Requirements for the Implementation of Forest, TOF and Forest Operations Management Certification
Submitted to and approved by the General Assembly of PEFC Belgium on:

19-12-2023

Applicable from:

19-12-2023

Transition period until:

14-07-2024

Next evaluation of the document:

07-04-2027
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1. Objective

The present document presents the rules that must be met by an Organisation in order to become PEFC certified and to ensure that forest / TOF owners and organisations that conduct works in PEFC certified forests comply with PEFC’s sustainable forest / TOF management standards for Belgium.

The sustainable management forest standards are split in two documents:

• This document (PEFC B 1002) covers the management system standards applicable at organisational and individual level. Those standards are established at National level.

• The documents PEFC B 1003 WL 1-F, B 1003 WL-T, B 1003 FL-F, B 1003 FL-T, B 1003 BX-F and B 1003 BX-T cover the sustainable forest management (SFM) and trees out of forest (TOF) management standards applicable at organisational and individual levels. Those standards are established at regional level.

• The Belgian PEFC system is managed by a national association and regional standardisation entities. These structures work together, each in their role and area of competence, to ensure the development of PEFC certification and implementation of the objective of promoting sustainable forest management (SFM) and Trees out of forest (TOF) Management in Belgium.

2. Scope

The management system requirements are applicable for each Belgian Organisation that applies for PEFC Sustainable Forest / TOF Management and / or Forest Operations Certification.

A Group can apply to Forest / TOF Management Certification, Forest Operations Certification or a combination of both.

• Only wood from PEFC certified forests or from PEFC certified TOF zones can be considered as PEFC.

• PEFC chain of custody system shall be in place if a group entity acts as a trader of forest based material not covered by group certificate.

3. Normative references

PEFC B 1003 WL-F – Sustainable forest management standards for the Walloon Region
PEFC B 1003 WL-T – Sustainable TOF management standards for the Walloon Region (not yet established)
PEFC B 1003 FL-F – Sustainable forest management standards for Flanders (not yet established)
PEFC B 1003 FL-T – Sustainable TOF management standards for Flanders (not yet established)
PEFC B 1003 BX-F – Sustainable forest management standards for Brussels (not yet established)
PEFC B 1003 BX-T – Sustainable TOF management standards for Brussels (not yet established)
PEFC B 2003: Requirements for the certification of sustainable forest management, TOF management, Forest Operations
PEFC GD 1008: PEFC Information and Registration System - Data Requirements

4. Terms and definitions
The terms and definitions are given in the document PEFC B 4001 Terms and Definitions.

5. Sustainable Forest and TOF Management system standards
While the management and sustainable forest and TOF management standards are defined at organisational and individual levels, the certification can be organised at regional, group or individual level.

The management system standards define requirements at organisational and individual level. Both levels shall be complied to in order to be eligible to PEFC Sustainable Forest Management and / or TOF certification.

5.1 Management system standards applicable at organisational level

5.1.1 Context and Stakeholders

5.1.1.1 Management system requirements applicable at organisational level
The Organisation shall comply with the requirements of the management system standards and of the sustainable forest / TOF management standard that are applicable at organisational level.

The Organisation shall submit its candidacy for certification in a specific region (as the standards are defined at regional level). The Organisation shall provide voluntary access to individual forest / TOF owners (= participants). Only owners involved in the Organisation benefit from the certificate's coverage and are issued an attestation of participation.

5.1.1.2 Management system standards implementation levels
There are four different implementation levels:
• The Organisation submitting its candidacy to obtain certification,
• The individual forest / TOF owner participating in the Organisation and
• A group of forest /TOF owners participating in the Organisation
• Operators in the defined forest area who have an impact on achieving compliance with the requirements
With respect to the region, sustainable forest / TOF management conformity is evaluated against the standards defined at the regional level (in function of the region and the type of certification – forest or trees outside forests (TOF) – PEFC B 1003 WL-F, B 1003 WL-T, B 1003 FL-F, B 1003 FL-T, B 1003 BX-F and B 1003 BX-T).

Individual forest / TOF owners can voluntarily join the Organisation. In this case, their compliance with the individual standards (management system standards and sustainable forest / TOF management standards, including legal requirements) is evaluated during internal audits carried out by the Organisation.
5.1.1.3 The Organisation

• **Legal form:** The Organisation must be a legal **regional entity** or several legally associated regional entities.

