

PEFC Checklist - Standard Setting Procedures and Process (PEFC ST 1001:2017)

1 Scope

This checklist covers the requirements for standard setting procedures and process as defined in the revised 2017 issue of PEFC ST 1001, *Standard Setting – Requirements*.

Any inconsistencies between this text and the original referred to document will be overruled by the content and wording of the technical document.

2 Checklist

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
Standardising Body			
5.1.1 The standardising body shall have written procedures for standard-setting activities describing:			
(a) its legal status and organisational structure, including a body responsible for consensus-building (working group, refer to 6.4) and procedures for formal adoption of the standard (refer to 7.1),	Procedures	YES	PEFC FI 1006:2019: chapters 5.1.1a, 6.4 and 7.1 https://www.ytj.fi/en/index.html - Business ID 1605950-9 pefc.fi By-laws: http://pefc.fi/wp-content/uploads/2016/06/PEFC-Suomen-s%C3%A4%C3%A4nn%C3%B6t.pdf
(b) procedures for keeping documented information,	Procedures	YES	PEFC FI 1006:2019: chapters 5.1.1b and 5.2
(c) procedures for balanced representation of stakeholders,	Procedures	YES	PEFC FI 1006:2019: chapters 4, 5.1.1c and 6.4
(d) the standard-setting process,	Procedures	YES	PEFC FI 1006:2019: chapters 5.1.1d and 6
(e) the mechanism for reaching consensus, and	Procedures	YES	PEFC FI 1006:2019: chapters 5.1.1e and 6.4.5-6.4.8
(f) review and revision of standard(s)/normative document(s).	Procedures	YES	PEFC FI 1006:2019: chapters 5.1.1e and 8
5.1.2 The standardising body shall make its standard-setting procedures publicly available and shall review its standard-	Procedures	YES	PEFC FI 1006:2019: chapters 3.3, 4, 5.1.2

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
setting procedures regularly. The review shall consider feedback from stakeholders.	Process		PEFC FI 1006:2019: chapter 8 Public invitation letter: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf At https://pefc.fi/standardityo/ https://pefc.fi/wp-content/uploads/2019/03/PEFC-FI-1006_2019.pdf
5.2.1 The standardising body shall keep documented information relevant to the standard-setting and review process. Evidence of compliance with the requirements of this standard and the standardising body's own procedures includes:			
(a) Standard-setting procedures,	Procedures	YES	PEFC FI 1006:2019: chapter 5.1.2 At https://pefc.fi/standardityo/ - SSWG work plan (https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf) At https://pefc.fi/standardityo/ - Memos of SSWG meetings (#1-#19)
	Process		
(b) Stakeholder identification mapping,	Procedures	YES	PEFC FI 1006:2019: chapters 6.2 #2 – Stakeholder mapping / Extract from Minutes of PEFC Finland's Board meeting (7 March 2019)
	Process		
(c) Contacted and/or invited stakeholders,	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1b, 6.2 At https://pefc.fi/standardityo/ - https://pefc.fi/wp-content/uploads/2019/03/Standardity%C3%B6ryhm%C3%A4%C3%A4n-kutsutut-organisaatiot-1203.pdf Contact information of the identified and invited stakeholders are available from PEFC Finland.
	Process		
(d) Stakeholders involved in standard-setting activities including participants in each working group meeting,	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1d At https://pefc.fi/standardityo/ - Memos of SSWG meetings #1-#19
	Process		
	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1e

