

**Svenska PEFC ek för**  
TD IV



# **PEFC Sweden Requirements on Direct Certification and Group Certification**

**PEFC SWE 004:4**



Främjande av  
uthålligt skogsbruk  
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PEFC works for sustainable forest management where consideration is shown for environment, production, and social requirements.

The PEFC-logotype is found on products which derive from forestry that complies with PEFC requirements.

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# 1 Introduction

The responsibility for meeting the requirements of the forest standard falls upon the forest owner. In order to make it easier for the certified forest owner to comply with the standard's requirements, the Swedish PEFC requires certification from the part of wood procurement organizations and contractors. This implies that the implementation of individual operations within the forestry sector may be delegated to certified operator (wood procurement organization, contractor.)

Larger organizations are normally directly certified by a certification body. Forest owners, wood procurement organizations, and contractors have the possibility to affiliate with a group certification where a central organ, an umbrella organization, assists with expertise, administration, management, and follow up of the group members.

The Swedish PEFC certification system is based on the use of management systems and therefore includes requirements for internal audits, which is the organization's own review to ensure that the business meets stipulated requirements. Depending on the type of certification, different requirements on management system and organization apply. Work on improvements and continuous identification of non-compliances are cornerstones of the standard and certified organizations shall together aim for improvement of its implementation by informing each other about observed deficiencies.

## 2 Scope

The Swedish PEFC-standard (TD IV) consists of six different standards which describe the system for PEFC-certification of forestry, wood procurement organizations and contractors in Sweden:

- PEFC SWE 001 – Swedish PEFC certification system for sustainable forest management
- PEFC SWE 002 – Swedish PEFC forest standard
- PEFC SWE 003 – Swedish PEFC forestry contractor standard
- PEFC SWE 004 – Swedish PEFC requirements for direct certification and group certification
- PEFC SWE 005 – Swedish PEFC requirements for certification bodies
- PEFC SWE 006 – Guidance for notification of certification bodies

The present document, PEFC SWE 004 Swedish PEFC requirements for direct certification and group certification, describes organizational requirements at direct certification and group certification of forest owners, wood procurement organizations and contractors.

## 3 Direct certification

Certified forest owners and wood procurement organizations undertaking operations on forest land owned by certified forest owners shall comply with the requirements of the Swedish PEFC

forest standard (PEFC SWE 002) and applicable parts of the Swedish PEFC forestry contractor standard (PEFC SWE 003).

Certified contractors shall comply with the requirements of the Swedish PEFC forestry contractor standard (PEFC SWE 003) and applicable parts of the social part of the PEFC forest standard (PEFC SWE 002).

### **3.1 Management system at direct certification**

The use of management systems lays the groundwork for a systematic work with possibilities for follow up, evaluation and improvement. The management system shall, as a minimum, comply with the requirements of appendix 2.

### **3.2 Direct certification of forestry**

Forestry certification is confirmed by means of a certificate issued by an accredited certification body after independent third party audit. The forest owner/wood procurement organization is responsible for:

- 3.2.1.1 Complying with Swedish legislation relevant to forestry.
- 3.2.1.2 Undertaking an assessment of conservation values, in line with evaluated and described method, in stands scheduled for felling on all certified holdings for which a forest management plan is not yet established. In cases where the assessment of conservation values indicate that the area may fall within the framework of requirements for voluntary set-aside, any planned operations shall be discontinued until it is ensured that this is not the case.
- 3.2.1.3 Concluding an agreement with an accredited certification body to certify the organization and to maintain the certificate.
- 3.2.1.4 For own forestry organization, apply the Swedish PEFC requirements for management systems in accordance with appendix 2 and to comply with applicable parts of the Swedish PEFC forest standard.
- 3.2.1.5 For own forestry organization, meet applicable requirements for contractor certification.
- 3.2.1.6 Provide all the information needed to meet the Swedish PEFC requirements to contractor or others engaged for a job, by means of an operational site directive (in accordance with appendix 3).
- 3.2.1.7 Verify that engaged wood procurement organizations and contractors are in possession of a valid Swedish PEFC forestry certificate or proof of forest certification as well as PEFC-contractor certificate or proof of contractor certification.

