

POLISH ACCREDITATION CENTRE



ACCREDITATION OF MANAGEMENT SYSTEM CERTIFICATION BODIES IN THE AREA OF SUSTAINABLE FOREST MANAGEMENT DAC-18

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1 Introduction

This document has been developed to harmonise the approach to accreditation of **management system** certification bodies in the **area of sustainable forest management** ~~under~~ the PEFC scheme (Programme for the Endorsement of Forest Certification Schemes) **according to PEFC document PL 1003 Sustainable Forest Management - Requirements**.

Accreditation of bodies operating in this area is voluntary.

Sustainable forest management management system certification bodies applying for and accredited in the **area of sustainable forest management** shall comply with the accreditation requirements set out in this document.

This document has been developed in consultation *with* PEFC Poland.

2 Definitions

For the purposes of this document, the definitions contained in the documents referred to in Section 3 of this document apply.

3 Requirements accreditation

A body certifying a **management system in the area of sustainable forest management**, in order to be considered competent and credible, should meet:

- general accreditation requirements given in PN-EN ISO/IEC 17021-1 *Conformity assessment - Requirements for bodies providing audit and certification of management systems*;
- specific accreditation requirements given in:
 - PEFC document PL 1002 *Certification and accreditation procedures*;
 - PEFC document PL 1004 *Group forest certification - Requirements*;
 - The words "shall" are used in this document DAC-18 to indicate those provisions which, while reflecting the requirements of the relevant standard, are mandatory. The words "recommended" are used in this document to indicate recognised ways of meeting the requirements of the standard. An entity may satisfy these requirements in another, equivalent way if it can demonstrate this as part of the accreditation/supervision process carried out by Polskie Centrum Akredytacji.

In addition, conditions specific to accreditation of management system certification bodies in the area of sustainable forest management apply, including PCA policies and mandatory EA and IAF documents, in particular those listed in document DACS-01. A **list of all accreditation requirements applicable under this accreditation programme is given in the document *List of Accreditation Requirements for System Certification Bodies*, available on the PCA website - www.pca.gov.pl**.

4 Specific requirements

To apply for accreditation for the **certification of the management system in the area of sustainable forest management**, the body must be accredited for the EMS or QMS certification scheme.

Below are guidelines to the requirements of selected clauses of EN ISO/IEC 17021-1. The following guideline identification system has been used for ease of reference:

W.X.Y.Z, where: X.Y.Z denotes the clause number of the EN ISO/IEC 17021-1 standard.

4.1 Managing impartiality

W.5.2.3 It is recommended that the unit ensure the participation of stakeholders interested in sustainable forest management certification in consultations on the risk assessment process

on intersuit conflict and to obtain advice on issues affecting impartiality, including openness and public perception.

4.2 Definition of criteria for competences

W.7.1.2 The entity shall define competency criteria for each function in the **SFM** certification process. **Criteria for auditors should include:**

- a. Education: At least second degree in forestry and/or nature studies, attested by a diploma;
- b. Experience: at least five years' professional experience in forest management;
- c. Training: completion of a training course approved by the national body managing the PEFC system, attested by an appropriate certificate.

The auditors should additionally demonstrate experience in conducting audits of management systems in accordance with PN-EN ISO 9001 or PN-EN ISO 14001. The confirmation of meeting this requirement is provided by documented evidence of conducting assessments in the number of at least 20 audit days.

4.3 Staff involved in certification

W.7.2.11 The unit shall periodically observe the performance of each auditor on-site in the processes of assessing **sustainable** forest management. The frequency of observation of each auditor, including technical auditors, should be at least once every three years.

4.4 Referring to certification and use of signs

W.8.2.11 The entity shall have a documented procedure for dealing with issued certificates in case of suspension or withdrawal of its limited or full accreditation and for informing PEFC national and/or international authorities.

4.5 Confidentiality

W.8.4 The unit shall inform its client organisation that it is obliged to disclose to the PEFC Council or the PEFC National Council information on the operations of the certified organisation in the area of certification, including the validity of the certification, its scope and limitations to the scope of the certification and to provide promptly to PEFC Poland information on any certificate in the **area of sustainable** forest management issued by it to organisations in Poland and/or information on any changes to already issued certificates. The entity shall enter into an appropriate written agreement with its client governing the disclosure of such information.

4.6 Determining the time of the audit

W.9.1.4.2 When determining the audit time, the certification body should take into account:

- the size of the certified forest area;
- the employment situation in the forest area;
- the number of branches (wards).

The entity shall define the same rules for all organizations for calculating audit time in the process of SFM certification, including calculation of audit time in case the organization has an integrated management system ~~into~~ to account the requirements of IAF MD 11.

4.7 Selection and appointment of the audit team

W.9.2.2 The audit team shall be appointed and comprised of auditors (and, if necessary, technical experts) who collectively have all competencies identified by the entity to carry out SFM certification.

Fulfilment of the requirement for relevant education and practice in accordance with point **W.7.1.2** a) and b) may be ensured by the participation of a technical expert in the audit.

4.8 Certification initial

W.9.3.1.2 The first phase of the audit for initial certification of **sustainable** forest management shall be carried out at the **client's** facilities.

4.9 Management system requirements for certification bodies

W.10 The unit shall include internal audits of procedures related to the processes of certification of **sustainable** forest management. It is permissible to combine these audits with internal audits in other areas, provided that issues related to forest management certification are clearly identified in audit plans and reports.

5 Scope accreditation

The scope of accreditation shall be determined in accordance with the principles indicated in document DACS-01.

6 Detailed rules evaluation

PCA follows the general principles outlined in documents DA-01 and DACS-01 when conducting assessments of bodies certifying management system in the area of sustainable forest management.

7 Final provisions

This edition of document DAC-18 replaces edition 3 dated 15.10.2015. The document was introduced by Announcement No. 363 dated 14.12.2021 and is effective from the date of publication. Significant changes with respect to the previous edition are marked in red.

8 Documents related

Documents related to this document are those listed in Section 3 and:

IAF MD 11 IAF mandatory document on the application of ISO/IEC 17021 to audits of integrated management systems;

DA-01 Description of the accreditation system;

DACS-01 Accreditation of bodies certifying management systems;

Polish Standards are available from the Polish Committee for Standardisation (www.pkn.pl).

EA and IAF documents in their original versions are available on the websites: EA: www.european-accreditation.org, IAF: www.iaf.nu.

PEFC documents in their original version are available at www.pefc.org (in English) and www.pefc.pl (in Polish)

PCA documents and translations of selected EA and IAF documents are available on the PCA website www.pca.gov.pl. Access to these documents is free of charge.