

CFFP Technical Document No. 2003.03

Requirements for the Qualification of PEFC Portugal Auditors

1 *Objective*

The present document establishes the minimum qualification requirements for auditors of sustainable forest management and chain of custody in the scope of PEFC Portugal. These requirements complement the minimum requirements established by the accrediting and certifying bodies for the performance of audits, in accordance with ISO 19 011:2002.

2 *Normative References*

ISO 19 011, “Guidelines for quality and/or environmental management systems auditing”, First edition 2002-10-01.

Portuguese National Standard NP 4406:2003 “Sustainable Forest Management Systems. Application of the pan-european criteria for sustainable forest management”.

Annex 4 of the PEFC Technical Document, “Chain of Custody Certification of Wood”.

3 *Definitions*

For the purposes of the present document the definitions included in NP 4406:2003 are applied. The following definition is also considered:

PEFC Portugal Auditor – Person qualified to perform audits of forest management systems according to NP 4406:2003 and of chain of custody according to Annex 4 of the PEFC Council Technical Document, “Certification of the Chain of Custody of Wood”.

4 *Criteria of qualification of auditors*

The PEFC Portugal auditors should possess the competence and professional aptitudes described in ISO 19 011, clause 7.1, *Personal Attributes*, and also reveal understanding of and subscription to the auditing principles established in chapter 4 as well as the additional criteria of qualification described below.

The auditors may begin their work only if they observe the stipulated requirements and if they are linked to a certifying body admitted by CFFP.

4.1 Formal Education

The candidates to auditor should have level 4 or 5 education according to the level of qualification of the European Union, as defined by Council Decision 85/368/CEE of 16 July, with a specialisation in forest sciences, natural resources or related areas.

4.2 Specific Training

The candidates to auditor should have specific professional training, as extensive as necessary to guarantee capacity and competence in the domains required for the performance and management of the audits. CFFP shall define in this domain specific training programs in PEFC Portugal, thus ensuring good understanding of the certification criteria in relation to which the audit for certification of forest management and chain of custody is performed.

This training may be given by the entity to which the auditor belongs or by an external entity; in either case these entities should be recognised by CFFP. The professional training entity is responsible for verifying the aptitude of the auditor insofar as the training received, ensuring that the auditors possess knowledge and comprehension of the following aspects:

- Pan-European System of Forest Certification (in the case of audits of systems of sustainable forest management or chain of custody);
- Criteria for certification of sustainable forest management: economic, social and environmental impacts associated with forestry activity (in the case of audits of systems of sustainable forest management);
- PEFC Portugal: requirements for the implementation and certification of systems of sustainable forest management (in the case of audits of sustainable forest management systems);
- PEFC Portugal: requirements for the implementation and certification of chain of custody systems (in the case of audits of chain of custody systems);
- Criteria for certification of the chain of custody: acquisition, transformation and movements of wood along the various stages of its processing and commercialisation (in the case of audits of chain of custody systems);
- PEFC Portugal: procedures for the management and use of the PEFC logo and label (in the case of audits of systems of sustainable forest management or chain of custody);
- Audits of quality and/or environmental systems (in the case of audits of systems of sustainable forest management or chain of custody).

Other aspects of the system may be included in the training whenever considered necessary by CFFP so as to guarantee the adequate training of the auditors.

4.3 Professional Experience

The candidates to auditor should possess recognised experience in the forestry sector, at least over a period of three years and relatively recent, in at least one of the following areas:

- Systems and Standards of Sustainable Forest Management and Chain of Custody, in relation to which audits may be performed;
- Technical experience in forest management, ecology, planning and inventory, and management of natural resources and land use management;
- Technical aspects of forest operations, whether from the operational point of view or in relation to utilisation and technology and land use management;
- Legislation and regulations relevant to forestry activity.

4.4 Performance of audits by certifying bodies

The PEFC auditors should have professional experience in the performance of PEFC audits, corresponding to four complete audits, equivalent to twenty days of auditing. Insofar as they fulfil the requirements for auditors established in this document, the auditors already qualified by an accredited certifying body or certified by an entity accredited for certifying individuals for ISO 14001 or ISO 9001 references, only need to perform two complete PEFC audits equivalent to ten days of auditing.

Considering that, in an initial period, it is not to be expected that the auditors fulfil this requirement, CFFP will establish the following initial and transitory criteria:

- I. For candidates to PEFC auditors who fulfil the remaining requirements defined in this document and who are not ISO 9001 or ISO 14001 auditors, they should have performed four ISO 9001 or ISO 14001 audits in the category of auditor in training.
- II. For ISO 9001 and/or ISO 14001 auditors (qualified by an accredited certifying body or auditors certified by an entity for the certification of individuals) who do not fulfil the requirements for PEFC auditors established in this document, these should receive specific PEFC training.

This qualification is subject to verification and validation by the certifying body and should be registered with CFFP.

5 Maintenance of competence

The auditors should maintain their competence, ensuring that their knowledge of PEFC Portugal is up to date. To this effect, CFFP shall promote the realisation of refresher courses with a frequency adequate to the maintenance of competence or whenever alterations to the system justify them.

6 Admission and registration

The admission of auditors shall be based on the verification of the criteria of qualification by the entity that contracts the auditors (PEFC Portugal certifying bodies) or by CFFP, in the case of auditors who are not on the list of auditors of these entities.

The CFFP secretariat registers the admission of the auditors into the list of PEFC Portugal auditors. CFFP accepts, on its internal list, auditors who bring together the criteria of qualification described in points 4.1 and 4.2 of the present document, so as to support the promotion and application of PEFC Portugal. The auditors that perform audits for certifying bodies are also registered.