

**15.11.2021**

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**Training of participants in the certification process for  
the application of Slovak Forest Certification System**



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**Document name:** Training of participants in the certification process for the application of Slovak Forest Certification System

**Document title:** ND SFCS 005

**Approved by:** PEFC Slovakia General Assembly

**Date:** 15.1.2021

**Issue date:** 15.11.2021

**Application date:** 15.11.2021

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## **1. OBJECTIVE**

The aim of this document is to describe the content and organisation of training process aimed at the application of the Slovak Forest Certification System endorsed by PEFC.

## **2. SCOPE**

Requirements for education, competencies, skills and experience are defined by the Slovak Forest Certification System for the participants in the certification process according to for their roles and functions.

The basic content framework of training aimed at the certification of sustainable forest management (SFM) is defined by the technical documents TD SFCS 1002:2021 *Group Forest Certification - Requirements*, TD SFCS 1003:2021 *Sustainable Forest Management - Requirements*, TD SFCS 1005:2021 *Requirements for certification bodies operating forest management certification*.

The basic content framework of training aimed at the certification of chain of custody of forest products (COC) is defined by the PEFC international chain of custody standard PEFC ST 2002 and requirements for certification bodies PEFC ST 2003.

The general requirements for PEFC trademarks usage are defined by the PEFC international standard for PEFC trademarks usage PEFC ST 2001.

Credibility, responsibility and qualifications in the certification process shall be ensured by each participant in the certification process by a sufficient number of competent persons educated in accordance with the requirements of SFCS through the training program.

## **3. DEFINITIONS**

### **Participant in certification process**

Physical or legal entity, whose rights and responsibilities are defined by the certification system.

### **Applicant for the group certification**

Organisation or other legal entity representing forest managers, authorised by them to apply for certification of the given group.

### **Forest manager**

Physical or legal entity managing forests on the basis of ownership, governance or tenancy rights.

### **Certification body**

Independent third party assessing and certifying organisations against forest management or chain of custody standard or other documentation required within the system.

### **Chain of custody organisation**

Any entity which is making claims on products and is implementing the requirements of the PEFC international chain of custody standard.

### **Other participants in certification process**

Persons undergoing training in self-interest and of their choice.

## **Training programme**

Basic and periodic training program (training), which is aimed at comprehensive and detailed information about the certification process and its improvement and the duties and responsibilities of participants in the certification process.

### **4. TRAINING TARGET GROUPS**

- a) Applicants for group forest certification
  - persons managing the process of forest certification and assessment of forest state at the internal audits level
- b) Forest managers
  - persons responsible for the implementation of policy of sustainable forest management and management of forestry operations
- c) Chain of custody organisations
  - persons responsible for the implementation and maintenance of chain of custody or its management
- d) Certification bodies
  - auditors – assessors and technical experts
- e) Other
  - persons undergoing training in self-interest and of their choice

### **5. TRAINING PROGRAMMES**

#### **5.1 Basic training programme**

Basic training programme is aimed at the comprehensive and detail information about the certification process and the duties and responsibilities of participants in the certification process.

It is intended for:

- a) new participants in the certification process,
- b) for newly enrolled staff of the applicant, participants in group certification, certificate and accreditation holders for the positions set out in the target groups.

#### **5.2 Periodic training programme**

Periodic training programme is aimed at the retraining in the matter of improving the functioning of the certification scheme, particularly in relation to changes in its content requirements, criteria, organisation and management.

It is intended for the holders of confirmation on participation in training program.

Note: Previously organised training on the Slovak Forest Certification System (SFCS) and Programme for the Endorsement of Forest Certification schemes (PEFC) are considered to be basic training programme.

### **6. CONTENT STRUCTURE OF TRAINING PROGRAMMES**

#### **6.1 Training for the applicants for group certification**

##### **6.1.1 Basic training programme**

Training programme content:

- Principles, objectives and organisation of PEFC certification programme

- Description of key definitions, elements and procedures, tasks, responsibilities and relations between participating stakeholders in the certification process
- Description of rules and procedures for group forest certification
- Description of minimum (obligatory) requirements needed for the implementation and management of the process of SFM certification
- Description of criteria and indicators of SFM and methods of their evaluation
- PEFC trademarks usage rules

Duration of the training programme will be set up depending on its content structure.

Relevant persons shall undergo the basic training programme by 1 year after applying for participation in the group certification.

### 6.1.2 Periodic training programme

Training programme content:

- Explanation of changes in requirements and criteria of the certification system
- Improvement of the organisation and management of certification process

Duration of the training programme will be set up depending on its content structure.

Cycle: 1x in 5 years, usually after the revision of technical documentation has been completed

## 6.2 Training for the chain of custody organisations

### 6.2.1 Basic training programme

Training programme content:

- Principles, objectives and organisation of PEFC certification programme
- Description of key definitions, elements and procedures, tasks, responsibilities and relations between participating stakeholders in the certification process
- Description of chain of custody methods
- Description of minimum management requirements needed for the implementation and maintenance of chain of custody
- Due diligence system
- PEFC trademark usage rules

Duration of the training programme will be set up depending on its content structure.

### 6.2.2 Periodic training programme

Training programme content:

- Explanation of changes in requirements for the process and management of COC
- Improvement of the organisation and management of certification process

Duration of the training programme will be set up depending on its content structure.

Cycle: 1x in 5 years, usually after the revision of technical documentation has been completed

### 6.3 Training for certification bodies

#### 6.3.1 Training programme for forest certification

Training programme content:

- Principles, objectives and organisation of PEFC certification programme
- Description of key definitions, elements and procedures, tasks, responsibilities and relations between participating stakeholders in the certification process
- System of organisational structure and relations in forestry sector
- Description of rules and procedures for group forest certification
- Description of minimum (obligatory) requirements needed for the implementation and management of the process of SFM certification
- Legislative framework for SFM (international agreements and conventions, national legislation)
- Description of criteria and indicators of SFM and methods of their evaluation
- PEFC trademarks usage rules

Duration of the training programme will be set up depending on its content structure.

Cycle: 1x in 2 years

#### 6.3.2 Training programme for COC certification

Content structure and periodicity of the training programme is defined by the PEFC international standard for the requirements for certification bodies operating certification against the PEFC international chain of custody standard.

## 7. ORGANISATION OF TRAINING PROGRAMMES

Training is provided by the PEFC Slovakia secretariat.

PEFC Slovakia can authorise third party to provide training.

Training shall be provided by the lecturers appointed by the PEFC Slovakia secretariat.

Qualification requirements for lecturers:

- Lecturing skills and experiences
- University education in forestry, wood sciences or related fields
- Professional practice for at least 6 years
- Understanding of PEFC system, requirements and documentation structure
- Understanding of SFCS requirements by participation in the process of technical documentation development or assessment. This can be substituted by participation in the basic training programme and minimum 5 years experiences in successful implementation of requirements of the certification scheme.

## **8. RECORDS KEEPING**

Participants in training will be awarded a confirmation on participation in training programme.

The confirmation on participation in training programme includes minimally the following information:

- Identification data of participant
- Name, type and date of training programme
- Content of training programme
- Duration of training
- Validity of confirmation
- Name and signature of lecturer
- Name and signature of training organiser

PEFC Slovakia secretariat shall keep records of participants and confirmations issued.