3.2.1.8 In the case of external request about the certification, make available information on forest land set aside for conservation purposes/ actions taken within requested specific local geographic area. Information on the holding's economic conditions such as growth and timber volumes is not public, neither are results from assessments of conservation values or information on vulnerable species.

3.2.1.9 Forest owners with more than 5 000 hectares of productive forest land shall at external request make available information within requested local geographic area concerning the following:

- Description of state of the art, objectives and management including a map/register.
- Areas with special nature values.
- Excerpt from existing register on ancient remains on the holding.
- Sites of special significance for reindeer husbandry that have been identified in collaboration with concerned Sami community.
- Areas that have been subject to burning and areas where burning is planned.
- Areas where forest fertilization is planned.
- Areas of special significance to outdoor life and recreation in accordance with 4.1.2 in PEFC SWE 002.

3.2.1.10 After every completed certification audit that leads to a decision on forestry certification according to PEFC, as well as after every re-certification when the certificate is prolonged, a public summary made by the certification body shall be published on the website of the certificate holder.

3.2.1.11 Certified organizations shall make public what PEFC-certificates that have been issued to the organization as well as which certification body that has issued the certificates.

3.2.1.12 In cases where certified organizations have information which indicates major non-compliances with the standard on the part of another party, they shall inform the other party. A procedure for the handling of such cases shall be in place.

### **3.2.2 *Direct certification of forest owners***

A forestry certificate is issued to the forest owner.

3.2.2.1 The total forest property in Sweden of the company/forest owner shall form the basis for forestry certification, even if the property may be divided on several management units, areas or holdings.

3.2.2.2 A forest management plan adapted to certification shall be in place within two years from the certification at the latest. The plan shall be designed and updated as appropriate to the scale, scope and intensity of the business (PEFC 002, appendix 1).

### **3.2.3 Direct certification of wood procurement organizations**

This concerns wood procurement organizations which are undertaking forestry operations on land of certified forest owners. A forestry certificate is issued to the wood procurement organization.

### **3.3 Direct certification of contractors**

This concerns contractor businesses or parts of contractor businesses which are undertaking forestry operations on land of certified forest owners. The contractor is responsible for complying with the requirements of PEFC SWE 003 and applicable parts of the social requirements of the PEFC forest standard (PEFC SWE 002). Contractor certification is confirmed by means of a certificate which is issued by an accredited certification body after independent third party audit. The certificate is issued to the contractor business. Forestry contractor certification requires that all employees and/or machinery used in the forest-related business, form the basis for the certification.

3.3.1.1 In cases where certified organizations have information which indicates major non-compliances with the standard on the part of another party, they shall inform the other party. A procedure for the handling of such cases shall be in place.

## **4 Group certification**

### **4.1 Introduction**

Half of the Swedish forest land is owned by private individuals (family forestry). Characteristic to family-forestry is that the size of forest holdings is generally small, which means that they have limited possibilities to take on the increased administration and increased costs which is associated with direct certification. The same is valid for smaller wood procurement organizations and contractors. In order to make it possible for forest owners, contractors and wood procurement organizations to get certified, group-certification through umbrella organizations has been elaborated within the framework of the Swedish system for PEFC-certification.

