

ACCREDITATION SERVICES

SCC Requirements and Guidance for the Management Systems Accreditation Program: Sustainable Forest Management Sector Schemes

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Table of Contents

- Introduction4
- 1. Scope4
- 2. Normative References4
- 3. Definitions4
- 4. Additional Requirements5
- 5. General Requirements5
 - 5.1 Legal and contractual matters5
- 6. Structural Requirements5
- 7. Resource Requirements6
 - 7.2 Personnel involved in the certification activities6

Introduction

SCC assesses and accredits management systems certification bodies (CBs) that demonstrate competence to audit and certify organizations conforming to management systems standards. The purpose of this document is to provide additional requirements and guidance for the management of sustainable forestry sector schemes.

1. Scope

This document serves as a companion to ISO/IEC 17021-1 in specifying particular and unique Canadian requirements for certification bodies accredited by SCC that certify land management and/or wood procurement to SFI Standards and Rules, ATFS, PEFC ST, and CAN/CSA-Z809. The criteria in this document will be applied in conjunction with the criteria in ISO/IEC 17021-1 when conducting accreditation or reaccreditation assessment activities. SCC accreditation programs are open to any applicant in countries that are members of the World Trade Organization (WTO), as mandated by Government Orders-in-Council to the SCC Act.

2. Normative References

The following referenced documents are essential for the application of this document. The latest edition of the referenced document (including any amendments) applies.

- ISO/IEC 17021-1 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 1: Requirements
- SFI Standards and Rules
- CAN/CSA-Z804 for Sustainable Forest Management for woodlots and other small area forests
- CAN/CSA-Z809 - Sustainable forest management

3. Definitions

Unless specifically listed here, the definitions in ISO 9000 and ISO/IEC 17000, as well as ISO/IEC 17021-1 and its referenced documents, apply. The following definitions also apply.

EMS	Environmental Management Systems
SFI	Sustainable Forestry Initiative
SFM	Sustainable Forest Management

4. Additional Requirements

The following additional requirements are intended to be applied over and above the main conformance standard, *ISO/IEC 17021-1:2015 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 1: Requirements*. The clause references of these requirements are aligned to the clauses within the main conformance standard.

5. General Requirements

ISO/IEC 17021-1	Additional Requirement
5.1 Legal and contractual matters	
5.1.2	The CB shall document the Branch, Regional and/or its Country offices, if any, that will be authorized to: a) conduct initial certification and maintenance audits to CAN/CSA-Z809 and/or SFI Standards and Rules; and b) issue certification certificates to the applicable CAN/CSA-Z809 and/or SFI Standards and Rules; and provide evidence of the basis upon which such authorization is granted.
5.1.3	The CB shall maintain a list of members of its Governing Board or Committee(s) of Experts and Advisory Board(s), and their qualifications and competencies, responsible for granting the certification to CAN/CSA-Z809 and/or SFI Standards and Rules. The certification committee(s) is required to be competent for the functions performed.

6. Structural Requirements

No additional requirements

7. Resource Requirements

ISO/IEC 17021-1	Additional Requirement
7.2 Personnel involved in the certification activities	
7.2.6	<p>If the CB uses technical expert(s) during SFM audits, the CB shall have a list of experts and documented competencies for each, which includes at least the following:</p> <ul style="list-style-type: none"> • education; • knowledge and skills; • total work experiences; • work experiences in the forest industry (minimum of 3 years); • specific SFM work experiences (e.g. woodlot operations); • industry related professional training and development; • professional designation and affiliation (e.g. certified Forester by the Province of Alberta); • EMS auditing experience and management systems training; and • conformity with ISO 19011 clause 7.2 auditor competence.
7.2.7	<p>The CB shall have a documented process and procedure for qualifying auditors (including technical experts) as competent to perform initial certification audit, surveillance audit, and re-certification audit to CAN/CSA-Z809. The minimum SFM auditor requirements are:</p>
	<p>Knowledge and skills:</p> <ul style="list-style-type: none"> • meet the requirements of ISO 19011 section 7.2.3 and, • demonstrate the personal attributes listed in ISO 19011 section 7.2.2.
	<p>Education, professional training and affiliations:</p> <ol style="list-style-type: none"> i. formal education – academic qualifications; ii. professional designation and affiliation, if applicable (e.g. forester); iii. certified as an EMS lead auditor by an accredited or recognized national or/and international personnel certification body (preferably meeting ISO/IEC 17024) of auditors; iv. industry related professional training; v. current environmental legal and compliance training (e.g. laws, regulations, codes of practice) by environmental aspects and impacts in accordance with CAN/CSA-Z809: <ul style="list-style-type: none"> • Federal, • Provincial and territorial; • Municipal; • other legal jurisdictions (e.g. international);

	<ul style="list-style-type: none"> • national and international treaties and conventions (e.g. Montreal Protocol, CCFM Criteria and indicators, Helsinki Protocol); • Industry code of practice; and • Best management practice; <p>vi. environmental management systems audit training (e.g. ISO 19011 section A.3.)</p>
	<p>Work experience:</p> <p>i. total work experience (minimum of 5 years);</p> <p>ii. specific work experiences: national (federal, provincial, territorial, or municipal) and international, and years of experience, such as:</p> <ul style="list-style-type: none"> • Forestry operations audit work experiences (e.g. woodlot operations); • EMS audit work experiences; • Forestry industry sector work experiences; • Environmental compliance audit work experiences; • Other environmental work experiences; • Other management systems auditing experiences; • Other management systems work experiences; and, • Lead EMS auditor audit work experience (minimum of 40 audit days, seven complete audits, where 20 audit days as a Lead Auditor is required). Half the time is required for an EMS auditor.
	Maintaining a current audit log of CAN/CSA-Z809 audits.
7.2.8	The CB shall have a general description of the qualification and expertise of management personnel who administer and make decisions on the SFM certifications.

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