

**NORMA
ARGENTINA**

**IRAM
39805***

Second edition
2022-05-05

Sustainable forest management

Group certification

Sustainable forest management
Group certification

* Corresponds to the revision of the first edition, which this second edition supersedes.



Numerical Reference:
IRAM 39805:2022

Document name: IRAM 39801. Sustainable forest management. Criteria and indicators of the management unit

Official language of the standard: Spanish

Approved by: IRAM

Adopted by: Argentinean Forest Certification System (CERFOAR – PEFC Argentina)

Approval date: May 5, 2022

Publication date: May 5, 2022

Application date: May 5, 2022

Transition date: November 4, 2023

Revision date: May 2027

NOTE: Where there is an inconsistency between versions, the English version of the PEFC Council approved standard is the reference.

IRAM | Instituto Argentino de Normalización y Certificación

Perú 552/6 (C1068AAB) Buenos Aires - Argentina

Tel +54 11 7078-0542 | iram-iso@iram.org.ar | <https://iram.org.ar/>

Preface

The Argentine Institute for Standardization and Certification (IRAM) is a non-profit civil association whose specific purposes, as the Standardization Agency of the Argentine Republic, are to establish technical standards, without limitations in the areas they cover, in addition to promoting to the knowledge and application of standardization as a basis for quality, promoting product certification activities and quality systems in companies to provide consumer safety.

IRAM is the representative of the Argentine Republic in the International Organization for Standardization (ISO), in the Pan-American Commission for Technical Standards (COPANT) and in the MERCOSUR Association for Standardization (AMN), and, through the Argentine Electrotechnical Committee, in the International Electrotechnical Commission (IEC).

This document is the result of technical consensus among the various sectors involved, which through their representatives have intervened in the corresponding standards study bodies.

Corresponds to the revision of the first edition (2010), which this second edition supersedes.

Index

	Page
1 SCOPE.....	5
2 NORMATIVE REFERENCES	5
3 TERMS AND DEFINITIONS.....	5
4 CONTEXT OF THE FOREST CERTIFICATION GROUP	9
4.1 Understanding the forest certification group and its context.....	9
4.2 Understanding the needs and expectations of stakeholders	9
4.3 Forest certification group management system	9
5 LEADERSHIP.....	10
5.1 General requirements.....	10
5.2 Organizational roles, responsibilities and authorities	11
5.3 Commitment and policy	13
6 PLANNING	13
7 SUPPORT	14
8 OPERATION	15
9 PERFORMANCE EVALUATION	15
9.1 Monitoring, measurement, analysis and evaluation	15
9.2 Internal audit	16
9.3 Selection of forest certification group members to be audited in the internal audit programme ..	17
9.4 Management review	18
10 IMPROVEMENT.....	19
10.1 Nonconformity and corrective action.....	19
10.2 Continual improvement.....	20
Annex A (Normative) Admission of new members.....	21
Annex B (Normative) Exit from the forest certification group.....	22
Annex C (Normative).....	23
Forest Certification Group Internal Chain of Custody.....	23
Annex D (Informative) Forest Certification Group Handbook	24
Annex E (Informative) Bibliography	27
Annex F (Informative) Members of the study body	28

Sustainable forest management

Group certification

1 SCOPE

This standard specifies the requirements for group certification, intended to allow the certification of more than one organization under a single sustainable forest management certificate. It applies to an entity that brings together a set of organizations that agree to participate in the sustainable forest management certification group and to these organizations that are members of the group.

2 NORMATIVE REFERENCES

Any normative document mentioned below is indispensable for the implementation of this document.

When the list mentions normative documents indicating the year of publication, it means that this edition shall be applied. Otherwise, the current edition shall be applied, including all its modifications.

IRAM 39801 - Sustainable forest management. Criteria and indicators of the management unit

PEFC ST 2001 – Rules for PEFC Marks – Requirements

PEFC ST 2002 - Chain of Custody of Forest and Tree Based Products – Requirements

3 TERMS AND DEFINITIONS

For the purposes of this standard, the following definitions apply:

3.1 corrective action

action to eliminate the cause of a nonconformity and to prevent recurrence.

NOTE 1. There may be more than one cause for a nonconformity.

NOTE 2. Adopted from section 3.12.2 of IRAM ISO 9000:2015 Quality management systems — Fundamentals and vocabulary.

3.2 preventive action

action taken to eliminate the cause of a potential nonconformity or other potentially undesirable situation

NOTE 1 More than one cause may exist for a potential nonconformity.

NOTE 2. Adopted from section 3.12.1 of IRAM-ISO 9000:2015 Quality management systems - Fundamentals and vocabulary.

3.3 audit

systematic, independent and documented process for obtaining objective evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Note 1: The fundamental elements of an audit include the determination of the conformity of an object according to a procedure carried out by personnel not being responsible for the object audited.

Note 2: An audit can be an internal audit (first party), or an external audit (second party or third party), and it can be a combined audit or a joint audit

Note 3: Internal audits, sometimes called first-party audits, are conducted by, or on behalf of, the organization itself for management review and other internal purposes, and can form the basis for an organization's declaration of conformity. Independence can be demonstrated by the freedom from responsibility for the activity being

Note 4: External audits include those generally called second and third-party audits. Second party audits are conducted by parties having an interest in the organization, such as customers, or by other persons on their behalf. Third-party audits are conducted by external, independent auditing organizations such as those providing certification/registration of conformity or governmental agencies.