### **4.2 Basic requirements for umbrella organization**

The certificate for the group is held by an umbrella organization which provides the groups' members with information and routines in order to ensure that the certification requirements are complied with. On behalf of its members the umbrella organisation commits to comply with applicable requirements related to the PEFC standard. The certificate is issued by an accredited certification body after independent third party audit. The umbrella organization undertakes annually an internal audit of the umbrella administration, in accordance with ISO 14001, and audit of group members in accordance with the requirements of this standard. A certified

umbrella organization which holds a group certificate for forest owners, wood procurement organizations and/or contractors, shall comply with the following requirements:

- 4.2.1.1 Approved registration of the company as legal person
- 4.2.1.2 Responsible board of directors and executive management
- 4.2.1.3 Statutes/articles of association with business area specified
- 4.2.1.4 Agreement with accredited and notified certification body regarding certification and upholding of the certification.
- 4.2.1.5 Certification and management system in accordance with SS-EN ISO 14001 comprising necessary written procedures for the management of the group organisation.
- 4.2.1.6 Umbrella organizations shall upon request provide information on whether a named group-affiliated forest owner, wood procurement organization or contractor possesses proof of certification or not. Entire records of group-certified forest owners are however not provided.
- 4.2.1.7 After every completed certification audit that leads to a decision on forestry certification or contractor certification according to PEFC, as well as after every re-certification when the certificate is prolonged, a public summary made by the certification body shall be published on the website of the certificate holder (umbrella organization).
- 4.2.1.8 Certified organizations shall make public what PEFC-certificates that have been issued to the organization as well as which certification body that has issued the certificates.
- 4.2.1.9 In cases where certified organizations have information which indicates major non-compliances with the standard on the part of another party, they shall inform the other party. A procedure for the handling of such cases shall be in place.
- 4.2.1.10 The umbrella organization shall have a routine in place for the handling of affiliated group members' views on application of the PEFC-standard, including a routine for how the umbrella organization informs affiliated members of this possibility.

### **4.3 Responsibility of umbrella at group certification of forest owners**

The umbrella organization is responsible for:

- 4.3.1.1 Handling applications from forest owners/wood procurement organizations regarding forest certification in accordance with Swedish PEFC. The applications shall be examined and approved, and affiliation shall be confirmed by means of a written agreement between the umbrella organization and the forest owner. All co-owners, or qualified representative with authorization or other verification, shall sign the agreement.



- 4.3.1.2 Making sure, prior to making an agreement and through personal contact, that the forest owner, or a qualified representative for the forest owner/wood procurement organization, is well informed of the contents of the agreement and what it takes to meet the requirements of the Swedish PEFC forest standard. Routines for this control shall be elaborated by the umbrella organization.
- 4.3.1.3 Issuing proof of forest certification, with a period of validity of at least one year, to affiliated forest owners/wood procurement organizations.
- 4.3.1.4 Refer forest owners/wood procurement organizations to information and training in order to ensure Swedish PEFC forest certification.
- 4.3.1.5 Controlling annually through internal audit that the business meets the requirements of the Swedish PEFC forest standard. The arrangement of the audit for group certified forest owners and wood procurement organizations is described in the paragraphs 4.3.2 and 4.3.3.
- 4.3.1.6 Appointing internal auditors which shall be:
- well versed in the management system ISO 14001 and the Swedish PEFC certification system for sustainable forest management
  - independent of the business subject to audit
  - familiar with the conditions of forest owners'/wood procurement organizations' business
  - qualified as regards environmental-, social and forestry-related issues
  - have appropriate basic competence, e.g. via course approved by MIS (Environmental auditors in Sweden)
- 4.3.1.7 The umbrella organization shall analyze and document the result of the internal audit and the result of the surveillance audit and ensure that necessary measures are taken. Analysis and measures shall encompass the entire group and the effectiveness of the measures shall be evaluated
- 4.3.1.8 The report shall include any corrective measures. The report shall be evaluated and approved by the management.
- 4.3.1.9 Issuing non-compliances to group-certified forest owners/wood procurement organizations which do not comply with the requirements of the forest standard, and inform and advise in order to remedy the shortcomings. (See appendix 1. Non-compliances and corrective measures)
- 4.3.1.10 In the case of non-compliances according to the above, and if the forest owner is affiliated to more than one umbrella organization and/or other forest certification system, declared non-compliances shall without delay be communicated to such other party.
- 4.3.1.11 The umbrella organization shall publish a summary of the results from the internal audit on its web-site.