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(e) Feedback received and a synopsis of how feedback was addressed,	res		#3 Feedback received / Extract from Minutes of PEFC Finland's Board meeting (30 April 2019)
	Process		
(f) All drafts and final versions of the standard,	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1 At: https://pefc.fi/standardityo/ 1) https://pefc.fi/wp-content/uploads/2016/06/PEFC-FI-standardiluonnos_1_kommenttikierros_20200217.pdf 2) https://pefc.fi/wp-content/uploads/2016/06/PEFC-FI-standardiluonnos_2.pdf 3) https://pefc.fi/wp-content/uploads/2022/02/Lopullinen-standardiluonnos_HLS-20210210.pdf
	Process		
(g) Outcomes from working group considerations,	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1g At https://pefc.fi/standardityo/ - Memos of SSWG meetings #1-#19
	Process		
(h) Evidence of consensus on the final version of the standard(s),	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1h At https://pefc.fi/standardityo/ - Memos of SSWG meetings #18 and #19 #4 – Approval of SFM standard / Extract from Minutes of PEFC Finland's Assembly meeting (16 February 2022) List of signatories and withdrawn organisations https://pefc.fi/wp-content/uploads/2022/02/PEFC-standardityoryhmassa-2019-21-toimineet-organisaatiot.pdf Signatures and Letters of Withdrawal available from PEFC Finland's office
	Process		
(i) Evidence relating to the review process, and	Procedures	YES	PEFC FI 1006:2019 chapter 5.2.1i and 5.1.2 and 8 #3 Feedback received / Extract from Minutes of PEFC Finland's Board meeting (30 April 2019)
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(j) Final approval by the standardising body.	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.1j #4 – Approval of SFM standard / Extract from Minutes of PEFC Finland's Assembly meeting (16 February 2022)
	Process		
5.2.2 Documented information shall be kept until completion of the next review or revision of the standard to which they refer. Otherwise the documented information must be kept for a minimum of five years after publication of the standard.	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.2 N/A
	Process		
5.2.3 Documented information shall be available to interested parties upon request.	Procedures	YES	PEFC FI 1006:2019: chapter 5.2.3 N/A
	Process		
5.3.1 The standardising body shall establish procedure(s) for dealing with any substantial and process complaints and appeals relating to its standard-setting activities. It must make procedure(s) accessible to stakeholders. Upon receipt of a complaint or appeal, the standardising body shall:			
(a) acknowledge receipt of the complaint or appeal to the complainant,	Procedures	YES	PEFC FI 1006:2019: chapter 5.3 N/A
	Process		
(b) gather and verify all necessary information to validate the complaint or appeal, evaluate the subject matter of the complaint or appeal impartially and objectively, and make a decision regarding the complaint or appeal,	Procedures	YES	PEFC FI 1006:2019: chapter 5.3 N/A
	Process		
(c) formally communicate the decision on the complaint or appeal to the complainant and describe the handling process.	Procedures	YES	PEFC FI 1006:2019: chapter 5.3 N/A
	Process		
5.3.2 The standardising body shall establish at least one contact point for enquiries, complaints and appeals relating to its standard-setting activities. The contact point shall be easy to access and readily available.	Procedures	YES	PEFC FI 1006:2019: chapter 5.3 N/A
	Process		
Standard-setting process			