• **Composition:** The Organisation shall set up a stakeholder consultation board based on the nine major stakeholder groups as defined by the Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. At least the following groups shall be included in the stakeholder mapping:
  - forest /TOF owners,
  - business and industry,
  - indigenous people,
  - non-government organizations,
  - scientific and technological community,
  - workers and trade unions.

Other groups shall be added if relevant to the scope of forest / TOF management activities. Specific attention shall be given to a balanced representation of the affected and non-affected stakeholders.

The Organisation shall represent all types of forest / TOF ownership in the Organisation and other affected stakeholders.

The Organisation shall identify the relevant expectations of these affected stakeholders.

**PEFC Belgium shall be invited as an observer to the Organisation’s Stakeholders’ meetings.**

• **Scope:** the geographical perimeter (sum of the forest areas of the individual forest / TOF owners who are member of the Organisation) shall be defined and documented by the Organisation within one Region of Belgium (as the sustainable forest / TOF management standards are defined at regional level). The forest and TOF management standards apply to activities of all forest operators in the defined forest area who have an impact on achieving compliance with the requirements.

• **Legal requirements:** the Organisation shall maintain a documented overview of applicable legislation.

• **Documentation:** Since sustainable forest / TOF management certification requires an administrative structure, the planning of actions, practices, procedures and controls, a management system shall be developed and documented by the Organisation in order to implement the regional and individual standards.

• **Improvement:** the Organisation shall implement the different steps of continuous improvement, both at Organisation and Individual level: inventory and planning, implementation, monitoring and evaluation of social, environmental and economic impacts of forest /TOF management principles.

The Organisation can hire an Organisation or a person for specific purposes to assist with the carrying out of the responsibilities of the regional entity.
5.1.2 Leadership

5.1.2.1 Commitment of the organisation

The Organisation shall implement and maintain an effective management system covering all participants of the group.

The Organisation shall represent its members (= group Organisation) in the certification process.

The Organisation shall send its candidacy for certification and shall be contractually tied to an accredited and notified certification body. The latter must comply with the requirements defined in PEFC B 2003.

The Organisation shall communicate general information about itself and provide a complete list of participants.

The Organisation shall establish a documented commitment of the Organisation’s top senior management to comply with the management system standards, the applicable regional sustainable forest / TOF management standards and legal requirements to integrate the group certification requirements in the group management system, to continuously improve the sustainable forest / TOF management system, to continuously support the improvement of the sustainable management of the land/forests or TOF by the participants. This commitment shall be publicly available.

5.1.2.2 Individual Commitment

The Organisation shall develop and make available an individual commitment document for forest participants who want to join the certification.

The document shall contain the following information:

- Name, address and status of the forest / TOF owner, contact person, location and area of the forest property(s).

A sustainable management individual commitment (policy) (standards applicable at forest / TOF management unit (FMU) level) for individual owners. The individual commitment (policy) shall comply with the management system and sustainable forest / TOF management standards applicable at individual level.

- A practical guide to assist with individual commitment implementation. It is an explanatory document with recommendations appended to the individual commitment to help owners meet requirements.

Only forest products from certified areas can carry the PEFC logo.

5.1.2.3 Risks and opportunities

The organisation shall consider risks and opportunities concerning compliance with the requirements for sustainable forest / TOF management. Size and scale of the operations of the organisation shall be considered.

The organisation shall take into account possibilities for new markets and economic activities in connection with all relevant goods and services of forests.

Inventory and mapping of forest / TOF resources shall be established and maintained, adequate to local and national conditions, both at organisational and individual level.

5.1.2.4 Compliance obligations

The organisation shall identify and have access to the legislation applicable to its forest / TOF management and determine how these compliance obligations apply to the organisation. The organisation shall comply
with applicable local, national and international legislation on forest / TOF management, including but not limited to forest / TOF management practices; nature and environmental protection; protected and endangered species; property, tenure and land-use rights for users, local communities or other affected stakeholders; health, labour and safety issues; anti-corruption and the payment of applicable royalties and taxes.

5.1.3 Roles and responsibilities

The structure and responsibilities within the Organisation shall be established and documented.

