



# **PEFC SWITZERLAND**

**MANDATORY GUIDELINE**

**VL 002-1**

## **Requirements for certification bodies – forest management**

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## 1. Introduction

The requirements for certification bodies and auditors have to be classed as need for certification bodies to be accredited in an international framework. In addition to general requirements in the scope of the accreditation process PEFC Switzerland specifies some requirements.

## 2. Scope

The requirements defined in this document apply to certification bodies which want to audit according to the PEFC system regulations in Switzerland.

The requirements are defined for certification bodies carrying out forest certification. Certification bodies auditing the Chain of Custody regulations must comply with the regulations of the international standard PEFC ST 2003:2020.

## 3. References

Status	No.	Title
<b>Normative Documents</b>		
ND	001	Requirements for group certification
ND	002	Requirement for the certification of individual enterprises
ND	003	Standards for forest management
ND	004	Chain of Custody requirements
ND	005	Logo rules
<b>Mandatory Guidelines</b>		
VL	001	Principles of the certification scheme PEFC Switzerland
VL	002-1	Requirements for certification bodies - COC
VL	002-2	Requirements for certification bodies - FM
VL	003	Dispute settlement procedures
VL	004	Standard revision procedures
VL	005	Notification of Certification Bodies Issuance of Logo Usage Licenses
<b>Other Documents</b>		
SD	001	Terms and definitions
SD	002	Scale of fees
SD	003	Statutes

## **4. Certification bodies and auditors**

### **4. 1. Tasks of the certification bodies**

The certification bodies are assigned to:

- Examine the unit to be certified (enterprise or group) in terms of conformity to the PEFC requirements for SFM and in case of a positive result of this examination the issuance of a certificate.
- Control, whether the participating forest owners comply with the PEFC standards.
- Control the use the PEFC logo by certificate holders and participating forest owners with respect to the PEFC Logo Rules (see ND 005).
- Inform the PEFC Switzerland about all issued forest management certificates and changes concerning the validity and scope of these certificates.

The maximum period for surveillance audits is one year and maximum period for re-assessment audit is five years.

The audit evidence to determine the conformity with the forest management standard may include relevant information from external parties (e.g. government agencies, community groups, conservations organizations, etc.) as appropriate.

A summary of the certification report, including a summary of findings on the auditee's conformity with the forest management standard, written by the certification body, shall be made available to the public by the auditee upon request.

PEFC certifications shall be carried out by impartial, independent third parties that cannot be involved in the standard setting process as governing or decision making bodies, or in the forest management and are independent of the certified entity.

The certification body undertakes forest management certification as "accredited certification" based on ISO 17021.

### **4. 2. Requirements for certification bodies**

The certification bodies have to comply with the following PEFC requirements:

- Accreditation according to ISO 17021 at an independent national accreditation body. The relevant forest management standards shall be covered by the accreditation scope. The accreditation body must be a member of the International Accreditation Forum (IAF) and implement processes in compliance with the ISO 17011. The accreditation must be valid for the certification system "PEFC Switzerland".
- Guarantee competence in forestry, with regard to the requirements for admitted auditors.
- Auditing procedures correspond to the conditions of ISO 19011.

#### **4. 3. Requirements for auditors**

The following requirements have to be fulfilled by the auditors of the certification bodies:

- Completed studies in forestry at a university, a university of applied sciences or a higher vocational college.
- At least two years of working experience as forester or forest engineer (the preparation course for the state forest service will be recognised).
- Practical experience in auditing (at least 5 audit days as co-auditor with PEFC, thereof 3 days at on-site-audits).
- Good knowledge of the standards and procedures of PEFC Switzerland.
- Conditions of ISO 19011.

#### **5. Appointment of certification bodies (admission)**

The certification bodies, which conduct certifications in Switzerland according to the forest or chain of custody regulations of PEFC Switzerland, shall be appointed by the PEFC Switzerland through the PEFC secretariat.

The appointment of certification bodies is carried out by the PEFC secretariat of PEFC Switzerland based on a non-discriminatory process.