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
6.1.1 For the creation <u>of a new standard</u> , the standardising body shall develop a proposal including:			
(a) the scope of the standard,	Procedures	YES	PEFC FI 1006:2019: chapter 6.1.1a Invitation letter: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf
	Process		
(b) a justification of the need for the standard,	Procedures	YES	PEFC FI 1006:2019: chapter 6.1.1b N/A
	Process		
(c) a clear description of the intended outcomes	Procedures	YES	PEFC FI 1006:2019: chapter 6.1.1d N/A
	Process		
(d) a risk assessment of potential negative impacts arising from implementing the standard, such as • factors that could affect the achievement of the outcomes negatively, • unintended consequences of implementation, • actions to address the identified risks, and	Procedures	YES	PEFC FI 1006:2019: chapter 6.1.1d N/A
	Process		
(e) a description of the stages of standard development and their expected timetable. NOTE Guidance for development of a proposal and justification is given in ISO Directives, Part 1, Annex C and Annex SL (Appendix 1).	Procedures	YES	PEFC FI 1006:2019: chapter 6.1.1e Invitation letter: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf
	Process		
6.1.2 For the <u>revision of a standard</u> the proposal shall cover <u>at least (a) and (e) of clause 6.1.1.</u>	Procedures	YES	PEFC FI 1006:2019 See 6.1.1 (a) and (e)
	Process		
6.2.1 The standardising body shall identify stakeholders relevant to the objectives and scope of the standard-setting activities by means of a stakeholder identification mapping exercise. It shall define which stakeholder groups are relevant to the subject matter and why. For each stakeholder group the standardising	Procedures	YES	PEFC FI 1006:2019: chapter 6.2 #2 – Stakeholder mapping... (Liite/annex 1) / Extract from Minutes of PEFC Finland's Board meeting (7 March 2019) #3 – Feedback received... (Liite/annex 1) /
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
body shall identify the likely key issues, key stakeholders, and which means of communication would be best to reach them.			Extract from Minutes of PEFC Finland's Board meeting (30 April 2019)
<p>6.2.2 Identification of stakeholder groups shall be based on nine major stakeholder groups as defined by Agenda 21 of the <i>United Nations Conference on Environment and Development</i> (UNCED) in Rio de Janeiro in 1992. At least the following groups shall be included in the stakeholder mapping:</p> <ul style="list-style-type: none"> • forest owners, • business and industry, • indigenous people, • non-government organisations, • scientific and technological community, • workers and trade unions. <p>Other groups shall be added if relevant to the scope of standard-setting activities.</p> <p>NOTE The full list of nine major stakeholder groups defined by Agenda 21 of the <i>United Nations Conference on Environment and Development</i> consists of: (i) business and industry, (ii) children and youth, (iii) forest owners, (iv) indigenous peoples, (v) local authorities, (vi) non-government organisations, (vii) scientific and technological community, (viii) women, and (ix) workers and trade unions.</p>	<p>Procedures</p> <p>Process</p>	YES	<p>PEFC FI 1006:2019: chapter 6.2.2</p> <p>#2 – Stakeholder mapping... (Liite/annex 1) / Extract from Minutes of PEFC Finland's Board meeting (7 March 2019)</p>
<p>6.2.3 The standardising body shall identify disadvantaged stakeholders and key stakeholders and address any constraints to their participation in standard-setting activities.</p> <p>NOTE A stakeholder can be both a disadvantaged and a key stakeholder at the same time.</p>	<p>Procedures</p> <p>Process</p>	YES	<p>PEFC FI 1006:2019: chapter 6.2.3</p> <p>#3 – Feedback received... (Liite/annex 1) / Extract from Minutes of PEFC Finland's Board meeting (30 April 2019)</p>
<p>6.3.1 The standardising body shall make a public announcement of the start of the standard-setting process and include an invitation to stakeholders to participate in the process. The announcement shall be made in a timely manner through suitable media, as</p>	Procedures	YES	<p>PEFC FI 1006:2019: chapter 6.3.1</p> <p>pefc.fi: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf</p> <p>https://pefc.fi/standardity/suomen-pefc-</p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
<p>appropriate, to give stakeholders an opportunity for meaningful contributions.</p> <p>NOTE 1 <i>In a timely manner</i> means (at the latest) four weeks before the first standard-setting activity is scheduled to occur.</p> <p>NOTE 2 <i>Through suitable media</i> means at least through the standardising body's website and by email and/or letter to identified stakeholders. Other media includes press releases, news articles, features in trade-press, information sent to branch organisations, social media, digital media, etc.</p>	Process		<p>kriteerien-tarkistustyö-kaynnistyy/</p> <p>Articles in several magazines, such as: https://www.metsalehti.fi/uutiset/pefc-sertifiointia-paivitetaan-tyo-alkaa-loppukevaasta/#1a130132</p> <p>#3 – Feedback received... (Standardityöryhmän työtä koskevat suunnitelmat) / Extract from Minutes of PEFC Finland's Board meeting (30 April 2019)</p>
6.3.1 The announcement and invitation shall include:			
(a) overview of the standard-setting process,	Procedures	YES	<p>PEFC FI 1006:2019: chapter 6.3a</p> <p>pefc.fi: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf</p>
	Process		
(b) access to the proposal for the standard (refer to 6.1),	Procedures	YES	<p>PEFC FI 1006:2019: chapter 6.3b</p> <p>pefc.fi: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf</p>
	Process		
(c) information about opportunities for stakeholders to participate in the process,	Procedures	YES	<p>PEFC FI 1006:2019: chapter 6.3c</p> <p>pefc.fi: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf</p>
	Process		
(d) requests to stakeholders to nominate their representative(s) or themselves to the working group (refer to 6.4). The request to disadvantaged stakeholders and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is easy to understand,	Procedures	YES	<p>PEFC FI 1006:2019: chapter 6.3d</p> <p>pefc.fi: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf</p> <p>Individual invitation letters/emails to 80 stakeholder organisations available from PEFC Finland</p>
	Process		
(e) explicit invitation and clear instruction on how to submit feedback on the scope and standard-setting process, and	Procedures	YES	<p>PEFC FI 1006:2019: chapter 6.3e</p> <p>https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf</p>
	Process		
	Procedures		PEFC FI 1006:2019: chapter 6.3f