NOTE 5. Adopted from section 3.13.1 of IRAM ISO 9000:2015 Quality management systems — Fundamentals and vocabulary.

3.4 group sustainable forest management certificate

a document confirming that the forest certification group meets the requirements of this standard and IRAM 39801 Sustainable Forest Management. Criteria and indicators of the management unit and with other applicable requirements of CERFOAR – PEFC Argentina

NOTE. CERFOAR – PEFC Argentina is the Argentine Forest Certification System.

3.5 proof of participation in the group forest management certification

a document issued by the certification body to a member of the forest certification group that refers to the group sustainable forest management certificate and that confirms that the member of the forest certification group is covered by the scope of the forest management certification in group

NOTE. This document can be, for example, a sub-certificate or a confirmation of participation.

3.6 audit criteria

set of requirements used as a reference against which objective evidence is compared

NOTE 1 If the audit criteria are legal (including regulatory) requirements, the words “compliance” or “non-compliance” are often used in the audit findings.

NOTE 2 Requirements may include policies, procedures, work instructions, legal requirements, contractual obligations, etc.

NOTE 3. Adopted from section 3.7 of IRAM-ISO 19011:2018 Guidelines for auditing management systems.

3.7 forest management audit criteria

set of policies, procedures or requirements, such as those defined in IRAM 39801, those defined by CERFOAR – PEFC Argentina and any additional requirements in terms of sustainable forest management, against which the forest auditor compares the evidence of the audit collected based on the organization's forest management

NOTE 1 Audit criteria are used as a reference against which audit evidence is compared.

NOTE 2. CERFOAR - PEFC Argentina is the Argentine Forest Certification System.

3.8 document

information and the medium in which it is contained

EXAMPLE. Record, specification, procedure document, plan, report, standard.

NOTE 1. The support medium can be paper, magnetic, electronic or optical disc, photograph or pattern sample or a combination of these.

NOTE 2. Adopted from section 3.8.5 of IRAM-ISO 9000:2015 Quality management systems - Fundamentals and vocabulary.

3.9 forest certification group entity

legally constituted entity or organization that requests certification on behalf of a group of organizations that agree to participate in the forest certification group and is responsible for ensuring the conformity of forest management on the certified surface with the standard of sustainable forest management and others applicable requirements of CERFOAR – PEFC Argentina. To do this, the entity of the forest certification group uses a group management system

NOTE 1. The forest certification group entity is the certificate holder.

NOTE 2. The entity of the forest certification group can be an existing entity (a forest company, a natural person, a chamber or a sectoral association, a non-governmental organization, a government organization, a community organization) or it can be expressly formed for the certification process and will be the one who signs the agreements with the members of the forest certification group and with the certification body.

NOTE 3. The standard for sustainable forest management is IRAM 39801 - Sustainable forest management. Criteria and indicators of the management unit.

3.10 forest certification group manager

person responsible for leading and managing the forest certification group

3.11 forest certification group

the set of participants, members of the forest certification group, represented by the entity of the group, constituted for the purpose of implementing the standard of sustainable forest management and its certification. There is a binding written agreement between each member of the forest certification group and the forest certification group entity

NOTE 1. The term “forest certification group” is equivalent to the term “regional forest certification group” if the group is defined by regional jurisdictional, ecoregional or basin boundaries and meets the content of this definition.

NOTE 2. The standard for sustainable forest management is IRAM 39801 - Sustainable forest management. Criteria and indicators of the management unit.

3.12 documented information

information that an organization has to control and maintain, and the medium that contains it

NOTE 1. The documented information can be in any format and support, and can come from any source.

NOTE 2 Documented information may refer to: the management system, including related processes; the information generated for the organization to operate (documentation); evidence of the results achieved (records).

3.13 member of the forest certification group

natural or legal person (organization) responsible for the management unit(s) included in the forest certification group

NOTE 1 A member of the forest certification group covered by the group sustainable forest management certificate has the ability to implement the requirements of the sustainable forest management standard in a certified area.

NOTE 2. The standard for sustainable forest management is IRAM 39801 - Sustainable forest management. Criteria and indicators of the management unit.

3.14 nonconformity

non-fulfilment of a requirement

NOTE. Adopted from section 3.6.9 of IRAM-ISO 9000:2015 Quality management systems — Fundamentals and vocabulary.

3.15 organization.

Natural or legal person responsible for the management operations of the resource and the forestry company, as well as the system and structure of management, planning, field work and control.

NOTE. The organization is the applicant for the certification of sustainable forest management in accordance with the requirements of this standard and of the CERFOAR – PEFC Argentina and can be responsible or holder of several management units.

3.16 affected stakeholder

An interested person or groups of interested persons, who could experience a direct change in living and/or working conditions caused by the implementation of the organization's forest management system, or an interested person who could be a user of this standard and is therefore subject to the requirements of the same.

NOTE. Affected stakeholders include local communities, indigenous peoples, workers, etc. However, having an interest in the subject of the standard (e.g. NGO, scientific community, civil society) does not equate to being affected.

3.17 forest certification group management plan

documented information that specifies objectives, actions and monitoring and control instances. Covers planned changes to the forest certification group management system and the requirements of the sustainable forest management standard that are covered at the forest certification group level

NOTE 1. The documentation required by this standard, the description of the operation of the forest certification group and all that essential information that contributes to the correct performance of the members of the forest certification group can be found summarized in a single document called "Manual of the group of certification", such as the one presented in Annex D of this standard.