The Organisation shall establish a committee in charge of the issuance of the attestation of participation to the Organisation’s sustainable forest / TOF management certification.

The Organisation shall define the necessary competence of persons doing work in the group management system.

The Organisation shall raise the awareness of participant concerning their contribution to effectiveness of the system and the implications of not conforming. The Organisation shall provide all participants with information and guidance required for the effective implementation and maintenance of the sustainable forest / TOF management standard and other applicable requirements of the certification system.

The Organisation shall develop, implement, supervise, and evaluate a five-year action plan in response to the Sustainable forest / TOF Management Standards applicable at organisational level.

The Organisation shall request a licence for use of the PEFC logo.

5.1.4 Management of participants to the Organisation’s certification

5.1.4.1 Management of the participants

The Organisation shall establish and implement documented procedures for the management of participant registries, including acceptance of new participants, suspension/exclusion of participants who don’t meet the requirements, management of dues to cover certification audit expenses.

Registries shall include participants’ proof of commitment, contact details, identification of their forest / TOF property and its size.

The organisation shall have a written contract or other written agreement with all participants covering the right of the group entity to implement and enforce any corrective or preventive measures, and to initiate the exclusion of any participant from the scope of certification in the event of nonconformity with the sustainable forest / TOF management standard;

Note: The requirements for “participant’ commitment” and “written contract or other written agreement with all participants” may also be satisfied by the commitment of and written agreement of a pre-existing organisation or group or the members participation, such as a forest /TOF owners'/managers’ association, a sustainable forest / TOF management programme and submission to tax programming, where the organisation can demonstrate that it has a legal mandate to represent the participants and where its commitment and the terms and conditions of the contract are enforceable.

5.1.4.2 Management of the certificate and attestations of participation

Once it has successfully passed the certification process, the Organisation will receive a sustainable forest / TOF management certificate issued by the certification body.

The certificate stipulates which management system and sustainable forest / TOF management standards are being complied with for the Organisation in question. The certificate is valid for a period of three years.
The Organisation shall issue an attestation for each individual participant who has signed the individual commitment and fulfils the defined requirements. This attestation demonstrates their participation in the Organisation’s certification.

At a minimum, it includes the following information: owner name, area and location of the certified property(s), Organisation’s certification membership number, name address and signature of Organisations’ manager, the Organisation’s PEFC logo, the Organisation's certificate number and the name and address of the certification body, and the validity period of the attestation.

Only owners in possession of a valid attestation of participation in the certification of the Organisation will benefit from the coverage of the certificate.

**No form of multiple PEFC certification is allowed, as per criterion 4.1.2. of PEFC ST 1002.**

### 5.1.5 Support process

#### 5.1.5.1 Resources

The management of the organisation shall identify and make available the resources needed for the establishment, implementation, maintenance and continual improvement of the group management system.

#### 5.1.5.2 Documented information

The Organisation shall establish, implement and maintain documented procedures for the management of documentation and records to ensure documents are up to date, available and suitable for use, adequately protected (confidentiality, improper use, integrity). The organisation’s management system shall include documented information required by the standard and determined by the organisation as being necessary for the effectiveness of the sustainable forest / TOF management system.

**Documented information** does not absolutely mean “on paper”, it can also be on electronic support.

#### 5.1.5.3 Communication

The Organisation shall establish a documented procedure for internal and external communication (including on what, when, with whom and how to communicate).

The Organisation shall raise the awareness of participants concerning:

a. the group management policy;

b. the requirements of the sustainable forest / TOF management standard;

c. their contribution to the effectiveness of the **group management system** and the sustainable forest / TOF management, including the benefits of improved group performance;

d. the implications of not conforming with the group management system requirements.

The Organisation shall have appropriate mechanisms in place for resolving complaints and disputes relating to group management, forest / TOF management operations, land use rights and work conditions.

The Organisation shall make the results of the certification **audit report** written by the certification body available to the public.

The Organisation shall provide full co-operation and assistance in responding effectively to all requests from the certification bodies, **accreditation body**, PEFC International or PEFC Belgium for relevant data, statistics, documentation or other information; allowing access to the forest/TOF areas covered by the Organisation and other facilities, whether in connection with formal audits or reviews or otherwise related or
with implications for the management system.

