>Effective date: 10 April 2014</p> |
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**TITLE:**

**SPECIFIC CRITERIA FOR THE EVALUATION AND ACCREDITATION OF BODIES THAT  
CERTIFY SUSTAINABLE FOREST MANAGEMENT AND CHAIN OF CUSTODY UNDER  
THE ARGENTINE FOREST CERTIFICATION SYSTEM**

**SUMMARY:** This document describes the specific criteria that shall be fulfilled by the Bodies that certify Sustainable Forest Management and Chain of Custody under the Argentine Forest Certification System and that apply for their accreditation in the Argentine Accreditation Body.

This document replaces the specific criteria in CE-CP version 2

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| <p><b>OAA</b><br/><b>Argentine</b><br/><b>Accreditation</b><br/><b>Body</b></p> | <p><b>SPECIFIC CRITERIA FOR THE<br/>EVALUATION AND ACCREDITATION OF<br/>BODIES THAT CERTIFY SUSTAINABLE<br/>FOREST MANAGEMENT AND CHAIN OF<br/>CUSTODY UNDER THE ARGENTINE<br/>FOREST CERTIFICATION SYSTEM</b></p> | <p>Page 3 of 8<br/>Code: CE-CP-02<br/>Version: 3<br/>Effective date: 10 April 2014</p> |
|---|--|--|

## CONTENTS

|   |   |
|---|---|
| 1. OBJECTIVE.....   | 4 |
| 2. SCOPE .....  | 4 |
| 3. REFERENCE DOCUMENTATION .....  | 4 |
| 4. DEFINITIONS.....   | 5 |
| 5. RESPONSIBILITIES .....   | 5 |
| 6. DESCRIPTION .....  | 5 |
| 6.1 General Criteria.....   | 5 |
| 6.2. Specific Criteria for the accreditation of Sustainable Forest Management certification bodies..... | 6 |
| 6.3. Specific Criteria for the accreditation of Chain of Custody certification bodies .....             | 7 |
| 7. RELATED DOCUMENTATION .....  | 7 |

|   |   |  |
|---|---|--|
| <b>OAA<br/>Argentine<br/>Accreditation<br/>Body</b> | <b>SPECIFIC CRITERIA FOR THE<br/>EVALUATION AND ACCREDITATION OF<br/>BODIES THAT CERTIFY SUSTAINABLE<br/>FOREST MANAGEMENT AND CHAIN OF<br/>CUSTODY UNDER THE ARGENTINE<br/>FOREST CERTIFICATION SYSTEM</b> | Page 4 of 8<br>Code: CE-CP-02<br>Version: 3<br>Effective date: 10 April 2014 |
|---|---|--|

## 1. OBJECTIVE

This document aims to establish the specific criteria that the Argentine Accreditation Body (OAA) uses for the evaluation and accreditation of the Entities that certify sustainable forest management and chain of custody of forest based products under the Argentine Forest Certification System

## 2. SCOPE

This document applies to the OAA activities related to the evaluation and accreditation process of entities that certify sustainable forest management and chain of custody of forest based products under the Argentine Forest Certification System

## 3. REFERENCE DOCUMENTATION

- IRAM/ISO 9000: in force. Quality Management Systems. Fundamentals and vocabulary.
- IRAM/ISO 19011: in force. Guidelines for auditing management systems.
- ISO/IEC 17065: in force. Conformity assessment. Requirements for bodies certifying products, processes and services.<sup>1</sup>
- IRAM ISO/IEC 17021: in force. Conformity assessment. Requirements for bodies providing audit and certification of management systems.
- IRAM 39801: in force. Sustainable Forest Management. Principles, criteria and indicators for the management units.
- IRAM 39805: in force. Sustainable forest management. Group certification
- IRAM-ISO/IEC 17011: General requirements for accreditation bodies accrediting conformity assessment bodies, in force.
- ISO/IEC 17000: in force. Conformity assessment. Vocabulary and general principles.
- CG-CP-01: General Criteria for the evaluation and accreditation of product certification bodies, in force. CG-CS-05: in force. General Criteria for assessment and accreditation of certification bodies of quality and environmental management systems as stated in IRAM-ISO/IEC standard 17021
- PEFC ST 2003: in force. Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard
- Procedures and criteria established by cerfoar normative documentation

<sup>1</sup> In this criteria reference is made to ISO/IEC 17065 in force, instead of IRAM 352 as up to the elaboration time of the present document, the equivalent IRAM standard was not in force. To the effects of the accreditation process each IRAM standard shall be understood as applicable after it is approved.