#### **4.3.2 Special requirements at group certification of forest owners**

The umbrella organization shall at group certification of forest owners, in addition to the requirements in 4.3.1.1 – 4.3.1.11, also comply with the following:

- 4.3.2.1 Offer group-certified forest owners the possibility to order a forest management plan and to have an assessment of nature conservation values undertaken while awaiting the completion of a forest management plan. A forest management plan shall be in place within two years at the latest from the date a proof of certification was issued.
- 4.3.2.2 Inform affiliated forest owners about their responsibility to make sure that hired forestry contractors and/or wood procurement organizations are holders of contractor certificates and forestry certificates respectively.
- 4.3.2.3 Register and keep up to date relevant information on every affiliated forest owner, specified by:
  - Name of forest holding/s
  - Name and address to forest owner/representative of the forest holding/s
  - Date of entering into the agreement
  - Area of forest land
  - Compliance with the requirements of the forest standard, preventive and/or corrective actions taken.
- 4.3.2.4 Reporting, on a regular basis, statistics to the Swedish PEFC in accordance with specific instructions.
- 4.3.2.5 Routines for internal audit shall be elaborated and documented by the umbrella organization. The design shall be risk-based with regard to the scope and complexity of the business. Previous results and experiences from completed internal audits shall be given special consideration.

In the case of internal audits based on random sample, the following apply:

- In order to ensure that the audit considers the business degree of activity, the random sample shall be weighed against area, and randomly chosen from the total population so that the result is valid for the group.
- The scope of the random sample is indicated by the table below:

No. of proof of certificates (approx.)	100	500	1 000	5 000	10 000
Lowest size of random sample	20 %	7 %	5 %	2 %	√ n

#### **4.3.3 Special requirements at group certification of wood procurement organizations**

The umbrella organization shall at group certification of wood procurement organizations, in addition to the requirements in 4.3.1.1 -4.3.1.11, also comply with the following:

- 4.3.3.1 Offer group-certified wood procurement organizations training in undertaking assessments of nature conservation values.
- 4.3.3.2 Offer, and/or refer affiliated wood procurement organizations to, management systems in order to ensure forest certification according to PEFC.
- 4.3.3.3 Inform affiliated wood procurement organizations about their responsibility to make sure that hired forestry contractors are holders of contractor certificates or proof of contractor certification.
- 4.3.3.4 Register and keep up to date relevant information on every affiliated wood procurement organization, specified by:
  - Name of company
  - Organization-number
  - Contact person
  - Address
  - Date of entering into the agreement
- 4.3.3.5 Routines for internal audit shall be elaborated and documented by the umbrella organization. The design shall be risk-based with regard to the scope and complexity of the business. Previous results and experiences from completed internal audits shall be given special consideration.
  - At least 30 % of affiliated wood procurement organizations shall be visited annually and during a three-year period, all affiliated organization shall have been subject to audit at least once.

#### **4.4 Responsibility of affiliated forestry- and wood procurement organizations at group certification**

Through the agreement, the affiliated forest owner or wood procurement organization is responsible for:

- 4.4.1.1 Observing Swedish legislation of relevance to the forestry sector.
- 4.4.1.2 Meeting relevant parts of the Swedish forest standard.
- 4.4.1.3 On forest holdings where a forest management plan is lacking, an assessment of nature conservation values made in accordance with evaluated and described method, shall form the basis for planned thinning and final felling, and a plan for consideration to be shown shall precede all other measures. In cases where the assessment of conservation values indicate that the area may fall within the requirements for voluntary set-aside, any planned operations shall be discontinued until it is ensured that this is not the case.
- 4.4.1.4 Only hire contractors and/or wood procurement organizations which hold a valid contractor certificate or proof of contractor certification and forestry certificate respectively.