In accordance to the PEFC GD 1008, the organisation shall inform PEFC Belgium and its certification body in case of change of participants: new, suspended, removed. The information communicated to these stakeholders regarding the participants for their grouped certification shall be in compliance with the applicable chapters of the PEFC GD 1008.

5.1.6 Improvement

5.1.6.1 Group management plan

The Organisation shall establish, implement and maintain a Group Management Plan in response to the Sustainable forest / TOF Management Standards applicable at organisational level.

The Group Management Plan shall be:

a. Elaborated and periodically updated or continually adjusted;

b. Appropriate to the size and use of the certified area;

c. Based on applicable local, national and international legislation as well as existing land-use or other official plans;

d. Adequately covering resources;

If the organisation plans any changes in the group management system, these changes shall be included in a group management plan.

5.1.6.2 Monitoring

5.1.6.2.1 Monitoring of the forest / TOF resources

The organisation shall establish, implement and maintain a monitoring plan of forest / TOF resources and evaluation of their management, including ecological, social and economic effects. Results of the monitoring shall be fed back into the planning process.

Health and vitality of forests / TOF shall be part of the monitoring process and periodically monitored, especially key biotic and abiotic factors that potentially affect health and vitality of forest ecosystems, such as pests, diseases, overgrazing and overstocking, fire, and damage caused by climatic factors, air pollutants or by management operations.

When it exists, the organisation can use the results of the regional forest inventory as an input for the monitoring of the forest resources.

The organisation shall communicate the monitoring results to the owners, including the recommendations related to the improvement of the forest / TOF management and operations practices.

5.1.6.2.2 Monitoring of the Group Management Plan

The Organisation shall establish and implement a monitoring program in order to ensure that its Group Management Plan is implemented and effective.

The monitoring program shall determine:

a. what shall be monitored and measured;

b. the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;

c. when the monitoring and measuring shall be performed;
d. when the results from monitoring and measurement shall be analysed and evaluated;
e. what documented information shall be available as evidence of the results.

5.1.6.3 Internal audit

5.1.6.3.1 Generalities

A documented procedure shall be established for internal audits, notably requirements related to audit programme, the qualification of internal auditors, the definition of the sampling method, the reporting requirements and the results communication. The audit criteria and scope shall be defined for each audit.

The competence criteria shall be defined for the internal auditors (forest knowledge for the audits of participants and / or normative knowledge for auditors of the organisation and of the participants). Qualification of internal auditors shall be documented.

The organisation shall select auditors and conduct audits to ensure objectivity and impartiality of the audit process. The audit reports shall be reported to the relevant management of the Organisation.

The Organisation shall document and implement and an internal audit programme to ensure that the commitments made by the Organisation itself and the participants with respect to management system and sustainable forest / TOF management standards defined at organisational level and management unit level are complied with. The organisation shall retain documented information as evidence of the implementation of the audit programme and the audit results.

5.1.6.3.2 Internal audits of the organization

Regarding the Organisation, an internal audit will be conducted on a yearly basis in order to ensure:

• That the documented procedures respect the requirements of this management system standard and are implemented in compliance with this standard.
• That the Organisation respects the sustainable forest / TOF management standards applicable at organisational level.

The internal audit programme shall take into consideration the importance of the processes concerned and the results of previous audits.

5.1.6.3.3 Internal audits of certification participants

Regarding the participants (individual forest / TOF owners), the evaluation shall be risk based and internal audit carried out every year based on a sampling of the individual forest /TOF owners.

The 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 the standard.

The following non exhaustive list of indicators may be used for the risk assessment:

a. ownership type (e.g. state forest, communal forest, private forest);
b. size of management units (different size classes);
c. biogeographic region;
d. operations, processes and products of potential group participants;
e. deforestation and forest conversion;
f. rotation period(s);
g. richness of biological diversity;
h. recreation and other socio-economic functions of the forest;
i. dependence of and interaction with local communities;
j. available resources for administration, operations, training and research;
k. governance and law enforcement.