NOTE 2. The standard for sustainable forest management is IRAM 39801 - Sustainable forest management. Criteria and indicators of the management unit.

3.18 certification group policy for sustainable forest management

orientations and directives that govern the actions of the forest certification group in the sustainable management of its forest resources

NOTE. The certification group's policy for sustainable forest management provides a framework for establishing the objectives of the forest certification group.

3.19 procedure

A specified way to carry out an activity or process.

NOTE 1. Procedures may or may not be documented.

NOTE 2. Adopted from section 3.4.5 of IRAM ISO 9000:2015 Quality management systems — Fundamentals and vocabulary

3.20 program

ordered series of actions aimed at achieving particular objectives. Shall specify roles, responsibilities, processes, resources, timelines, and priorities

3.21 record

document (3.8.5) stating results achieved or providing evidence of activities performed

NOTA. Adopted from section 3.8.10 of IRAM ISO 9000:2015 Quality management systems — Fundamentals and vocabulary

3.22 forest certification group management system

set of elements of the forest certification group interrelated or interacting to establish policies, objectives and processes to achieve these objectives

3.23 certified area

the forest area and other related areas covered by a sustainable forest management system in accordance with IRAM 39801. Sustainable forest management. Criteria and indicators of the management unit. In the context of group certification, the certified area is the sum of the areas of the forest management unit(s) included by the members of the forest certification group in the group and is covered by a group sustainable forest management certificate

3.24 forest worker

Worker who acts in the forest management unit, as a freelancer or with a direct employment relationship with the organization or with companies providing forest services

3.25 management unit

The forest management unit is the area or set of land areas covered pre-dominantly by forests and with clearly demarcated boundaries, managed by an organization, with a series of explicit objectives, according to a management plan and subject to a common monitoring and control program

4 CONTEXT OF THE FOREST CERTIFICATION GROUP**4.1 Understanding the forest certification group and its context**

4.1.1 The forest certification group shall establish and document the criteria for its formation. The criteria shall consider:

- a) regional group: the composition of the forest certification group is determined by regional jurisdictional, ecoregional or basin limits;
- b) other groups: the formation of the forest certification group is determined by other specific circumstances that influence the implementation of the group's management system.

4.2 Understanding the needs and expectations of stakeholders

4.2.1 The forest certification group shall identify:

- a) affected stakeholders that are relevant to the management system of the forest certification group;
- b) the relevant expectations of these affected stakeholders.

4.3 Forest certification group management system

4.3.1 In order to achieve the defined objectives, including the improvement of its performance, the forest certification group shall establish, implement, maintain and continuously improve a management system, which includes the necessary processes, their interactions and the level of performance required, in accordance with the requirements of this standard.

4.3.2 The forest certification group shall determine the limits and applicability of its management system to establish its scope. To determine this scope, the forest certification group shall consider:

- a) the objectives of the management system of the forest certification group,
- b) the entity of the forest certification group,
- c) the members of the forest certification group, and
- d) certified area.

4.3.3 The forest certification group shall document the scope of its management system and shall make it available to interested parties.

4.3.4 The forest certification group shall determine and document which requirements of the sustainable forest management standard are implemented at the group level.

NOTE. The sustainable forest management standard is IRAM 39801. Sustainable forest management. Criteria and indicators of the management unit.

4.3.5 In cases where the forest certification group entity acts as a trader of timber and non-timber forest products not covered by the scope of the forest certification group, it shall implement and certify a chain of custody in accordance with the international standard PEFC ST 2002:2020 - Chain of Custody of Forest and Tree Products - Requirements.

NOTE. PEFC is the English acronym for the Program for the Endorsement of Forest Certification.

5 LEADERSHIP

5.1 General requirements

5.1.1 The forest certification group shall define and document the structure of the group and establish the obligations and responsibilities of each of its components.

NOTE 1. A forest certification group with few members may have a simple organizational structure and a certification group with many members may have various levels of responsibility or management with a wide variety of support staff.

NOTE 2. Regardless of the complexity of the organizational structure, it is always useful to have an organization chart where responsibilities are assigned to each of the positions in the organization chart.

5.1.2 Each member of the forest certification group shall have a valid document that proves their participation in the forest certification group and that describes their obligations and responsibilities with the sustainable forest management of their resources and the obligations and responsibilities delegated to the entity of the certification group or forest certification group manager.

5.1.3 Members of the forest certification group shall receive adequate information and training to fulfil their obligations.

5.2 Organizational roles, responsibilities and authorities

5.2.1 Functions and responsibilities of the forest certification group entity

5.2.1.1 The entity of the forest certification group shall, as a minimum:

- a) implement and maintain an effective forest certification group management system covering all members of the forest certification group;
- b) represent the forest certification group in the certification process, including communications and relations with the certification body, the presentation of the application for certification and the contractual relationship with the certification body;
- c) notify the certification body within a maximum period of 30 calendar days when a member enters or leaves the forest certification group;
- d) establish documented procedures for the management of the forest certification group;
- e) establish documented procedures for the acceptance of new members of the forest certification group in accordance with the requirements established in Annex A of this standard;
- f) establish documented procedures for the suspension and exclusion of members of the forest certification group that do not correct nonconformities in accordance with the requirements established in Annex B of this standard. Forest certification group members expelled from any certification group for nonconformities cannot be accepted within 12 months of exclusion;
- g) maintain documented information of:
 - i. the conformity of the entity of the forest certification group and the members of the forest certification group with the requirements of this standard, of the standard of sustainable forest management (see IRAM 39801) and other applicable requirements of CERFOAR – PEFC Argentina,

