

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	Y	KFCC-R-01 Article 3-1 KFCC-R-01 Article 4 ②-1 KFCC-R-02 Article 4 KFCC-R-02 Article 7 ⑬ KFCC-R-02 Article 7 ⑭
(b) procedures for keeping documented information,	Procedures	Y	KFCC-R-02 Article 8
(c) procedures for balanced representation of stakeholders,	Procedures	Y	KFCC-R-01 Article 5 ②-1 KFCC-R-02 Article 7 ④
(d) the standard-setting process,	Procedures	Y	KFCC-R-02 Article 7, Appendix 1
(e) the mechanism for reaching consensus, and	Procedures	Y	KFCC-R-02 Article 7 ⑬ KFCC-R-02 Article 7 ⑭
(f) review and revision of standard(s)/normative document(s).	Procedures	Y	KFCC-R-02 Article 9
5.1.2 The standardising body shall make its standard-setting procedures publicly available and shall review its standard-setting procedures regularly. The review shall consider feedback from stakeholders.	Procedures	Y	KFCC-R-02 Article 6 ③ KFCC-R-02 Article 6 ④ Standard Development
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			Process 1.4, 1.6 Attachment 1.4, 1.6
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	Y	KFCC-R-02 Article 7, Appendix 1
	Process		Standard Development Process(all)
(b) Stakeholder identification mapping,	Procedures	Y	KFCC-R-02 Article 7 ②
	Process		Standard Development Process 1.3
(c) Contacted and/or invited stakeholders,	Procedures	Y	KFCC-R-02 Article 7 ③, ④
	Process		Standard Development Process 1.4
(d) Stakeholders involved in standard-setting activities including participants in each working group meeting,	Procedures	Y	KFCC-R-02 Article 7 ⑤
	Process		KFCC-R-01 Article 5 ② Standard Development Process 1.4 Attachment 1.4
(e) Feedback received and a synopsis of how feedback was addressed,	Procedures	Y	KFCC-R-02 Article 7 ⑫
	Process		No external feedback
(f) All drafts and final versions of the standard,	Procedures	Y	KFCC-R-02 Article 7 ⑧
	Process		Standard Development Process 1.7

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			Attachment 1.7 – Working draft Standard Development Process 1.16, 1.17 Attachment 1.16 1.17 – enquiry draft Standard Development Process 1.20 Attachment 1.20 – final draft
(g) Outcomes from working group considerations,	Procedures	Y	KFCC-R-02 Article 7 ⑧ Standard Development Process 1.20 Attachment 1.20 – final draft
	Process		
(h) Evidence of consensus on the final version of the standard(s),	Procedures	Y	KFCC-R-02 Article 7 ⑬ Standard Development Process 1.20 Attachment 1.20
	Process		
(i) Evidence relating to the review process, and	Procedures	Y	KFCC-R-02 Article 9 ① Appendix 1 Standard Development Process 1.2 Attachment 1.2
	Process		
(j) Final approval by the standardising body.	Procedures	Y	KFCC-R-02 Article 7 ⑬ Standard Development Process 1.20
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			Attachment 1.20
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	Y	KFCC-R-02 Article 8
	Process		
5.2.3 Documented information shall be available to interested parties upon request.	Procedures	Y	KFCC-R-02 Article 8
	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	Y	KFCC-R-02 Article 10 KFCC-R-05 Article 5
	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	Y	KFCC-R-05 Article 6
	Process		
(c) formally communicate the decision on the complaint or appeal to the complainant and describe the handling process.	Procedures	Y	KFCC-R-05 Article 6
	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	Y	KFCC-R-05 Article 4 ③-2 KFCC-R-05 Article 5
	Process		
Standard-setting process			
6.1.1 For the creation of a new standard, the standardising body shall develop a proposal including:			
(a) the scope of the standard,	Procedures	Y	KFCC-R-02 Article 7 ④-1
	Process		
(b) a justification of the need for the standard,	Procedures	Y	KFCC-R-02 Article 7 ④-1
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(c) a clear description of the intended outcomes	Procedures	Y	KFCC-R-02 Article 7 ④-1
	Process		Standard Development Process 1.7
(d) a risk assessment of potential negative impacts arising from implementing the standard, such as <ul style="list-style-type: none"> • factors that could affect the achievement of the outcomes negatively, • unintended consequences of implementation, • actions to address the identified risks, and (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		When developing a standard, it is in progress with the approval of KFCC and the deliberation of the standard subcommittee from all walks of life.
	Process		
6.1.2 For the revision of a standard the proposal shall cover at least (a) and (e) of clause 6.1.1.	Procedures	Y	KFCC-R-02 Article 7 ④-1
	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 body shall identify the likely key issues, key stakeholders, and which means of communication would be best to reach them.	Procedures	Y	KFCC-R-02 Article 7 ②
	Process		KFCC-R-02 Article 7 ③ Standard Development Process 1.4
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: <ul style="list-style-type: none"> • forest owners, • business and industry, • indigenous people, • non-government organisations, 	Procedures	Y	KFCC-R-02 Article 7 ⑤