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(f) access to the standard-setting procedures.	res	YES	pefc.fi: https://pefc.fi/wp-content/uploads/2019/03/Kutsu-standardity%C3%B6h%C3%B6n.pdf
	Process		
6.3.2 The standardising body shall review the standard-setting process based on feedback received in response to the public announcement.	Procedures	YES	PEFC FI 1006:2019: chapters 5.2.1 #3 – Feedback received... "Standardityöryhmän työtä koskevat suunnitelmat" / Extract from Minutes of PEFC Finland's Board meeting (30 April 2019) https://pefc.fi/standardityo/anna-palautetta
	Process		
6.4.1 The standardising body shall establish a permanent or temporary working group or adjust the composition of an already existing working group based on nominations it received. Acceptance and refusal of nominations shall be justified in relation to the requirements for balanced representation of the working group, considerations of an appropriate gender balance, relevance of the organisation, an individual's competence, an individual's relevant experience and resources available for standard-setting.	Procedures	YES	PEFC FI 1006:2019: chapter 6.4 pefc.fi: https://pefc.fi/standardityo/ennatysjoukko-paivittamaan-kestavan-metsanhoidon-vaatimuksia/ pefc.fi: https://pefc.fi/wp-content/uploads/2016/06/PEFC-standardity%C3%B6ryhm%C3%A4n-1.-kokous-P%C3%B6yt%C3%A4kirja-20190605.pdf
	Process		
6.4.2 The working group shall:			
(a) have balanced representation and decision-making by stakeholder categories, relevant to the subject matter and geographical scope of the standard, where no single concerned stakeholder group can dominate, nor be dominated in the process, and	Procedures	YES	PEFC FI 1006:2019: chapters 4, 6.4 SSWG work plan: https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf
	Process		
(b) include stakeholders with expertise relevant to the subject matter of the	Procedures	YES	PEFC FI 1006:2019: chapter 6.4 pefc.fi: https://pefc.fi/wp-

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standard, those that affected by the standard, and those that can influence implementation of the standard. The affected stakeholders shall be represented in an appropriate proportion among participants.	Process		content/uploads/2022/02/PEFC-standardityoryhmassa-2019-21-toimineet-organisaatiot.pdf #2 – Stakeholder mapping... (Liite/annex 1) / Extract from Minutes of PEFC Finland's Board meeting (7 March 2019)
6.4.3 In order to achieve balanced representation, the standardising body shall strive to have all identified stakeholder groups (refer to 6.2) represented. The standardising body shall set targets for the participation of key stakeholders and proactively seek their participation by using outreach such as (but not limited to) personal emails, phone calls, meeting invitations etc. NOTE When a stakeholder group is not represented and key stakeholders cannot be encouraged to participate, the standardising body may consider alternative options.	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.1 #2 – Stakeholder mapping... (Liite/annex 1) / Extract from Minutes of PEFC Finland's Board meeting (7 March 2019) List of participants https://pefc.fi/wp-content/uploads/2022/02/PEFC-standardityoryhmassa-2019-21-toimineet-organisaatiot.pdf
	Process		
6.4.4 Activities of the working group shall be organised in an open and transparent manner where:			
(a) working drafts shall be available to all members of the working group,	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.4.a SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19. At https://pefc.fi/standardityo/ - Working drafts 1. and 2.
	Process		
(b) all members of the working group shall be given meaningful opportunities to contribute to the development or revision of the standard and to provide feedback on working drafts, and	Procedures	YES	PEFC FI 1006:2019: chapters 6.4.2 and 6.4.4 SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19. At https://pefc.fi/standardityo/ - Working drafts 1. and 2.
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(c) feedback and views given by any member of the working group shall be considered in an open and transparent way where the outcome of these considerations is recorded.	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.4c
	Process		SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19. At https://pefc.fi/standardityo/ - Working drafts 1. and 2.
6.4.5 The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of consensus. In order to determine whether there is any sustained opposition, the working group can utilise the following methods:			
(a) face-to face meeting(s) where there is a verbal yes/no vote, a show of hands for a yes/no vote; a statement on consensus from the Chair when there are no dissenting voices or hands (votes); a formal ballot, etc.,	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.5a N/A – see point (d)
	Process		
(b) telephone conference meeting(s) where there is a verbal yes/no vote,	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.5b N/A – see point (d)
	Process		
(c) e-mail request to the working group for agreement or objection where the members provide a formal (written) response (vote),	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.5c N/A – see point (d)
	Process		
(d) combinations of these methods.	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.5d SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19.
	Process		
6.4.6 Where a vote is used in decision-making, the standard-setting procedures shall determine and include decision-making thresholds that quantifies consensus. The threshold must be consistent with the consensus definition (refer to 3.1). However, a majority vote cannot override sustained opposition in	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.2, 6.4.5, 6.4.6, 6.4.7 and 6.4.8 At https://pefc.fi/standardityo/ - SSWG meeting memos #18 and #19.
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
order to achieve consensus.			#4 – Approval of SFM standard / Extract from Minutes of PEFC Finland's Assembly meeting (16 February 2022)
6.4.7 When there is sustained opposition to a substantial issue, the issue shall be resolved using the following methods:			
(a) finding a compromise through discussion and negotiation on the disputed issue within the working group,	Procedures	YES	PEFC FI 1006:2019; chapter 6.4.7a
	Process		SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19.
(b) finding a compromise through direct negotiation between the stakeholder(s) making the objection and other stakeholders with different views on the disputed issue,	Procedures	YES	PEFC FI 1006:2019; chapter 6.4.7b
	Process		SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19. https://pefc.fi/jatkoneuvottelut-saamelaisten-kotiseutualuetta-koskevista-pefc-vaatimuksista-eivat-toteutuneet/ Documentation of preparations of further discussions summer/autumn 2021 available from PEFC Finland
(c) additional round(s) of public consultation (if necessary) where further stakeholder input can help to achieve consensus on unresolved issues. The standardising body determines the scope and duration of any additional public consultation.	Procedures	YES	PEFC FI 1006:2019; chapter 6.4.7c
	Process		N/A
6.4.8 When a substantial issue cannot be resolved and sustained opposition persists, the standardising body shall initiate dispute resolution in accordance with its procedures for impartial and objective action.	Procedures	YES	PEFC FI 1006:2019; chapter 6.4.8
	Process		N/A