The size of the sample should be the square root of the number of participants, but may be adapted (i.e. increased or reduced) by the organisation taking into account one or more of the following indicators:

a. results of a risk assessment. In this case deviations of sample sizes in case of low or high risk for individual categories shall be defined;
b. results of internal audits or previous certification audits;
c. quality / level of confidence of the internal monitoring programme;
d. use of technologies allowing the gathering of information concerning specified requirements;

Note: Such technologies may be e.g. the use of satellite data or drones and allow compliance statements for specific requirements of a sustainability standard or support the risk based sampling.
e. based on other means of gathering information about activities on the ground.

Note: One way could be a survey with participants who provide some information about their activities on the ground.

The sample shall be distributed to the categories according to the results of the risk assessment. At least 25% of the sample should be selected at random.

Additional sampling requirements shall be defined in the event that a group is incorporated into the organisation.

The Organisation shall establish an internal audit form in order to help the internal auditors in the realisation of the internal audits and standardise the audit approach.

The audit shall be focused on the most significant aspects of the forest, based on a preliminary analysis of the available information (recent plantations or harvests, sensitive areas like historical forests, classified areas, sensible soils, wet zones, …)

5.1.6.4 Non-conformities, corrections and corrective actions

The Organisation shall establish and implement documented procedures for the management of non-conformities, corrections and corrective actions.

The Organisation shall maintain documented information on the evidence of the nature of the nonconformities, actions taken and result of corrective action.

The Organisation shall:
a. react to the nonconformity and, as applicable:
   I. take action to control and correct it;
   II. deal with the consequences;
b. evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
I. reviewing the nonconformity;

II. determining the causes of the nonconformity;

III. determining if similar nonconformities exist, or could potentially occur;

c. implement any action needed;

d. review the effectiveness of any corrective action taken;

e. make changes to the group management system, if necessary

Corrective actions shall be appropriate to the effects of the nonconformities encountered.

The Organisation shall address non-conformities reported from group members which were identified under other PEFC certifications. The same process shall apply for this type of non-conformities than for every other non-conformity.

The Organisation shall retain documented information as evidence of:

a. the nature of the nonconformities and any subsequent actions taken;

b. the results of any corrective action.

5.1.6.5 Management review

The Organisation shall conduct a yearly management review in order to evaluate the compliance and effectiveness of its management system. The management review shall include an evaluation of:

• the status of actions from previous management reviews,

• the changes in external and internal issues that are relevant to the Organisation’s management system (evolution of the context),

• the performances against the objectives,

• the results of the internal audits,

• the certification body’s certification and **surveillance audit** reports,

• the status of the corrections and corrective actions and the evaluation of the effectiveness of corrective actions taken,

• opportunities for continual improvement,

• monitoring and measurement results,

• information on the group performance, including trends in:
  - non-conformities and corrective actions,
  - monitoring and measurement results,
  - audit results.

The outputs of the management review shall be documented and shall include decisions related to continual improvement and any need for changes.

5.1.6.6 Continuous improvement

The Organisation shall continuously improve the suitability, adequacy and effectiveness of the sustainable forest / TOF management system and the sustainable management of the forest / TOF.
5.2. Management system standards applicable at individual level

The membership of public and private forest or TOF owners in the PEFC system is individual, voluntary, documented, and recorded.

a. Individual forest / TOF owners (private or public) shall participate in certification by signing and returning the individual commitment sent by the Organisation. The commitment can also be signed by the manager if he is not the owner and if he has received a mandate to do so from the forest / TOF owner.

All forms of forest / TOF ownership groups, created in compliance with regulatory provisions, can become member (under the same conditions as individual owners) on behalf and in lieu of their members on the dual condition that the social object of the group includes forest / TOF management and that the individual members have given a mandate to the group.

By signing this document, owners commit to complying with the requirements defined in the Belgian Forest /TOF Certification Scheme and by the Organisation and, in particular, forest / TOF management standards applicable at individual level (individual standards).

b. National laws, policies and programmes shall be complied to with respect to forest / TOF management.

