

# Forest Conservation Program Forest Management & Fiber Sourcing Certification Manual

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*Sustainable Forestry Initiative® (SFI®)*



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SERVICES

*Setting the standard for sustainability™*

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Thank you for your interest in [SFI Forestry Certification with SCS Global Services](#). We are a global leader in third-party environmental and sustainability certification, auditing, testing and standards development since 1984. Our programs span a wide cross-section of industries, recognizing exemplary performance in natural resource management, green building, product manufacturing, food and agriculture, retailing and more. We are accredited by Assurance Services International (ASI) to offer [Forest Stewardship Council \(FSC\)](#) certification services worldwide. and undergoing an accreditation process by the ANSI National Accreditation Board (ANAB) to offer SFI Forest Management and Fiber Sourcing certification services.

SCS offers fast turnaround, competitive rates, and attentive, knowledgeable service. We have a dedicated team of professionals and a network of skilled auditors ready to assist you with all your forestry certification needs.

The first step in pursuing certification is to complete an SCS Application. You can find our application online at <https://www.scsglobalservices.com/services/sfi-forestry-certification-services>. The amount of time required to complete a Forest Management (FM) or Fiber Sourcing (FS) audit is based on an operation's location, contiguousness, size, complexity, relationship with stakeholders, controversial issues, heterogeneity, past history with certification, number of nonconformities, and other factors. In order to properly scope and budget an FM or FS main assessment, it is important that the applicant submit an application or a Request for Proposal. This document must be reviewed by SCS and maintained in the SCS files before a work order/proposal can be issued. Upon receipt of your application or Request for Proposal, we will scope and source the certification services requested by your company and shortly thereafter provide you with our proposal.

We also recommend that you review applicable SFI Forestry Certification Standard that is applicable to your region. For SCS' most active regions, the SFI Standards can be found here under "Program Documents": <https://www.scsglobalservices.com/services/sfi-forestry-certification-services>.

In pursuing certification, key determinants of timely processing include your reviewing these documents, your preparation of required documentation (management plan, environmental assessments, and other procedures), and coordinating closely with SCS and your assigned auditor to set an audit date.

Our fees for SFI certification are based on the professional fees of our preferred staff and contract auditors as well as their travel costs and competitive overhead rates, which cover the necessary time our staff devote to each Client.

Please contact our offices if you have any questions regarding the certification process or any other aspect of SFI Forestry Certification.

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## Forest Management and Fiber Sourcing Certification Process Diagram

### 1. Application

Representatives of the forestry operation fill out an application or provide a request for proposal to undergo the certification evaluation process.

### 2. Project Proposal

SCS evaluates the application and prepares an audit plan and proposal, including the costs and a timeline for the evaluation process – typically after a planning call. The applicant then authorizes a work order and the certification process begins. Client submits signed client agreement to SCS.

### 3. On-Site Audit: Stage 1

The assessment team conducts an on-site preliminary audit (stage 1 audit) to review the applicant's management system, processes, procedures, and stakeholder information to determine the readiness of the applicant for the stage 2 audit. The Defined Forest Area (DFA) and/or Wood Procurement Area is confirmed. Stage 1 audits may be done remotely if a qualified consultant has been used to develop the program procedures and policies.

### 4. On-Site Audit: Stage 2

The SCS team evaluates the implementation and effectiveness of the applicant's management system. The SCS team assesses forest conditions and conducts stakeholder consultations to acquire input regarding the applicant's management performance. A report is produced that details the results of the evaluation. Any nonconformities are addressed prior to certification.

### 5. Certification

The SCS certification committee reviews the report and decides whether or not to approve certification. If granted, a certificate is issued for a five-year period, subject to annual surveillance audits. The first annual surveillance audit **must** be conducted within 12 months of certification with following surveillance audits occurring once per calendar year.

### 6. Requisite Annual Surveillance Audit

An on-site surveillance audit is confirmed in writing and conducted; an Audit Report is prepared by the auditor and reviewed by SCS. The public summary is updated with the results of the Surveillance audit. All nonconformities are addressed by the stated deadlines.

### 7. Recertification Audit

A recertification audit is required in the fifth year prior to expiration of the certificate. SCS will make decisions on renewing certification based on the results of the recertification audit, as well as the results of the review of the system over the period of certification and complaints received from users of certification (if any).

## Rights & Responsibilities

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SCS Clients have a right to non-discriminatory policies and procedures. SCS procedures do not impede or inhibit access to applicants. SCS services are available to all applicants whose activities fall within our field of operation and are conditional neither upon the size of the Client's operations, nor upon the number of certificates already issued. The criteria against which products of a Client are evaluated are outlined in the applicable Standards.

Forest Management and Fiber Sourcing certificates are valid for five years, subject to annual surveillance audits. SCS shall confine requirements, evaluation and decision on certification to matters specifically related to the scope of the certification scheme(s) being considered. As an accredited certification body, SCS reserves the right to suspend or terminate certificates. Reasons for suspension and termination include, but are not limited to: unwillingness or inability to correct nonconformities; unwillingness or inability to meet financial or contractual arrangements; misusing or damaging the integrity of the SCS or relevant governing body trademarks; intentional violation of requirements; or association with fraud.

According to the regulations dictated by Forestry Standards and SCS policy, SCS contracted Clients shall:

1. Not make any forward claims prior to issuance of a Forestry certificate;
2. Always conform with the relevant provisions of the certification program;
3. Make all necessary arrangements for the conduct of the evaluation, including provision for examining documentation and access to all areas, records (including internal audit reports) and personnel for the purposes of evaluation (e.g. testing, inspection, assessment, surveillance, reassessment) and resolution of complaints;
4. Make claims regarding certification only in respect of the scope for which certification has been granted;
5. Notify SCS immediately of any changes in scope;
6. Not use its certification in such a manner as to bring the certification body into disrepute and make any statement regarding its product certification which the certification body may consider misleading or unauthorized;
7. Upon suspension, termination or withdrawal of certification, discontinue its use of all advertising matter that contains any reference thereto and return any certification documents as required by the certification body;
8. Use certification only to indicate that products and systems are certified as being in conformity with specified Standards;
9. Endeavor to ensure that neither certificate or report nor any part thereof is used in a misleading manner;
10. In making reference to its certification in communication media such as documents, brochures or advertising, comply with the requirements of the certification body.

*For additional information concerning SCS Client rights and responsibilities, please visit our [Corporate Policies](#) page on the SCS website.*