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|---|--|--|

#### 4. DEFINITIONS

The relevant definitions in: IRAM/ISO 9000 standard, ISO/IEC 17000 standard, IRAM 352 – ISO/IEC 17605 standard, series of standards IRAM 39800 of sustainable forest management, PEFC ST 2003 standard, the General Procedure for Assessment and Accreditation of entities - PG-SG-11 and the General Regulation for Logo usage OAA, brand OAA and reference to accredited entity condition - RG-SG-04, applies, as well as the following clarifications:

**PEFC:** Programme for the Endorsement of Forest Certification is an international non-profit, non-governmental organization dedicated to promoting Sustainable Forest Management (SFM) through the certification of independent third-party bodies.

**cerfoar:** Civil Association that manages the Argentine Forest Certification System

#### 5. RESPONSIBILITIES

They are described in document DC-SG-07, Responsibilities, and in section 6 in this document.

#### 6. DESCRIPTION

##### 6.1 General Criteria

6.1.1. The procedure for the assessment and accreditation of entities that certify products and management system is described in document PG-SG-11 General Procedure for the assessment and accreditation of entities. However, given the characteristics of the Argentine Forest Certification System it is necessary to complete what is indicated in that procedure.

6.1.2. In accordance with cerfoar decision, the Certification Bodies wishing to operate in the Sustainable Forest Management certification scheme shall be accredited with respect to the criteria set out in standard IRAM ISO/IEC 17021: in force (equivalent to Standard ISO/IEC 17021: in force) for those activities together with the requirements specified by cerfoar.

6.1.3. Chain of Custody certification has been developed by cerfoar based on the International Standard PEFC Council PEFC ST 2002: in force. Chain of Custody of forest based products - Requirements. This certification audits and certifies, in the different productive organizations, conformity with the established international standard PEFC Council PEFC ST 2002: in force. It is required that certification entities participating in the conformity assessment of chain of custody, fulfil the requirements in standard ISO/IEC 17605: in force, together with the specific requirements defined by cerfoar.

6.1.4. The content of the normative document from the PEFC Council PEFC ST 2003: in force. Requirements for Certification Bodies operating certification against the PEFC International Chain of Custody Standard, which provides specific requirements for accreditation of certification entities operating with the international standard of chain of custody from the PEFC Council, the auditors and the certification procedures is a normative part in the PEFC System and it is adopted by cerfoar.

6.1.5. The right to use the PEFC label will be exclusively granted by the PEFC Council or cerfoar by delegation as described in PEFC Standard ST 2001 currently in force: PEFC Logo Usage Rules – Requirements. The accredited certification, fulfilling the particular requirements set by the PEFC scheme is a condition but not the only one. Therefore, mere accredited products certification regarding these normative documents does not authorize owners and/or managers to use the PEFC logo on their products.

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|---|--|--|

6.1.7 The certification body will develop procedures that establish qualification requirements for auditors as defined in chapter 7 of IRAM-ISO 19011.in force standard guidelines, aiming to work with competent auditors that have adequate technical know-how on the certification process and issues related to forest management and PEFC chain of custody.

## **6.2. Specific Criteria for the accreditation of Sustainable Forest Management certification bodies**

6.2.1. The Argentine Forest Certification System has been developed by cerfoar Association and is defined in a group of documents continuously updated by cerfoar Association and which are available for any interested party. This certification audits and verifies conformity, in the different forest management units, with IRAM 39801 and / or IRAM 39805 standards, in force.

6.2.2. The certification bodies shall have previous notification by the cerfoar in conformity with the cerfoar General Procedures *PG 01:in force. Notification of certification bodies operating forest management and/or chain of custody certification in Argentina*, before certifying this schema.