In the event of a non-conformity identified by the internal/external auditor, the owner must implement suitable corrective and preventive action established by the Organisation.

c. Owners shall provide the Organisation and the certification body with all documents required for audits, answer all requests for relevant data or documentation, authorise access to the forest / TOF and other installations related to audits.

d. Participants in certification shall pay dues to their representative within the Organisation to cover certification audit expenses. The amount of the dues is set by the Organisation.

e. Individual forest / TOF owners shall accept the certification rules defined by the Organisation.

f. Participant shall inform Organisation about previous participation in an Organisation. Participant excluded from a certified Organisation cannot apply for Organisation membership within 12 months after exclusion. In this case, participant shall be internally audited by the Organisation before it is allowed to re-enter the group certification. The internal audit shall not take place sooner than 12 months after the exclusion.

g. Participants shall inform Organisation about nonconformities identified under other PEFC certifications

h. Participants shall specify “100% PEFC certified” as claim to be used to communicate the origin of products in an area covered by the standard to customers with a PEFC chain of custody. This claim will be accompanied by the specific certificate attestation number associated with the certified area from which the products are issued.

Individual forest / TOF owners can request a sub-licence for use of the PEFC logo from PEFC Belgian once all Organisation’s certification requirements have been met and the attestation of participation has been issued. Requests submitted for logo use must contain a copy of the attestation of participation. PEFC ST 2001 of the PEFC Technical Document (PEFC Logo Rules of Use) and the rules of use of the PEFC Belgium logo must be complied with.
5.3 Sub-group certification

A sub-group may join an Organisation. The organisation shall define the way in which the standards applicable at organisation level are to be met. The organisation shall define the way in which the standards applicable at organisation level are to be met by the organisation itself for its scope and the sub-group or by the sub-group.

When the organisation delegates some responsibilities to the sub-group, it has to have processes in place to ensure that the implementation by the sub-group is in line with the organisation’s management system.

The obligations applicable at Forest / TOF Management unit level remain applicable as such for each member of the sub-group. The sub-group will then be certified under the umbrella of the organisation.

5.4 Withdrawal of the certificate and of the attestation of participation in regional certification

The Organisation can lose its certificate:

• if it does not comply with the standards applicable at Organisation level, in line with the requirements set for the treatment of non-conformities in the PEFC B 2003 standard and if corrective actions are not implemented,

• if the external auditor demonstrates an inability to verify that the forest / TOF owners belonging to the Organisation’s certification comply with obligations that are applicable at individual level.

A participant in the Organisation’s certification can be excluded by the Organisation if a major non-conformity with certification requirements is found by the Organisation and/or by the certification Group. Participants excluded from any certification group cannot apply for group membership within 12 months after exclusion.

6. Forest Operations certification standards

While the management and forest operations standards are defined at organisational and individual levels, the certification can be organised at regional, group or individual level.

The management system standards define requirements at organisational and individual level. Both levels shall be complied to in order to be eligible to PEFC Forest operations certification.

6.1 Context and Stakeholders

6.1.1 Management system standards applicable at organisational level

The Organisation shall comply with the requirements of the management system standards and of the sustainable forest / TOF management standard that are applicable at organisational level.

6.1.2 Management system standards implementation levels

There are three different implementation levels:

• The Organisation submitting its candidacy to obtain certification,

• The Company or Individual Operator participating in the Organisation and

• The contractors of the Company or Individual Operator.

With respect to the region, Forest Operations conformity is evaluated against the standards defined at the regional level (in function of the region and the type of certification – forest or trees outside forests.
6.1.1.3 The Organisation

- **Legal form**: The Organisation must be a legal entity or several legally associated legal entities.

- **Composition**: The organisation shall be an individual company working in the forests and aiming to be PEFC certified for its activities or a group of individual companies aiming to be PEFC certified as a group.

- **Scope**: the geographical perimeter (regions where the members of the organisation are active) shall be defined and documented by the Organisation. The forest and TOF management standards apply to activities of all forest operators in the defined forest area who have an impact on achieving compliance with the requirements.

- **Compliance obligations**: the Organisation shall maintain a documented overview of applicable regional or national Sustainable Forest and/or TOF Management Standards applicable to its activities.

- **Documentation**: Since Forest Operations certification requires an administrative structure, the planning of actions, practices, procedures and controls, a management system shall be developed and documented by the Organisation in order to implement the regional and individual standards.

- **Improvement**: the Organisation shall implement the different steps of continuous improvement, both at Organisation and Individual level: inventory and planning, implementation, monitoring and evaluation of social, environmental and economic impacts of Forest Operations.