- 4.4.1.5 Providing all information to hired wood procurement organization or forestry contractor or other contractors for work on forest land, for the Swedish PEFC requirements to be met, by means of establishing an operational site directive (in accordance with appendix 3).
- 4.4.1.6 For own forestry organization, meet applicable requirements for contractor certification. Exceptions are made for family businesses which have no employees in forestry activities.
- 4.4.1.7 In the case of collaboration between individual landowners on any of the landowners' holdings, provide special information, guidance and surveillance in order to ensure that applicable parts of the standard requirements are met, as well as to follow up and document this.
- 4.4.1.8 Accepting that the umbrella organization, as well as the certification body at audits of the umbrella organization, performs inspections of compliance with the forest standard. This includes the demonstration of relevant documentation and information as well as allowing access to relevant facilities.
- 4.4.1.9 Handling non-compliances and take corrective and preventive measures in accordance with instructions from the umbrella organization (see appendix 1 Non-compliances and corrective measures).
- 4.4.1.10 In the case of an external request about the certification, information on areas set aside for conservation purposes/actions taken within requested specific local geographic area, shall be made available, either directly or by the umbrella organization. Information on the holding's economic conditions such as growth and timber volumes is not public, neither are results from assessments of conservation values or information on vulnerable species.
- 4.4.1.11 Forest owners with more than 5 000 hectares of productive forest land shall at external request make available information within requested local geographic area concerning the following:
- Description of state of the art, objectives and management including a map/register.
  - Areas with special nature values.
  - Excerpt from existing register over ancient remains on the holding.
  - Sites of special significance to reindeer husbandry that have been identified in collaboration with concerned Sami community.
  - Areas that have been subject to burning and areas where burning is planned.
  - Areas where forest fertilization is planned.
  - Areas of special significance to outdoor life and recreation in accordance with 4.1.2 in PEFC SWE 002.

#### **4.4.2 Responsibilities of affiliated forest owners**

For group-certified forest owners, in addition to the requirements in 4.4.1, the following apply:

- 4.4.2.1 All holdings of a forest owner with uniform ownership shall form the basis for certification.
- 4.4.2.2 For holdings of 20 ha productive forest land or more, a forest management plan shall be shown for the umbrella organization within two years.
- 4.4.2.3 For holdings smaller than 20 ha productive forest land, an overview map of protected areas, key-habitats and sites with conservation values, and ancient- and cultural remains registered by concerned authority, shall be demonstrated.
- 4.4.2.4 Inform the umbrella organization in case of any changes in area or ownership of the management unit.
- 4.4.2.5 Make a special agreement about the Swedish PEFC requirements at the selling of standing timber or at felling commissions.

#### **4.4.3 Responsibilities of wood procurement organizations**

- 4.4.3.1 The certification shall encompass the entire wood procurement organization.
- 4.4.3.2 Group-certified wood procurement organization shall in addition to the requirements in 4.4.1 meet the requirements on management system as specified by the umbrella organization.

#### **4.5 Responsibilities of the umbrella organization at group-certification of contractors**

The umbrella organization is, within its business, responsible for:

- 4.5.1.1 Handling applications for forestry contractor certification in accordance with PEFC.
- 4.5.1.2 Making sure, prior to signing a contract and through personal contact, that the contractor is well informed about the contents of the contract and what it takes to meet the requirements of the Swedish PEFC standard.
- 4.5.1.3 Signing agreement on group certification. The agreement shall be valid for at least one year.
- 4.5.1.4 Informing contractors on adequate training in order to meet the requirements for contractor certification.
- 4.5.1.5 Offering and/or directing affiliated contractors to routines in support of fulfilment of PEFC-requirements.