NOTE. CERFOAR – PEFC Argentina is the Argentine Forest Certification System.
 - ii. all members of the forest certification group, including their contact details, identification of the forest management unit(s) of each member of the forest certification group and their size(s),
 - iii. the certified area,
 - iv. the implementation of an internal monitoring program, its review and any preventive and/or corrective action taken;
- h) establish connections with all members of the forest certification group on the basis of a binding documented agreement (contract or agreement of adhesion to the forest certification group) that includes a commitment in accordance with the management system of the forest certification group, with the sustainable forest management standard (see IRAM 39801) and with other applicable requirements of the forest certification system. The documented and binding agreement shall include the right of the forest certification group entity to implement and enforce any corrective or preventive measures, and to initiate the exclusion from the scope of certification

of any member of the forest certification group, in the event of not conformity with the standard of sustainable forest management;

NOTE. CERFOAR – PEFC Argentina is the Argentine Forest Certification System.

- i) provide all members of the forest certification group with proof of participation in group forest management certification;
- j) provide all members of the forest certification group with the necessary information and guidance for the effective implementation and maintenance of the sustainable forest management standard and other applicable requirements of CERFOAR – PEFC Argentina;

NOTE. CERFOAR – PEFC Argentina is the Argentine Forest Certification System.

- k) manage non-conformities reported by members of the forest certification group that were identified under other PEFC certifications than the group certification and to ensure implementation with all members of the forest certification group;
- l) implement an internal monitoring program that provides for the evaluation of the conformity of the members of the forest certification group with the certification requirements;
- m) implement an annual internal audit program that covers both the members and the entity of the forest certification group;
- n) conduct a management review of the forest certification group and act on the results of the review;
- ñ) provide full cooperation and assistance to respond effectively to all requests from the certification body, the accreditation body and the CERFOAR - PEFC Argentina Association, provide documentation or other relevant information; allow access to forest area covered by the forest certification group and other facilities, whether in connection with formal or otherwise related audits or reviews or implications for the forest certification group's management system.

NOTE. The CERFOAR Association – PEFC Argentina is the non-profit civil association responsible for the administration of the Argentine Forest Certification System.

5.2.1.2 The entity of the forest certification group may designate a manager of the forest certification group and shall define his functions, responsibilities, authority for the conduct and management of the group.

5.2.2 Function and responsibilities of members of the forest certification group

5.2.2.1 Members of the forest certification group shall, at a minimum:

- a) provide the forest certification group entity with a binding documented agreement (forest certification group adhesion contract or agreement), including a commitment in accordance with the forest certification group's management system, the sustainable forest management standard (see IRAM 39801) and other applicable forest certification scheme requirements. Members of the forest certification group excluded from any forest certification group shall not apply to join the forest certification group within 12 months of the exclusion;

NOTE 1. CERFOAR – PEFC Argentina is the Argentine Forest Certification System.

NOTE 2. The requirement of a "written agreement" and the "commitment" of the members of the forest certification group can also be satisfied with the commitment and written agreement of a pre-existing organization or group or the participation of the members, such as an association of forest producers, where the organization can demonstrate that it has a legal mandate to represent the members and where its commitment and the terms and conditions of the contract are enforceable..

- b) inform the forest certification group entity about participation in other certification groups;
- c) comply with the sustainable forest management standard (see IRAM 39801) and other applicable requirements of CERFOAR – PEFC Argentina, as well as with the requirements of the management system of the certification group;

NOTE. CERFOAR – PEFC Argentina is the Argentine Forest Certification System.

- d) provide full cooperation and assistance in responding effectively to all requests from the forest certification group entity and/or the certification body; allow access to its forest management unit(s) within the scope of the forest certification group, either in relation to formal or otherwise related audits or reviews or with implications for the forest certification group's management system;
- e) inform the forest certification group entity about non-conformities identified under PEFC certifications other than the certification of the particular forest certification group;
- f) implement the relevant preventive actions and corrective actions established by the entity of the forest certification group.

5.3 Commitment and policy

5.3.1 The forest certification group entity shall define, provide and document a commitment to:

- a) comply with the sustainable forest management standard and other applicable requirements of the certification system;
- b) integrate the certification requirements of the forest certification group into the management system of the forest certification group;
- c) continuously improve the management system of the forest certification group;
- d) continuously support the improvement of sustainable forest management by the members of the forest certification group on the certified area.

5.3.2 The commitment defined and provided by the forest certification group entity shall be part of the certification group's policy for sustainable forest management, shall be actively communicated to forest workers and relevant stakeholders, and shall be publicly available.

5.3.3 Members of the forest certification group shall agree to abide by this policy in the contract or agreement of adhesion to the forest certification group.

6 PLANNING

6.1 The forest certification group shall establish, implement and maintain a forest certification group management plan that includes at least the processes necessary to meet the requirements of this standard.

6.2 The forest certification group shall include in the management plan of the forest certification group all planned changes to the management system of the forest certification group.

6.3 The management plan of the forest certification group shall incorporate all the actions to comply with those requirements of the sustainable forest management standard that the forest certification group establishes to be implemented as a group.

7 SUPPORT

7.1 The forest certification group shall determine and provide the necessary resources for the establishment, implementation, maintenance and continuous improvement of the forest certification group's management system.

7.2 The forest certification group shall define the necessary competence of persons carrying out work in the management system of the forest certification group.