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
<ul style="list-style-type: none">• 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>	Process		
6.2.3 The standardising body shall identify disadvantaged stakeholders and key stakeholders and address any constraints to their participation in standard-setting activities.	Procedures	Y	KFCC-R-02 Article 7 ③
NOTE A stakeholder can be both a disadvantaged and a key stakeholder at the same time.	Process		Standard Development Process 1.4
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 appropriate, to give stakeholders an opportunity for meaningful contributions.	Procedures	Y	KFCC-R-02 Article 7 ④
NOTE 1 <i>In a timely manner</i> means (at the latest) four weeks before the first standard-setting activity is scheduled to occur.			Standard Development Process 1.5
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.	Process		Attachment 1.5
6.3.1 The announcement and invitation shall include:			
(a) overview of the standard-setting process,	Procedures	Y	KFCC-R-02 Article 7 ④-1
	Process		
(b) access to the proposal for the standard (refer to 6.1),	Procedures	Y	KFCC-R-02 Article 7 ④-3
	Process		
(c) information about opportunities for stakeholders	Procedures	Y	KFCC-R-02 Article 7 ④-2

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
to participate in the process,	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	Y	KFCC-R-02 Article 7 ④-2 KFCC-R-02 Article 7 ④-3
	Process		
(e) explicit invitation and clear instruction on how to submit feedback on the scope and standard-setting process, and	Procedures	Y	KFCC-R-02 Article 7 ④-3
	Process		
(f) access to the standard-setting procedures.	Procedures	Y	KFCC-R-02 Article 7 ④-3
	Process		
6.3.2 The standardising body shall review the standard-setting process based on feedback received in response to the public announcement.	Procedures	Y	KFCC-R-02 Article 7 ⑫
	Process		No external feedback
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	Y	KFCC-R-01 Article ⑤
	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	Y	KFCC-R-01 Article ⑤ -2
	Process		Standard Development Process 15 Attachment 1.5
(b) include stakeholders with expertise relevant to the subject matter of the standard, those that	Procedures	Y	KFCC-R-01 Article ⑤ -2

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		KFCC-R-02 Article ④ -2 Standard Development Process 1.5 Attachment 1.5
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	Y	KFCC-R-02 Article 5 - 1 KFCC-R-02 Article 7 ⑤ Standard Development Process 1.5
	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	Y	KFCC-R-02 Article 7 ⑧ Standard Development Process 1.6 Attachment 1.6
	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	Y	KFCC-R-02 Article 5 - 1 KFCC-R-02 Article 5 - 2 Standard Development Process 1.6 Attachment 1.6
	Process		
(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	Y	KFCC-R-02 Article 5 - 3 Standard Development Process 1.6 Attachment 1.6
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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	Y	KFCC-R-02 Article 7 ⑬
	Process		Standard Development Process 1.17 Attachment 1.17, 1.17.1
(b) telephone conference meeting(s) where there is a verbal yes/no vote,	Procedures	Y	KFCC-R-02 Article 7 ⑬
	Process		KFCC-R-02 Article 7 ⑭
(c) e-mail request to the working group for agreement or objection where the members provide a formal (written) response (vote),	Procedures	Y	KFCC-R-02 Article 7 ⑬
	Process		KFCC-R-02 Article 7 ⑭ Standard Development Process 1.17 Attachment 1.17, 1.17.1
(d) combinations of these methods.	Procedures	Y	KFCC-R-02 Article 7 ⑭
	Process		KFCC-R-05
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 order to achieve consensus.	Procedures	Y	KFCC-R-02 Article 7 ⑭
	Process		
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	Y	KFCC-R-02 Article 7 ⑭ - 1
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(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	Y	KFCC-R-02 Article 7 ⑭ - 2
	Process		
(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	Y	KFCC-R-02 Article 7 ⑭ KFCC-R-05
	Process		
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	Y	KFCC-R-02 Article 10
	Process		
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	Y	KFCC-R-02 Article 7 ⑩ Standard Development Process 1.15 Attachment 1.15-2
	Process		
(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	Y	KFCC-R-02 Article 7 ⑩ Standard Development Process 1.15 Attachment 1.15-2
	Process		
(c) invitations are sent to disadvantaged and key stakeholders by methods that ensure they reach recipients and are easy to understand,	Procedures	Y	KFCC-R-02 Article 7 ⑪ Standard Development Process 1.14 Attachment 1.14-1
	Process		
(d) the enquiry draft is made publicly available,	Procedures	Y	KFCC-R-02 Article 7 ⑫
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			Standard Development Process 1.14 Attachment 1.14-2
(e) public consultation is for at least 60 days,	Procedures	Y	KFCC-R-02 Article 7 ⑩
	Process		Standard Development Process 1.14 Attachment 1.14-1, 1.14-2
(f) all feedback is considered by the working group in an objective manner, and	Procedures	Y	KFCC-R-02 Article 6 ②
	Process		KFCC-R-02 Article 7 ⑪
(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 each piece of original feedback and the response, to allow each stakeholder to identify its own feedback.	Procedures	Y	KFCC-R-02 Article 7 ⑫
	Process		
6.5.2 For new standards the standardising body shall organise a second round of public consultation lasting at least 30 days.	Procedures	N	
	Process		
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	Y	KFCC-R-02 Article 7 ⑨ Standard Development Process 1.11, 1.12 Attachment 1.11, 1.12, 1.12-1
	Process		
Approval and Publication			
7.1 The standardising body shall approve the standard(s)/normative document(s) formally when	Procedures	Y	KFCC-R-02 Article 7 ⑮