The Organisation can hire an Organisation or a person for specific purposes to assist in the carrying out of the responsibilities of the regional entity.

If the organisation is a group of companies and/or individuals active in Forest Operations, it shall respect the requirements of the IAF MD 1 standard.

6.2 Leadership

6.2.1 Commitment of the organisation

The Organisation shall represent its members (= group Organisation) in the certification process.

The Organisation shall send its candidacy for certification and shall be contractually tied to an accredited and notified certification body. The latter must comply with the requirements defined in PEFC B 2003.

The Organisation shall communicate general information about itself and provide a complete list of participants.

The Organisation shall establish a documented commitment of the Organisation’s management to conform with the management system standards, the applicable regional sustainable forest/TOF management standards and legal requirements and to continuously improve the Forest Operations management system. This commitment shall be publicly available.

The senior management shall ensure that this commitment is communicated, understood and effectively implemented throughout the organisation.

6.2.2 Individual Commitment

In case of Group certification, each member of the group shall commit to the same requirements and sign with the Organisation an agreement in line with the requirements of the IAF MD1 standard.

6.3 Risks and opportunities

The organisation shall consider risks and opportunities concerning compliance with the requirements for Forest Operations management. Size and scale of the operations of the organisation shall be considered.
6.4 Compliance obligations

The organisation shall identify and have access to the legislation applicable to its activities and determine how these compliance obligations apply to the organisation. The organisation shall comply with applicable local, national and international legislation on Forest Operations.

6.5 Roles and responsibilities

The structure and responsibilities within the Organisation shall be established and documented in function of the context and size of the organisation.

In case of a Group certification, the Organisation shall raise the awareness of participant concerning their contribution to effectiveness of the system and the implications of not conforming.

The Organisation shall request a licence for use of the PEFC logo.

6.6 Group certification: Management of participants to the Organisation’s certification

6.6.1 Management of the participants

The Organisation shall establish and implement documented procedures for the management of participant registries, including acceptance of new participants, suspension/exclusion of participants who don’t meet the requirements, management of dues to cover certification audit expenses.

Registries shall include participants’ commitment, contact details, identification of their activities.

The Organisation shall offer all participants information and provide direction for the effective implementation of Forest Operations standards.

6.6.2 Management of the certificate and attestations of participation

Once it has successfully passed the certification process, the Organisation will receive a Forest / TOF Operations certificate issued by the certification body.

The certificate stipulates which management system and sustainable forest / TOF management standards are being complied with for the Organisation in question. The certificate is valid for a period of three years.

The Organisation shall issue an attestation for each individual participant who has signed the individual commitment and fulfils the defined requirements. This attestation demonstrates their participation in the Organisation’s certification.

At a minimum, it includes the following information: participant name, area and location of the participant, Organisation’s certification membership number, name address and signature of Organisations’ manager, the Organisation’s PEFC logo.

Only participants in possession of a valid attestation of participation in the certification of the Organisation will benefit from the coverage of the certificate.

The Organisation shall inform the relevant certification body of the inclusion and exclusion of participants at least once a year.
6.7 Support process

6.7.1 Resources

The management of the organisation shall identify and make available the resources needed for the establishment, implementation, maintenance and continual improvement of the (individual or group) management system.

6.7.2 Documented information

The Organisation shall establish, implement and maintain documented procedures for the management of documentation and records to ensure documents are up to date, available and suitable for use, adequately protected (confidentiality, improper use, integrity). The organisation’s management system shall include documented information required by the standard and determined by the organisation as being necessary for the effectiveness of the Forest Operations management system.

The Organisation shall define documented procedures, establish processes with specific criteria, and implement a comprehensive monitoring program to ensure the effective execution of its Management Plan. This plan must align with both this standard and the Sustainable Forest Management Standards relevant to the region in which they operate. The Organisation shall establish any processes it deems necessary to meet these standards in order to maintain consistency and quality, the organisation shall also control each process according to its set criteria and consistently keep documented information.

Documented information does not absolutely mean “on paper”, it can also be on electronic support.

6.7.3 Communication

The Organisation shall establish a documented procedure for internal and external communication (including on what, when, with whom and how to communicate).