6.2.3. Certification bodies will be responsible for:

- Carrying out independent audits according to standard IRAM/ISO 19011: in force and the requirements specified by cerfoar normative documentation.
- Concession, suspension and modifications of the certificate and to inform cerfoar as established in cerfoar normative documentation.
- Control on the usage of the granted certificate and of PEFC logo and trademark.

6.2.4. The certification body will develop and implement procedures establishing auditor's qualification requirements in conformity with the guidelines of standards IRAM/ISO 19011: in force and the annex to this document.

6.2.5. The audit team shall have the technical competence needed regarding the economic, social and environmental issues related to forest management of the applying entity as well as in the forest certification criteria

6.2.6. Each audit team shall have a qualified forest leader auditor who shall satisfy, for this position, the requirements established in the annex of this document.

6.2.7. In those cases in which the leader auditor does not have the aforementioned (6.2.5) technical competence, the certification body shall designate auditors and/or technical experts who complement the required competence for the group of auditors

6.2.8. In any case, the certification body shall justify the designation of the audit teams and keep a record of such justifications.

6.2.9. The annex in this document will be used in order to determine the education and experience of the auditor on qualification procedures.

6.2.10. The period of validity of the Sustainable Forest Management Certificate is of 3 (three) years. In order to obtain the certificate a complete audit shall be performed when the process starts. The certificate may be granted again by other equal periods as a result of a complete re-assessment of the forest management. The maximum period for surveillance audit is one year, and maximum period for re-certification audits is three years.

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|---|--|--|

### **6.3. Specific Criteria for the accreditation of Chain of Custody certification bodies**

6.3.1. The specific criteria for chain of custody certification bodies' accreditation operating with PEFC Standard 2002: in force Chain of Custody of Forest Based Products – Requirements are included in the normative document PEFC ST 2003: in force adopted by cerfoar.

## **7. RELATED DOCUMENTATION**

- General Procedure for the evaluation and accreditation of entities, PS-SG-11

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|---|---|--|

## ANNEX

| Qualification requirements for members of the audit team |  |   |   |  |
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| Parameter  | Technical Expert   | Auditor   | Forest Auditor  | Audit team leader  |
| <b>Education</b>   | University degree or wide working experience equivalent to the required education level. | Tertiary degree or superior in the specific area.             | Tertiary degree or more in the specific forest area.  | University degree or post-graduate degree on forest area.  |
| <b>Total working experience</b>                          | 5 years  |   |   |  |
| <b>Specific working experience<sup>2</sup></b>           | 4 years in the specific area to which he applies for.                                    | 2 years in Quality Management and/or Environmental Management | 2 years experience in the field of Forest Management (exclusive) and in Quality Management and/or Environmental Management<br><br>With a university degree this experience can be reduced to 1 year.                                      | 2 years experience in the field of Forest Management (exclusive) and in Quality Management and Quality and/or Environmental Management |
| <b>Training as auditor</b>                               | Does not apply   | 16 hours course in IRAM/ISO 19011 in force                    | 40 hours course en audit training (including IRAM-ISO 19011, in force)<br>Theoretical and practical training in Forest Management audits.<br>Training provided by the OC or by external organization in the cerfoar certification scheme. |  |

<sup>2</sup> Specific Knowledge in Quality and/or Environmental Management and Forest Management, methodologies to assess management systems. Knowledge of the process/products/services of the organization to be audited



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|---|---|--|

| Parameter                      | Technical Expert | Auditor   | Forest Auditor  | Audit team leader   |
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| <b>Auditing<br/>Experience</b> | Does not apply   | 4 complete audits<br>With at least 20 days of experience in auditing as training auditor under direction and orientation of leader auditor (audits shall be carried out within the last 3 consecutives years) | 3 complete audits of experience in auditing as training under direction and orientation of leader auditor (audits shall be carried out within the last 3 consecutive years)<br>At least 15 days of experience in Forest Management or Environment Management audit. In forest companies as training auditor under direction and orientation of leader auditor (Practical Training in a period no longer than 2 years) | 3 complete audits with at least 15 days of experience in auditing acting as leader under the direction and guidance of a leader auditor (audits shall be carried out within the last 2 consecutives years)<br>3 complete audits as forest auditor<br>1 audit as forest auditor responsible or in auditing acting as leader under the direction and guidance of a responsible or leader forest auditor |