



Group Certification



- What is it?
 - A system whereby several sites can be evaluated and certified under a single certificate



Group Certification



- Key requirements
 - A 'group manager' takes responsibility for the application, and for demonstrating to the certification body that all group members meet the standard
 - The 'group manager' holds the certificate, and is responsible for members entering and leaving the scheme



Group Standard



- Used in group certification
- Helps to assess whether there are appropriate internal rules and systems in place
- Helps to assess whether internal audit procedures are in place and likely to work
- Allows delegation of some aspects of assessment to client
- Woodmark then sample to test system



Advantages of group Certification



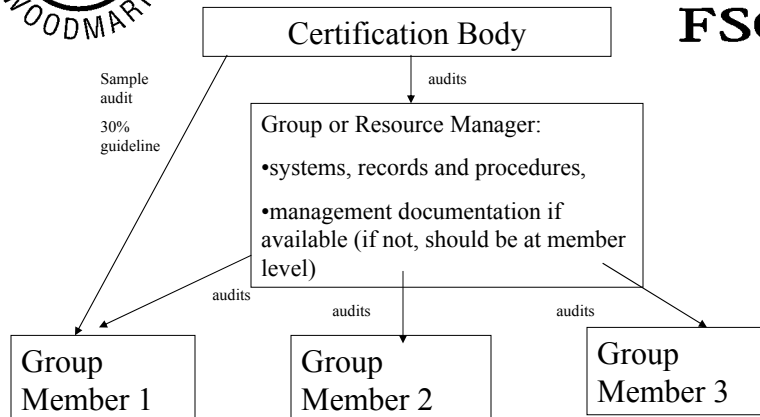
- Policies and procedures which are common to all sites are only evaluated once;
- There is an internal group monitoring system - the certification body audits the system, rather than every site in the group;
- A group is usually homogenous, allowing reduced sampling;
- There are logistical (hence cost) savings



- It's cheaper
- The group may be able to market its timber co-operatively, or share other resources - human and mechanical



Group Structure



Note: all members must comply with standards



Group Standard



- 1) Structure and functioning of the group
- 2) Group scheme requirements for all sites in group
- 3) Internal monitoring of compliance
- 4) Group administration
- 5) Chain of custody control



Examples



- 1) one owner, many sites (eg. State Forest Service, Croatia)
- 2) several owners, one forest manager
- 3) several owners, several forest managers, one group co-ordinator



Group standard



1) Group structure and function (cont.)

- responsibilities defined
- responsibilities clear to those concerned
- qualification requirements specified
- training system in place



Group standard



2) Group scheme requirements:

- Group level policies and procedures documented
- Site specific documentation requirements specified
- Site specific record requirements specified



Group standard



3) Internal monitoring:

- documented system of internal monitoring
 - sampling
 - reporting
 - training/qualifications of those doing monitoring
- procedures for dealing with identified non-compliances



Group standard



4) Group administration:

- Document control system
- Records up to date and accessible
- procedures for new members to join scheme
- procedures for evaluating members prior to joining
- rules for members leaving the scheme
- procedures for members leaving the scheme



Group standard



5) Chain of custody control:

- Defined system of sales
- Documented and secure system of control to point of sale
- Identification of products at point of sale
- Documentation for products at point of sale
- Records of group sales
- Invoicing