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
6.5.1 The standardising body shall organise public consultation on the enquiry draft and shall ensure that:			
(a) the start and the end dates of public consultation are announced in a timely manner through suitable media, NOTE <i>In a timely manner</i> means (at the latest) the day before the start of public consultation.	Procedures	YES	PEFC FI 1006:2019: chapter 6.5a
	Process		SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19. First commenting period - https://www.emaileri.fi/g/l/281100/69723095/2021588/2601/994/8 Second commenting period - https://pefc.fi/standardityo/pefc-kriteeriston-kaikille-avoin-toinen-kuulemiskierros-kaynnistynyt/
(b) a direct invitation to comment on the enquiry draft is sent to each stakeholder identified by stakeholder identification mapping (refer to 6.2) aiming for a balanced participation of stakeholder groups,	Procedures	YES	PEFC FI 1006:2019: chapter 6.5b
	Process		SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19. https://pefc.fi/wp-content/uploads/2022/02/Kommentointikierr os_kutsu-Ensimmainen.pdf https://pefc.fi/wp-content/uploads/2022/02/Kommentointikierr os_kutsu-Toinen.pdf Email invitations sent by SSWG to all identified stakeholders available from PEFC Finland.
(c) invitations are sent to disadvantaged and key stakeholders by methods that ensure they reach recipients and are easy to understand,	Procedures	YES	PEFC FI 1006:2019: chapter 6.5c
	Process		SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			meeting memos #1-#19. https://pefc.fi/wp-content/uploads/2022/02/Kommentointikierr os_kutsu-Ensimmäinen.pdf https://pefc.fi/wp-content/uploads/2022/02/Kommentointikierr os_kutsu-Toinen.pdf Email invitations sent by SSWG to all identified stakeholders available from PEFC Finland.
(d) the enquiry draft is made publicly available,	Procedures	YES	PEFC FI 1006:2019: chapter 6.5d https://pefc.fi/wp-content/uploads/2016/06/PEFC-FI-standardiluonnos_1_kommenttikierros_20200217.pdf https://pefc.fi/wp-content/uploads/2016/06/PEFC-FI-standardiluonnos_2.pdf
	Process		
(e) public consultation is for at least 60 days,	Procedures	YES	PEFC FI 1006:2019: chapter 6.5e https://pefc.fi/wp-content/uploads/2022/02/Kommentointikierr os_kutsu-Ensimmäinen.pdf https://pefc.fi/wp-content/uploads/2022/02/Kommentointikierr os_kutsu-Toinen.pdf
	Process		
(f) all feedback is considered by the working group in an objective manner, and	Procedures	YES	PEFC FI 1006:2019: chapter 6.5f SSWG work plan https://pefc.fi/wp-content/uploads/2022/02/PEFC-stdTR-toimintasuunnitelma-20201109.pdf At https://pefc.fi/standardityo/ - SSWG meeting memos #1-#19.
	Process		
(g) a synopsis of feedback is compiled for each material issue, including the outcome of considering the issue. The synopsis is made publicly available (e.g. on a website) and is sent to each stakeholder/party that gave feedback. NOTE For clarity the standardising body's synopsis may aggregate responses on material issues where there was similar feedback from different stakeholders. However, best practice would be to publish	Procedures	YES	PEFC FI 1006:2019: chapter 6.5g https://pefc.fi/wp-content/uploads/2016/06/PEFC-FI-Ensimmäisen-kommenttikierroksen-satoa-20200625.pdf https://pefc.fi/wp-content/uploads/2022/02/Kommenttien_1_yhteenveto-20200628.pdf
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
each piece of original feedback and the response, to allow each stakeholder to identify its own feedback.			https://pefc.fi/wp-content/uploads/2016/06/PEFC-FI-Toisen-kommenttikierroksen-satoa-20210128.pdf https://pefc.fi/wp-content/uploads/2022/02/Kommenttien_2_yhteenveto-20210203.pdf https://pefc.fi/standardityo/yhteenveto-kommenteista/?utm_source=emaileri&utm_medium=email&utm_campaign=Yhteenveto%20PEFC-kriteeristo**n%20luonnokseen%20saadusta%20kommenteista%20on%20valmistunut%20Uutiskirje%20heinakuu%202020&utm_term=Lue%20lisaa&utm_content=u-3577136-60169755-2103142-4 https://pefc.fi/standardityo/yhteenveto-pefc-standardityoryhmalle-toimitettujen-kirjallisten-kommenttien-kasittelysta/
6.5.2 For new standards the standardising body shall organise a second round of public consultation lasting at least 30 days.	Procedures	YES	PEFC FI 1006:2019: chapter 6.5.2
	Process		N/A
6.6 The standardising body shall organise pilot testing of new standard(s) to assess the clarity, auditability and feasibility of the requirements. The working group shall consider the outcome of pilot testing. NOTE Pilot testing is not required for revision of an existing standard when experience from its usage can substitute for pilot testing.	Procedures	YES	PEFC FI 1006:2019, chapter 6.6
	Process		N/A
Approval and Publication			
7.1 The standardising body shall approve the standard(s)/normative document(s) formally when there is evidence of consensus among the working group.	Procedures	YES	PEFC FI 1006:2019: chapter 7.1 At https://pefc.fi/standardityo/ - Memos of SSWG meetings #18 and #19 List of signatories and withdrawn organisations https://pefc.fi/wp-content/uploads/2022/02/PEFC-standardityoryhmassa-2019-21-toimineet-organisaatiot.pdf Signatures and Letters of Withdrawal