7.3 The forest certification group shall establish communication processes to raise awareness among members of the forest certification group about:

- a) the certification group policy for sustainable forest management;
- b) the requirements of the sustainable forest management standard (see IRAM 39801);
- c) its contribution to the effectiveness of the forest certification group management system and sustainable forest management, including the benefits of improved performance of the group;
- d) the implications of not complying with the requirements of the forest certification group's management system.

7.4 The forest certification group shall determine the internal and external communications relevant to the forest certification group's management system. This includes:

- a) what to communicate;
- b) when to communicate;
- c) with whom to communicate;
- d) how to communicate.

7.5 The forest certification group shall establish appropriate mechanisms to resolve complaints and disputes related to group management and sustainable forest management operations.

7.6 The forest certification group shall ensure that the documented information relevant to the forest certification group's management system and compliance with the requirements of the sustainable forest management standard (see IRAM 39801) is:

- a) updated;
- b) available and suitable for use, where and when needed;
- c) adequately protected against loss of confidentiality, misuse or loss of integrity.

7.7 Documented information shall include, at a minimum:

- a) the policy and objectives of the forest certification group;
- b) a description of the forest certification group's management system, including its objectives, scope and an updated map showing the location and extent of the management units that make up the forest certification group;
- c) the structure of the forest certification group and the obligations and responsibilities of each of its components;
- d) all procedures required by this standard and those determined by the forest certification group entity as necessary to ensure the proper administration of the forest certification group;
- f) the records required by this standard.

8 OPERATION

8.1 The forest certification group shall establish, implement, control and maintain the processes necessary to meet the requirements of this standard and the sustainable forest management standard (see IRAM 39801) and to implement the actions determined in Chapter 6, through:

- a) the establishment of criteria for the processes;
- b) the implementation of process control according to the criteria.

8.2 The forest certification group shall establish, document, implement and maintain the internal chain of custody procedures of the forest certification group that allow it to quantify, trace and control all forest products produced by the forest certification group in accordance with Annex C.

8.3 The forest certification group shall maintain the documented information to the extent necessary to have confidence that the processes have been carried out as planned.

9 PERFORMANCE EVALUATION

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 The forest certification group shall establish and implement an ongoing internal monitoring program that provides confidence in the forest certification group's compliance with the sustainable forest management standard (see IRAM 39801). The internal monitoring program shall include at least:

- a) what shall be monitored and measured;

- b) methods of monitoring, measurement, analysis and evaluation, as appropriate, to ensure valid results;
- c) when monitoring and measurement shall be carried out;
- d) when the results of monitoring and measurement shall be analysed and evaluated;
- e) what documented information shall be available as evidence of the results.

9.1.2 The forest certification group entity shall evaluate the group's management performance and the effectiveness of the group's management system with respect to the implementation of sustainable forest management requirements.

9.2 Internal audit

9.2.1 Objectives

9.2.1.1 The forest certification group entity shall plan, establish, implement and maintain an annual internal audit program that provides information on whether the forest certification group's management system:

- a) conforms to:
 - i. the forest certification group's own requirements for its group management system;
 - ii. the requirements of this group forest certification standard;
- b) ensures the correct implementation of the sustainable forest management standard (see IRAM 39801) at the level of a member of the forest certification group;
- c) is effectively implemented and maintained.

9.2.1.2 The internal audit programme shall cover the forest certification group entity and all members of the forest certification group. The entity of the forest certification group shall be audited annually. Members of the forest certification group may be selected by sampling in accordance with section 9.3.

9.2.1.3 The forest certification group entity shall implement an internal audit program that meets the requirements of this standard, including assessment by management, prior to the application for sustainable forest management certification.

9.2.2 Organization

The internal audit programme shall include at least:

- a) the frequency, methods, responsibilities, planning requirements and reporting, which shall take into account the importance of the processes to be audited and the results of previous audits;
- b) the definition of the audit criteria and scope of each audit;

- c) the competence of the internal auditor (forestry knowledge, knowledge of this standard and the sustainable forest management standard, see IRAM 39801);
- d) the selection of auditors and the conduct of audits in order to ensure the objectivity and impartiality of the audit process;
- e) ensure that the results of audits are reported to the forest certification group entity;
- f) maintenance of documented information as evidence of the implementation of the audit program and audit results.

9.3 Selection of forest certification group members to be audited in the internal audit programme

9.3.1 General

9.3.1.1 The forest certification group entity shall establish and implement a procedure for the selection of forest certification group members in the internal audit program. The procedure shall include:

- a) the determination of the sample size in accordance with paragraph 9.3.2;
- b) the determination of the categories of the sample in accordance with paragraph 9.3.3;
- c) the distribution of the sample into the categories in accordance with paragraph 9.3.4;
- d) the selection of participants in accordance with section 9.3.5..

9.3.2 Determination of sample size

9.3.2.1 The sample size shall be calculated on the total number of members of the certification group.

9.3.2.2 The sample size shall be equal to the square root of the number of members of the forest certification group: ($y = \sqrt{x}$), rounded to the upper integer.

9.3.2.3 The sample size may be adapted taking into account one or more of the following parameters:

- a) results of a risk assessment. In this case, deviations from sample sizes shall be defined in case of low or high risk for individual categories;
- b) results of internal audits or previous certification audits;
- c) confidence level of the internal monitoring program;
- d) use of technologies to collect information on specific requirements;

NOTE. These technologies can be, for example, the use of satellite data or drones and enable declarations of compliance for specific requirements of the sustainable forest management standard (see IRAM 39801) or support risk-based sampling.