In case of Group Certification, the Organisation shall raise the awareness of participants concerning:

a. the group management policy;

b. the requirements of the Forest / TOF Operations management standard;

c. their contribution to the effectiveness of the group management system and the Forest / TOF Operations management, including the benefits of improved group performance;

d. the implications of not conforming with the group management system requirements.

The Organisation shall have appropriate mechanisms in place for resolving complaints and disputes relating to forest operations.

The Organisation shall provide full co-operation and assistance in responding effectively to all requests from the certification body, accreditation body, PEFC International or PEFC Belgium for relevant data, statistics, documentation or other information; allowing access to the facilities, whether in connection with formal audits or reviews or otherwise related or with implications for the management system.

6.8 Improvement

6.8.1 Management plan

The Organisation shall establish, implement and maintain a Management Plan in response to the Forest Operations Management Standards applicable at organisational level.

The Management Plan shall be:
a. Elaborated and periodically updated or continually adjusted.
b. Appropriate to the activities.

6.8.2 Monitoring

The Organisation shall establish and implement a monitoring program in order to ensure that its Management Plan is implemented and effective.

The monitoring program shall determine:

a. what shall be monitored and measured;
b. the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results;
c. when the monitoring and measuring shall be performed;
d. when the results from monitoring and measurement shall be analysed and evaluated;
e. what documented information shall be available as evidence of the results.

6.8.3 Internal audit

A documented procedure shall be established for internal audits, notably requirements related to audit programme, the qualification of internal auditors, the definition of the sampling method, the reporting requirements and the results communication. The audit criteria and scope shall be defined for each audit. The audit programme shall cover management system and implementation elements. A representative sample of forest operations shall be subject to the audit programme.

The organisation shall select auditors and conduct audits to ensure objectivity and impartiality of the audit process. The audit reports shall be reported to the relevant management of the Organisation.

The Organisation shall document and implement an internal audit programme to ensure that the commitments made by the Organisation itself and, in case of group certification, by the participants, with respect to management system and Forest Operations management standards defined at organisational and, in case of group certification, at individual level are complied with. The organisation shall retain documented information as evidence of the implementation of the audit programme and the audit results.

The audit shall be focused on the most significant aspects of the forest operations, based on a preliminary analysis of the available information (recent plantations or harvests, sensitive areas like historical forests, classified areas, sensible soils, wet zones, …)

6.8.4 Non-conformities, corrections and corrective actions

The Organisation shall establish and implement documented procedures for the management of non-conformities, corrections and corrective actions.

The Organisation shall maintain documented information on the evidence of the nature of the nonconformities, actions taken and result of corrective action.

The Organisation shall:

a. react to the nonconformity and, as applicable:
   I. take action to control and correct it;
   II. deal with the consequences;
b. evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
I. reviewing the nonconformity;
II. determining the causes of the nonconformity;
III. determining if similar nonconformities exist, or could potentially occur;
c. implement any action needed;
d. review the effectiveness of any corrective action taken;
e. make changes to the group management system, if necessary
Corrective actions shall be appropriate to the effects of the nonconformities encountered.
The Organisation shall retain documented information as evidence of:
a. the nature of the nonconformities and any subsequent actions taken
b. the results of any corrective action

6.8.5 Management review
The Organisation shall conduct a yearly management review in order to evaluate the compliance and effectiveness of its management system. The management review shall include an evaluation of:
• the status of actions from previous management reviews;
• the changes in external and internal issues that are relevant to the Organisation’s management system (evolution of the context);
• the performances against the objectives;
• the results of the internal audits;
• the certification body’s certification and surveillance audit reports;
• the status of the corrections and corrective actions and the evaluation of the effectiveness of corrective actions taken;
• opportunities for continual improvement.
The outputs of the management review shall be documented and shall include decisions related to continual improvement and any need for changes.

6.8.6 Continuous improvement
The Organisation shall continuously improve the suitability, adequacy and effectiveness of the Forest Operations management system.
## 7. Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.1</td>
<td>2023</td>
<td>Editorial modification of the document based on the PEFC International audit</td>
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</tbody>
</table>
| V1.0    | 2021 | This document replaces PEFC B 1001:  
Update following 2017 International PEFC standards  
Alignment numbering with International PEFC Standard  
Inclusion of TOF |