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process		available from PEFC Finland's office #4 – Approval of SFM standard / Extract from Minutes of PEFC Finland's Assembly meeting (16 February 2022)
7.2.1 The formally approved standard(s)/normative document(s) shall be published and made publicly available at no cost within 14 days of approval, or as otherwise defined by the standardising body.	Procedures Process	YES	PEFC FI 1006:2019: chapter 7.2 PEFC FI communication https://pefc.fi/press-release-the-finnish-pefc-forest-certification-requirements-revised/ https://www.metsalehti.fi/uutiset/uudet-pefc-vaatimukset-esiteltiin-lisaavat-jatkuvaa-kasvatusta/
7.2.2 Standard(s) shall include:			
(a) identification and contact information for the standardising body,	Procedures	YES	PEFC FI 1006:2019: chapter 7.2.2a
	Process		PEFC FI 1002:2022: cover page and page 2
(b) official language of the standard,	Procedures	YES	PEFC FI 1006:2019: chapter 7.2.2b
	Process		PEFC FI 1002:2022: page 2
(c) a note that when there is inconsistency between versions, the English version of the standard as endorsed by the PEFC Council is the reference.	Procedures	YES	PEFC FI 1006:2019: chapter 7.2.2b
	Process		PEFC FI 1002:2022: page 2
(d) The approval date and the date of next periodic review NOTE The date of next periodic review may be within a shorter period than five years based on (for example) stakeholder expectations or other foreseen developments.	Procedures	YES	PEFC FI 1006:2019: chapter 7.2.2b
	Process		PEFC FI 1002:2022: page 2
7.2.3 Printed copies shall be made available upon request at a price that covers no more than administrative	Procedures		PEFC FI 1006:2019: chapter 7.2.3