- e) other means of collecting information relating to field activities.

NOTE. One way could be a survey with members of the forest certification group who provide information on their activities on the ground.

9.3.3 Determining Sample Categories

9.3.3.1 Sample categories shall be established based on the results of a risk assessment. (The indicators used in the risk assessment shall reflect the geographical scope of IRAM 39801.) For risk assessment, the following non-exhaustive list of indicators may be used:

- a) type of property (e.g. fiscally owned forest, community-owned forest, privately owned forest);
- b) size of forest management units (different size classes);
- c) biogeographic region;
- d) operations, processes and products of the members of the forest certification group;
- e) forest conversion;
- f) rotation period(s);
- g) presence of priority sites for conservation;
- h) recreation and other socio-economic functions of the forest;
- i) dependency and interaction with local communities and indigenous peoples;
- j) resources available for administration, operations, training and research;
- k) governance and law enforcement.

9.3.3.2 For sampling, the conditions that constitute risk for each indicator, at low, medium and high level, and the respective consequences shall be defined

9.3.4 Sample distribution

The sample shall be divided into categories according to the result of the risk assessment.

9.3.5 Selection of participants

9.3.5.1 At least 25% of the sample shall be selected at random.

9.3.5.2 A risk-based procedure shall be specified for the selection of certification group members.

9.4 Management review

9.4.1 The forest certification group entity shall establish and implement an annual management review that includes, at a minimum:

- a) the status of the actions of the previous management reviews;
- b) changes in external and internal issues that are relevant to the management system of the forest certification group;

- c) the status of conformity with the sustainable forest management standard, which includes the review of the results of the internal monitoring programme, the internal audit and the assessments and surveillance of the certification body;
- d) information on the performance of the forest certification group, including trends in:
 - i. non-conformities and corrective actions;
 - ii. monitoring and evaluation results;
 - iii. audit results;
- e) opportunities for continuous improvement.

9.4.2 The results of the management review shall include decisions related to opportunities for continuous improvement and any need for changes to the forest certification group's management system.

9.4.3 The group entity shall retain documented information as evidence of the results of management reviews, at least for a full certification cycle.

10 IMPROVEMENT

10.1 Nonconformity and corrective action

10.1.1 When a non-conformity occurs, the forest certification group entity shall:

- a) react to non-conformity and, as appropriate,:
 - i. take measures to control and correct it;
 - ii. deal with the consequences;
- b) assess the need for action (actions) to eliminate the causes of non-conformity, so that it does not recur or occur elsewhere, by:
 - i. the review of non-conformity;
 - ii. the determination of the causes of non-conformity;
 - iii. the determination of whether there are similar or potentially potential non-conformities;
- c) implement any necessary action;
- d) review the effectiveness of any corrective action taken; and
- e) if necessary, make changes to the management system of the forest certification group.

10.1.2 The forest certification group entity shall retain documented information as evidence of:

- a) the nature of the nonconformities and any subsequent action taken, and

b) the results of any corrective action.

10.1.3 The forest certification group entity shall internally audit a member of the forest certification group who has been excluded from the forest certification group before being allowed to re-enter the group. This internal audit shall be carried out after 12 months after the exclusion.

10.2 Continual improvement

The forest certification group entity shall verify that the adequacy, adequacy and effectiveness of the group management system and sustainable forest management are continuously improved.

Annex A

(Normative)

Admission of new members

A.1 General requirements

A.1.1 The forest certification group entity shall establish and document a new member admission procedure that ensures that only forest management units that meet the requirements of the sustainable forest management standard (see IRAM 39801) are admitted to the forest certification group.

A.1.2 The procedure shall include all the requirements and activities that the applicant shall meet as a member of the forest certification group to be admitted and the way in which the admission decision is made.

A.2 Pre-admission audit

A.2.1 The forest certification group entity shall conduct an audit of each forest management unit of the organization applying for membership prior to admission to the forest certification group.

NOTE 1. The forest certification group entity may perform all the tasks required by this standard or may delegate some of them to other persons in the certification group or to external consultants, keeping the relevant records.

NOTE 2. The correct selection of the auditor ensures the objectivity and impartiality of the audit process.

A.2.2 The pre-admission audit criteria shall include all the requirements of IRAM 39801, the requirements of this standard applicable to the members of the forest certification group and the specific requirements defined by the forest certification group for its operation. The checklist used in the audit shall be kept as a record.

A.2.3 The audit report shall contain a description of the forest management unit, the forest management plan and its implementation, products and yield estimation.

A.3 Admission

A.3.1 The admission of members shall be conditional on:

- a) the implementation of corrective actions to the non-conformities detected in the pre-admission audit;
- b) the verification of the effectiveness of the corrective actions implemented; and
- c) the assumption and documentation of a long-term commitment to remain in the forest certification group, to comply with the requirements of this standard and to manage its forest resources in accordance with the requirements of the sustainable forest management standard (see IRAM 39801).

Annex B

(Normative)

Exit from the forest certification group

B.1 General requirements

B.1.1 The forest certification group entity shall establish and document a procedure of voluntary resignation to the forest certification group and shall establish and document a suspension and/or exclusion procedure for members of the forest certification group that ensures that forest management units that no longer comply with the requirements of this standard are suspended or excluded.