- 4.5.1.6 When the contractor complies with all requirements of the PEFC-standard that are applicable to the business, confirm this by issuing a proof of group certification according to PEFC.
- 4.5.1.7 A routine for the affiliation process shall be established by the umbrella organization.
- 4.5.1.8 Registering and keeping up to date information on affiliated contractors that form part of the group for contractor certification, specified by:
- Name of company
  - Organization number
  - Contact person
  - Address
  - Date of contract signing
  - Information on what main category the contractor belongs to
- 4.5.1.9 Requesting answers from the contractors' annual self-assessment and following up of the results.
- 4.5.1.10 Controlling annually through internal audit that the business meets the requirements of the Swedish PEFC forestry contractor standard. Routines for internal audit shall be elaborated and documented. The design shall be risk-based with regard to the scope and complexity of the business. Previous results and experiences from completed internal audits and evaluation of the annual self-assessment, shall be given special consideration. When random sampling is used, the following apply:
- The sample shall be chosen randomly to ensure that the result is valid for the group.
  - At least 10 % of the certified contractor companies in each category shall be audited on an annual basis.
- 4.5.1.11 Appointing internal auditors which shall be:
- well versed in the management system ISO 14001 and the Swedish PEFC forest certification system for sustainable forest management.
  - independent of the area audited.
  - familiar with the conditions of forestry contractors' business.
  - qualified with regard to environmental-, social and forestry-related issues.
  - Adequate basic qualification is e.g. a course approved by MIS (Environmental auditors in Sweden).
- 4.5.1.12 The umbrella organization shall analyze and document the result from the internal audit and ensure that necessary measures are taken. The analysis and measures shall encompass the entire group.
- 4.5.1.13 The report shall include any corrective measures. The report shall be evaluated and approved by the management.
- 4.5.1.14 Issuing non-compliances to contractors that are not meeting the requirements of the contractor standard, and inform and advise in order to remedy the shortcomings. (See appendix 1. Non-compliances and corrective measures)

4.5.1.15 The umbrella organization shall publish a summary of the result of the internal audit on its web-site.

#### **4.6 Responsibility of contractors at group certification of contractors**

The affiliated contractor is through the agreement responsible for:

4.6.1.1 Meeting the requirements of the Swedish PEFC Forestry contractor standard, PEFC SWE 003, as well as applicable parts of the social requirements of the PEFC forest standard (PEFC SWE 002).

4.6.1.2 Contractor certification requires that all employees and/or machinery in the forest-related business form the basis for certification.

# Appendix 1. Non-compliances and corrective measures regarding group affiliates

The instructions below describe what corrective measures that shall be taken at non-compliances with the PEFC forest standard and the PEFC forestry contractor standard regarding group-certified forest owners, wood procurement organizations and forestry contractors.

Handling of non-compliances is an important part of work on improvements of all group affiliated members. Non-compliances with the applicable PEFC-standard are declared by the umbrella organization.

## Instructions

- *Observation*: Remark which if not corrected may lead to a non-compliance.
- *Minor non-compliance*: Non-compliance with applicable standard/management system routines which does not imply any significant risk of negative environmental- and/or effects on production, impairment of work environment, or function and efficiency of the management system.
  - *Action*: Written information to the affiliated party regarding the non-compliance with requirement for corrective action. The action is followed-up by the umbrella. Recurring minor non-compliances lead to major non-compliance.
- *Major non-compliance*: Non-compliance with applicable standard/management system routines which imply significant risk of negative environmental- and/or effects on production, impairment of work environment, or function and efficiency of the management system.
  - *Action*: Written information to the affiliated party regarding the non-compliance with requirement for corrective action. The affiliated party shall submit an analysis of causes and action plan within 3 months. The action is followed-up by the umbrella. If corrective action is not taken within the agreed period of time, there is ground for cancellation of the certification agreement.
- *External observation*: Remarks from external party.
  - *Action*: External observations are handled in accordance with routine established in the management system.

The umbrella organization shall document the non-compliances.

## Cancellation

For cancellation of an agreement on group-certification, there has to be a major non-compliance with applicable PEFC rules for certification, in line with the above. Cancellation shall be approved by qualified chief within the umbrella organization, after probation of the grounds for cancellation. The affiliated party shall be informed in written form about cancellation of group certification. Any party whose agreement on group certification has been cancelled may request that probation is made in accordance with the Swedish PEFC procedures for dispute settlement (PEFC SWE 001).



## Appendix 2. Minimum requirements for management systems of directly certified organizations

The organization's management system shall, as a minimum, include the requirements below.