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
costs (if any)	Process	YES	N/A
7.2.4 The standardising body shall make the development report (refer to PEFC GD 1007) publicly available	Procedures	YES	PEFC FI 1006:2019: chapter 7.2.4
	Process		PEFC FI document “PEFC FI standard revision report 2019-2022” as part of PEFC FI application materials
Periodic review of standards			
8.1 The standard(s)/normative document(s) shall be reviewed at intervals that do not exceed a five-year period. The review shall be based on consideration of feedback received during the standard’s implementation and a gap analysis. If necessary, a stakeholder consultation shall be organised to obtain further feedback and input.	Procedures	YES	PEFC FI 1006:2019: chapter 8.1
	Process		#1 – Gap analysis... (“Standardin päivitystyön käynnistäminen”) / Extract from Minutes of PEFC Finland’s Board meeting (28 January 2019)
8.2.1 The standardising body shall establish and maintain a permanent mechanism for collecting and recording feedback on a standard. This mechanism shall be accessible on the website of the standardising body and/or PEFC National Governing Body with clear directions for providing feedback. NOTE Feedback can be sent in various formats: comments, requests for clarification and/or interpretation, complaints, etc.	Procedures	YES	PEFC FI 1006:2019: chapter 8.2.1
	Process		Feedback mechanism at pefc.fi
8.2.2 All feedback received through all channels, including meetings, training courses, etc. shall be recorded and considered.	Procedures	YES	PEFC FI 1006:2019: chapter 8.2.2
	Process		N/A
8.3.1 At the start of a review, the standardising body shall evaluate the standard against appropriate PEFC International standards, national laws and regulations, and other relevant standards to identify potential gaps in the standard.	Procedures	YES	PEFC FI 1006:2019: chapter 8.3.1
	Process		#1 – Gap analysis... (“Standardin päivitystyön käynnistäminen”) / Extract from Minutes of PEFC Finland’s Board meeting (28 January 2019)
8.3.2 The standardising body shall consider the latest scientific knowledge, research and relevant emerging issues.	Procedures	YES	PEFC FI 1006:2019: 8.3.2
	Process		#1 – Gap analysis... (“Standardin päivitystyön käynnistäminen”) / Extract from Minutes of PEFC Finland’s Board meeting

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			(28 January 2019)
8.4.1 Where the feedback and the gap analysis do not identify a need to revise the standard, the standardising body shall organise stakeholder consultation to determine whether stakeholders see a need for revising the standard. The standardising body shall include the gap analysis in the stakeholder consultation.	Procedures	YES	PEFC FI 1006:2019: chapter 8.4.1
	Process		N/A
8.4.2 At the start of a review, the standardising body shall update the stakeholder identification mapping (refer to clause 6.2).	Procedures	YES	PEFC FI 1006:2019: chapter 8.4.2
	Process		#2 – Stakeholder mapping... (Liite/annex 1) / Extract from Minutes of PEFC Finland's Board meeting (7 March 2019)
8.4.3 The standardising body shall organise:			
(a) a public consultation period of at least 30 days (following the requirements of clause 6.5.1) and/or,	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.3a
	Process		N/A
(b) stakeholder meetings.	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.3b
	Process		N/A
8.4.4 The standardising body shall announce the review in a timely manner (refer to 6.3).	Procedures	YES	PEFC FI 1006:2019: chapter 6.4.4
	Process		N/A
8.5.1 Based on the feedback received during the period of a standard's implementation, the outcome of the gap analysis and the consultations, the standardising body shall decide whether to reaffirm the standard or whether a revision of the standard is necessary.	Procedures	YES	PEFC FI 1006:2019: chapter 8.5.1
	Process		#1 – Gap analysis... ("Standardin päivitystyön käynnistäminen") / Extract from Minutes of PEFC Finland's Board meeting (28 January 2019)
8.5.2 The decision shall be made at the highest decision-making level of the standardising body	Procedures		PEFC FI 1006:2019: chapter 8.5.2