B.2 Voluntary resignation

B.2.1 The procedure for voluntary resignation of the forest certification group shall specify at least:

- a) the circumstances in which it is permissible to resign the forest certification group;
- b) the obligations of the member who decides to resign the forest certification group;
- c) the modality of notification of the resignation to the entity of the forest certification group;
- d) the maintenance of relevant records; and
- e) communication to the certification body, remaining members and interested parties.

B.3 Suspension and exclusion

B.3.1 The procedure for the suspension and/or exclusion of one or more members of the forest certification group shall specify at least:

- a) the circumstances of suspension and/or exclusion from the forest certification group;

NOTE. The circumstances of suspension and/or expulsion are directly related to the characteristics and/or magnitude of the non-conformities (non-compliance with the established requirements) detected.

- b) the method of communication of the suspension to the member of the forest certification group until corrective actions are completed to eliminate the cause of the non-conformities detected;
- c) the method of communication to the member of the forest certification group of his or her exclusion;
- d) the modality of readmission in accordance with the requirements defined in paragraph A.3.3 of this Standard and the clause not to readmit members of the forest certification group excluded from any certification group for non-conformities within 12 months of the exclusion;
- e) the maintenance of relevant records; and
- f) communication to the certification body, remaining members and interested parties.

Annex C

(Normative)

Forest Certification Group Internal Chain of Custody

C.1 General requirements

The entity of the forest certification group shall have the authority to implement the procedures of the internal chain of custody of the forest certification group and is responsible for its proper functioning.

C.2 Forest Certification Group Internal Chain of Custody Procedures

C.2.1 The internal chain of custody procedures of the forest certification group shall consider at least:

- a) the unique and precise identification of the identity, source and origin of all forest products produced by the forest certification group;
- b) the monitoring and control of forest products produced within the forest certification group from their point of origin to the place of processing and/or sale;
- d) verification that forest products from suspended members and members excluded as certified material do not enter the certification group;
- e) verification that forest products from controversial sources do not enter the forest certification group; and
- f) the updating of documents describing all forest products within the scope of the group and that may be sold and/or transferred with PEFC declaration.

C.3 Chain of Custody Records

C.3.1 The group entity shall keep at least a record of:

- a) the estimated annual or periodic yields of the members of the forest certification group;
- b) all forest products produced by the forest certification group;
- d) all forest products sold and/or transferred by the forest certification group; and
- e) all documents involved in the transport, sale and/or transfer of forest products from the certification group.

Annex D (Informative)

Forest Certification Group Handbook

D.1 Forest Certification Group Handbook

The manual of the forest certification group describes the operation of the group and systematizes all the documentation required by this standard, in turn it is a useful tool to inform the members of the forest certification group regarding the operation of the group, the obligations and responsibilities of the parties that compose it and the certification processes and their requirements. It is desirable that the manual be appropriate to the characteristics of the members of the certification group and that the level of documentation it contains be consistent with the size, scale and intensity of the forestry operations involved.

D.2 Contents of the certification group handbook

The points suggested below and their systematization constitute a guide for the development of the manual of the forest certification group. It is convenient that each forest certification group identifies what information and what is its most appropriate management according to its idiosyncrasy:

1. Information on the forest certification group and its requirements:
 - a) certification group policy for sustainable forest management and requirements for sustainable forest management;
 - b) the structure of the certification group and the obligations and responsibilities of its parties;
 - c) rules for the integration, resignation, suspension and exclusion of members of the forest certification group;
 - d) characteristics of the pre-admission audit and the checklist used for it;

NOTE. The used checklist can be given to applicants to allow them to conduct a self-assessment and verify if they are meeting all the requirements of the forest certification group before the pre-admission audit is conducted.
 - e) details of the forest certification group's internal audit programme including demands for corrective action and its follow-up;
 - f) procedure to be followed in the event of complaints from interested parties or if the member of the forest certification group has a conflict with the group entity, the manager of the certification group or other members of the forest certification group;
 - (g) costs of integration and maintenance in the forest certification group and charges for any services provided by the manager of the certification group;
 - h) rules for making claims associated with certification.
2. Information about the certification process and certification requirements:

- a) characteristics of the certification process, including the sampling system, so that members of the forest certification group understand why only some are visited by the certification body's auditor;
 - b) requirements to allow access to the selected forest management unit, in accordance with the audit plan agreed with the technical experts of the audit team, and the assessor of the accreditation body, where applicable, and the auditor of the certification body.
3. A practical guide to meeting the requirements of IRAM 39801:
- a) development and maintenance of forest management plans;
 - b) development and implementation of conservation strategies;
 - c) consultations with interested parties and handling of complaints;
 - d) maintenance of a forest inventory;
 - e) monitoring programme;
 - f) training programme
4. A current list of the laws, codes of good practice and guidelines to be complied with by the members of the forest certification group:
- a) laws applicable to forestry;
- NOTE. A list or short summary of the main requirements of each law.
- b) recognised codes of good practice, technical supporting documents and guidelines for obtaining them;
- NOTE 1. The manual can indicate technical documentation recognized and applicable to the region such as the manuals of good practices of official bodies, list of phytosanitary products approved by the National Service of Health and Agrifood Quality (SENASA), etc.
- NOTE 2. The manual can provide contact details for official technology and extension centres.
- c) international conventions applicable to management units
5. Internal chain of custody of the forest certification group and rules of use of PEFC marks:
- a) a summary of the forest certification group's internal chain of custody rules;
 - (b) forest certification group rules for members who sell and/or transfer forest products individually as certificates;
 - (c) rules for the use of PEFC marks,
 - d) rules for the sale and/or transfer of products with PEFC declarations.
6. Data of the companies providing forest services identified to carry out the operations.