Requirement	Scope/routine
Policy	Different policies are communicated to customers, employees, and contractors and are publicly available.
Legal and other requirements	Identification of and access to laws and other requirements which concern those parts of the business of significance to PEFC-certification.
Leadership and commitments	The top management shall clearly demonstrate leadership and commitment by taking responsibility for the functioning of the management system, allocate the necessary resources, lead and support staff within relevant areas of responsibility.
Organization	Description of organization of the business. The organization defines and communicates roles, responsibilities and authorities concerning the certification work. The management supplies the necessary resources for implementation of the work.
Competence and training	The organization establishes routines so that all employees and hired contractors, whose work may affect the implementation of certification or compliance with the PEFC requirements, are adequately trained.
External communication	Routine for information and requests about certification status, labelling with PEFC-logo, public summary of issued audit reports. Routine for handling of external views.
Document management	The organization shall establish and maintain routines for identification, maintenance and filing of PEFC-accounting documents. The time-period for filing of the documents shall be stipulated and documented. Documents shall be maintained, in a manner that conforms to the system and organization, to demonstrate that the requirements of this standard are complied with.
Operations management	The organization shall, in accordance with the PEFC-requirements, identify operations and activities of relevance to their fulfilment. The organization shall plan those activities/operations and ensure that these are executed in accordance with stipulated requirements, as well as communicate relevant requirements to suppliers, forestry contractors, and other contractors.
Monitoring and measurement	The organization shall establish and maintain documented procedures to monitor and measure, on a regular basis, the operations that have a significant impact with regard to complying with the PEFC-requirements.
Non-compliances and corrective measures	The organization shall establish and maintain routines to: <ul style="list-style-type: none"> <li>define responsibilities and authorities in order to handle and investigate non-compliances</li> </ul>

	<ul style="list-style-type: none"> <li>• take action to mitigate the impact caused by non-compliances, and</li> <li>• initiate and implement corrective and preventive measures.</li> </ul> <p>Every corrective or preventive action taken to remove the causes of factual or possible non-compliances shall be adapted to the scope of the problems and be proportional to the impact made. Changes that are a consequence of corrective and preventive measures being taken shall be incorporated and documented in the organization's routines.</p>
Internal and external audit	Routine for annual internal audit of the management systems functioning and routine for agreement on external PEFC-audit.
Management review	Procedure for review by the management. The management shall at planned intervals review the organization's management system in order to ensure the systems continued suitability, sufficiency, and effect.

## Appendix 3. Instructions for operational site directives

The operational site directive shall include all information necessary to meet the PEFC-requirements, other applicable requirements, and the information that follows from the contract in question. Proposals for action in the forest management plan form the basis. The operational site directive shall be given to the operator in good time in order for him/her to plan and implement agreed actions within the agreed period of time. The following shall be included:

1. Workplace coordinates
2. Information on PEFC-certification
3. Instructions for handling of non-compliances
4. Contact information to the client and the land owner
5. Overview map of current area and detailed maps for planning
6. Planned consideration for natural and cultural environments, indicated on the map
7. Planned main hauling roads and landings, indicated on the map
8. Known cables and lines (water, fiber, telecommunication, electricity), indicated on the map
9. Instructions for water passage, indicated on the map
10. Type and objective of the commission. If standard instruction is referred to, this shall be available.
11. Known nature- and cultural values in or close to the working area, which may affect the operations
12. Excerpt from the forest management plan which coordinates with the map. Number of compartment, forestry objective, maturity class, and stand description
13. Register data for the holding

Group-affiliated forest owners which hire contractors directly shall provide a statement of work which includes the following:

1. Forest owner's contact information
2. Map showing real property boundaries, key-habitats, nature values, ancient- and cultural remains, and water courses, indicated on the map
3. Information on PEFC certification
4. Excerpt from the forest management plan which coordinates with the map. Number of compartment, classification of objective, maturity class, and stand description
5. Type and objective of the commission
6. Known cables and lines (water, fiber, telecommunication, electricity)