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process	YES	#1 – Gap analysis... (“Standardin päivitystyön käynnistäminen”) / Extract from Minutes of PEFC Finland’s Board meeting (28 January 2019)
8.5.3 Where the decision is to reaffirm a standard, the standardising body shall provide a justification for the decision and make the justification publicly available.	Procedures	YES	PEFC FI 1006:2019; chapter 8.5.3
	Process		N/A
8.5.4 Where the decision is to revise the standard, the standardising body shall specify the type of revision (normal or editorial revision).	Procedures	YES	PEFC FI 1006:2019: chapter 8.5.4
	Process		#1 – Gap analysis... (“Standardien päivitystyön käynnistäminen”) / Extract from Minutes of PEFC Finland’s Board meeting (28 January 2019)
Revision of standards			
9.1 Procedures for revision of standard(s)/normative document(s) shall conform to those stated in section 6. A normal revision can occur at the periodic review, or between periodic reviews, but does not include editorial revisions and time-critical revisions.	Procedures	YES	PEFC FI 1006:2019: chapter 9.1
	Process		See process explained in section 6
9.2 Editorial revisions can be made without triggering the normal revision process. The standardising body shall approve the editorial changes formally and publish an amendment or a new edition of the standard.	Procedures	YES	PEFC FI 1006:2019: chapter 9.2
	Process		N/A
9.3.1 A time-critical revision is a revision between two periodic reviews using a fast-track process.	Procedures	YES	PEFC FI 1006:2019: chapter 9.3
	Process		N/A
9.3.2 A time-critical revision can be conducted only in the following situations:			
(a) Change in national laws and regulations affecting compliance with PEFC International requirements	Procedures	YES	PEFC FI 1006:2019: chapter 9.3.2a
	Process		N/A

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(b) Instruction by PEFC International to comply with specific or new PEFC requirements within a timescale that is too short for a normal revision.	Procedures	YES	PEFC FI 1006:2019: chapter 9.3.2b
	Process		N/A
9.3.3 The time-critical revision shall follow these steps:			
(a) The standardising body shall draft the revised standard,	Procedures	YES	PEFC FI 1006:2019: chapter 9.3.3a
	Process		N/A
(b) The standardising body may consult stakeholders, but it is not mandatory,	Procedures	YES	PEFC FI 1006:2019: chapter 9.3.3b
	Process		N/A
(c) The revised standard shall be approved formally at the highest appropriate decision-making level of the standardising body,	Procedures	YES	PEFC FI 1006:2019: chapter 9.3.3c
	Process		N/A
(d) The standardising body shall explain the justification for the urgent change(s) and make the justification publicly available.	Procedures	YES	PEFC FI 1006:2019: chapter 9.3.3d
	Process		N/A

9.4.1 A revision shall define the application date and transition period of the revised standard(s)/normative document(s).	Procedures	YES	PEFC FI 1006:2019:
	Process		PEFC FI 1002:2022 Chapter "Scope"
9.4.2 An application date shall not be more than one year after the publication of the standard. This allows time for endorsement of the revised standard(s)/normative document(s), introduction of change(s), information dissemination and training.	Procedures	YES	PEFC FI 1006:2019
	Process		PEFC FI 1002:2022 Chapter "Scope"
9.4.3 The transition period shall not exceed one year. The standardising body may determine a longer period when justified by exceptional circumstances.	Procedures	YES	PEFC FI 1006:2019
	Process		PEFC FI 1002:2022 Chapter "Scope"

3 Application documentation

The application for the endorsement and mutual recognition as defined in PEFC GD 1007 shall include information which enables the assessment of the applicant system's compliance with the PEFC Council requirements.

The application documentation should identify and make reference to other detailed documentation such as minutes, internal procedures and rules, reports, etc. which do not need to create a part of the application documentation.

Asses. basis* The standard setting is assessed against the PEFC Council requirements in two stages: (i) compliance of written standard setting procedures ("Procedures") and (ii) compliance of the standard setting process itself ("Process").

For "Procedures" the applicant should refer to the part(s) of its standard setting procedures related to the respective PEFC requirement. For "Process" the applicant should either refer to the report/records of the standard setting process forming a part of the submitted application documents, or describe how the PEFC requirement was fulfilled during the standard setting process.