NOTE. Identification data of forest service providers that have been trained or verified to ensure that their work meets the requirements specified by the certification group.

- a) details of preferred forest service providers, including name, contact address or telephone number, transactions carried out and prices;
- (b) details of any benefits or discounts available/agreed to members of the forest certification group.

NOTE. Some of the information used in the preparation of Annex D (information) was obtained from Ruth Nussbaum. Group certification for forests: a practical guide. ProForest, 2002.

Annex E

(Informative)

Bibliography

In reviewing this standard, the following information has been taken into account:

IRAM - ARGENTINE INSTITUTE FOR STANDARDIZATION AND CERTIFICATION
IRAM 39805:2010 - Sustainable forest management. Group Certification.

Annex F

(Informative)

Members of the study body

The review of this standard has been in charge of the respective bodies, integrated as follows:

Forest Management Commission

Member	Represented:
Ing. Natalia R. ACOSTA	MINISTERIO DE AGRICULTURA, GANADERÍA Y PESCA DE LA NACIÓN
Ing. Javier A. ÁLVAREZ	INSTITUTO NACIONAL DE TECNOLOGÍA AGROPECUARIA (INTA)
Ing. Georgina ANAYA	PAPEL PRENSA S.A.
Ing. Silvio ANTEQUERA	UNIVERSIDAD NACIONAL DE LA PATAGONIA SAN JUAN BOSCO (UNPSJB)
Ing. Mirta N. BAEZ	FORESTADORA TAPEBICUÁ S.A.
Ing. Vanina BUDINI	PAPEL PRENSA S.A.
Ing. Cecilia L. CALVEYRA	INVITADO ESPECIAL
Ing. Verónica A. CARBONE	FEDERACIÓN ARGENTINA DE LA INDUSTRIA DE LA MADERA (FAIMA)
Cr. Emanuel B. CARROCINO	DIRECCIÓN DE BOSQUES DE LA PCIA. DE CHACO
Ing. Rubén R. CARTAMIL	INSTITUTO NACIONAL DE TECNOLOGÍA INDUSTRIAL (INTI)
Dr. Luis M. CHAUCHARD	UNIVERSIDAD NACIONAL DEL COMAHUE
Ing. Gerardo A. DENEGRÍ	UNIVERSIDAD NACIONAL DE LA PLATA
Téc. Mariana A. DÍAZ	ASOCIACION CIVIL EL GUAYACAN
Ing. Angélica V. M. FERÁNDEZ	INVITADO ESPECIAL
Arq. Ana L. FERRARO KRANEVITTER	INSTITUTO NACIONAL DE TECNOLOGÍA INDUSTRIAL (INTI)
Ing. Vanesa JIMENEZ	UNIVERSIDAD NACIONAL DE SANTIAGO DEL ESTERO (UNSE)
Ing. Martín LEPISCOPO	FUNDACION PROYUNGAS
Ing. Carolina I. LLAVALLOL	PROGRAMA DE SUSTENTABILIDAD Y COMPETITIVIDAD FORESTAL DEL MINISTERIO DE AGRICULTURA, GANADERÍA Y PESCA
Dra. Silvia M. MANRIQUE	INSTITUTO DE INVESTIGACIONES EN ENERGIA NO CONVENCIONAL (INENCO)
Lic. Alberto MARCOS	SUPERINTENDENCIA DE RIESGOS DEL TRABAJO (SRT)
Ing. Fernando V. MENDIZÁBAL	EDERRA S.A.
Ing. Verónica OLIVO MAINETTI	UNIVERSIDAD NACIONAL DE LA PATAGONIA SAN JUAN BOSCO (UNPSJB)
Arq. Mariela M. PERRET	INSTITUTO NACIONAL DE TECNOLOGÍA INDUSTRIAL (INTI)
Ing. Florencia I. RECA	INVITADO ESPECIAL
Ing. Ignacio J. SALUM	UATRE-OSPRERA
Ing. César G. SAMBIASI	INVITADO ESPECIAL
Ing. Miguel Ángel SARMIENTO	UNIVERSIDAD NACIONAL DE SANTIAGO DEL

Member

Ing. Jorge SCARPA
 Ing. Graciela SOSA
 Dr. Gustavo A. ZURITA

Ing. Florencia CHAVAT

Ing. Cristian VAZQUEZ

Represented:

ESTERO (UNSE)
 INVITADO ESPECIAL
 INVITADO ESPECIAL
 ASOCIACION CIVIL CENTRO DE
 INVESTIGACIONES DEL BOSQUE ATLANTICO
 SISTEMA ARGENTINO DE CERTIFICACIÓN
 FORESTAL (CERFOAR)
 IRAM

General Standards Committee (C.G.N.)**Member**

Ing. Alberto BUSTOS ROYER
 Lic. Alicia GUTIÉRREZ
 Ing. Jorge KOSTIC
 Dr. Ricardo MACCHI
 Téc. Hugo D. MARCH
 Lic. Héctor MUGICA
 Ing. Tulio PALACIOS
 Lic. Marta RAINONE de BARBIERI
 Ing. Pablo PAISAN

ICS 03.100.70; 03.120.20; 13.020.10
* CNA 0000

* Corresponds to the National Supply Classification assigned by the National Cataloguing Service of the Ministry of Defence.