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
there is evidence of consensus among the working group.	Process		(KFCC shall formally approve the final draft based on evidence of consensus reached by SDC.) Standard Development Process 1.19 Attachment 1.19-1, 1.19-2, 1.19-3, 1.19-4
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	Y	KFCC-R-02 Article 7 (16) Standard Development Process 1.20 Attachment 1.20-1, 1.20-2,
	Process		
7.2.2 Standard(s) shall include:			
(a) identification and contact information for the standardising body,	Procedures	N	Personal information of the Standard Subcommittee is excluded by listing the contact information of the KFCC Secretariat in the Standard.
	Process		
(b) official language of the standard,	Procedures	N	
	Process		
(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	Y	KFCC-G-01 [Annex]
	Process		
(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	Y	KFCC-R-02 Article 9
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
7.2.3 Printed copies shall be made available upon request at a price that covers no more than administrative costs (if any)	Procedures	N	
	Process		
7.2.4 The standardising body shall make the development report (refer to PEFC GD 1007) publicly available	Procedures	Y	KFCC-R-02 Article 7 ⑯
	Process		
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	Y	KFCC-R-02 Article 9 ①
	Process		
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	Y	KFCC-R-02 Article 6 ②, ③ KFCC-R-02 Article 8
	Process		
8.2.2 All feedback received through all channels, including meetings, training courses, etc. shall be recorded and considered.	Procedures	Y	KFCC-R-02 Article 6 ②, ③, ④ KFCC-R-02 Article 8
	Process		
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	Y	KFCC-R-01 Article 4 ②-1 Standard Development Process 1.3 Attachment 1.3
	Process		
8.3.2 The standardising body shall consider the latest scientific knowledge, research and relevant emerging issues.	Procedures	N	
	Process		
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	Procedures	Y	KFCC-R-02 Article 7 ⑭

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
consultation to determine whether stakeholders see a need for revising the standard. The standardising body shall include the gap analysis in the stakeholder consultation.	Process		
8.4.2 At the start of a review, the standardising body shall update the stakeholder identification mapping (refer to clause 6.2).	Procedures	Y	KFCC-R-02 Article 7 ② Standard Development Process 1.3, 2. List of stakeholders identified in the stakeholder mapping Attachment 1.3
	Process		
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	Y	KFCC-R-02 Article 7 ⑩ Standard Development Process 1.15, 1.18 Attachment 1.15, 1.18
	Process		
(b) stakeholder meetings.	Procedures	Y	KFCC-R-02 Article 7 ⑬ Standard Development Process 1.8, 1.9 Attachment 1.8, 1.9
	Process		
8.4.4 The standardising body shall announce the review in a timely manner (refer to 6.3).	Procedures	Y	KFCC-R-02 Article 6 ④ Standard Development Process 1.2 Attachment 1.2
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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	Y	KFCC-R-02 Article 9
	Process		
8.5.2 The decision shall be made at the highest decision-making level of the standardising body	Procedures	Y	KFCC-R-02 Article 9
	Process		
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	N	
	Process		
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	N	
	Process		
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	Y	KFCC-R-01 Article 9 Standard Development Process(ALL)
	Process		
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	N	
	Process		
9.3.1 A time-critical revision is a revision between two periodic reviews using a fast-track process.	Procedures	N	
	Process		
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	N	
	Process		
(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	N	
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
9.3.3 The time-critical revision shall follow these steps:			
(a) The standardising body shall draft the revised standard,	Procedures	N	
	Process		
(b) The standardising body may consult stakeholders, but it is not mandatory,	Procedures	N	
	Process		
(c) The revised standard shall be approved formally at the highest appropriate decision-making level of the standardising body,	Procedures	N	
	Process		
(d) The standardising body shall explain the justification for the urgent change(s) and make the justification publicly available.	Procedures	N	
	Process		
9.4.1 A revision shall define the application date and transition period of the revised standard(s)/normative document(s).	Procedures	Y	KFCC-R-02 Article 9 -①
	Process		
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	Y	KFCC-R-02 Article 9 -②
	Process		
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	Y	KFCC-R-02 Article 9 -②
	Process		

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.