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**Group Forest Management Certification – Requirements**



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## 1. SCOPE

- 1.1 This document defines the general requirements for group forest management certification which allow the certification of a number of forest owners/managers under one certificate under the Malaysian Timber Certification Scheme (MTCS).
- 1.2 Group forest management certification requires establishing a specific management structure that includes the individual forest owners/managers. This entity represents the individual owners/managers in forest management certification in order to ensure the correct implementation of the sustainable forest management certification standard and provide a sufficient level of confidence in sampling-based certification activities.

**Note:** The term "group certification" is equivalent to the term "regional certification" or other terms chosen by individual forest certification schemes where a number of individual forest owners are certified under one certificate.

## 2. NORMATIVE REFERENCES

As an endorsed scheme of the Programme for the Endorsement of Forest Certification (PEFC), it is important to ensure that the requirements for group forest management certification under the MTCS are developed in compliance with the PEFC Council requirements as follows:

- a) PEFC ST 1002:2018 *Group Forest Management Certification – Requirements*; and
- b) ISO/IEC Guide 2: *Standardisation and related activities – General vocabulary*.

## 3. TERMS AND DEFINITIONS

For the purposes of this document, the terms and definitions given in ISO/IEC Guide 2 apply together with the following definitions.

### 3.1 Affected stakeholder

A **stakeholder** who might experience a direct change in living and /or working conditions caused by activities of the group organisation.

**Note 1:** Affected stakeholders include neighbouring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g. NGO's, scientific community, civil society) is not equal to being affected.

**Note 2:** A stakeholder who might be a user of the standard is likely to become a certified entity, e.g. a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.

### 3.2 Audit

Systemic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.

### 3.3 Certified area

The forest area covered by a sustainable forest management system according to the *Malaysian Criteria and Indicators for Sustainable Forest Management (MC&I SFM)*.

In the group certification context, the certified area is the sum of forest areas of the **participants** and covered by a **group forest certificate**.

### 3.4 Documented information

Information required to be controlled and maintained by an organisation using any format and media, from any source.

### 3.5 Document confirming participation in group forest certification

A document issued to a **participant** that refers to the **group forest certificate** and that confirms the **participant** as being covered by the scope of the **group forest certification**.

**Note:** This document may be for instance a sub-certificate or a confirmation of participation.

### 3.6 Forest Owner/Manager

Person, group of people or legal entity having the legal or tenure right, or executing traditional or customary tenure rights, to manage the forest in a clearly defined **certified area**, and the ability to implement the requirements of the MC&I SFM in this area.

### 3.7 Group entity

A legal entity that represents the **participants**, with overall responsibility for ensuring the conformity of forest management in the **certified area** to the MC&I SFM and other applicable requirements of the MTCS. For this purpose, the group entity is using a **group management system**.

**Note:** The structure of the group entity should follow the operations, number of participants and other basic conditions for the group organisation. It may be represented by one person.

### 3.8 Group forest certificate

A document confirming that the **group organisation** complies with the requirements of the MC&I SFM and other applicable requirements of the MTCS.

### 3.9 Group forest certification

Certification of the **group organisation** under one **group forest certificate**.

### 3.10 Group management plan

**Documented information** specifying objectives, actions and control arrangements. It covers planned changes of the group management system and requirements of MC&I SFM which are covered on group level.

### 3.11 Group management system

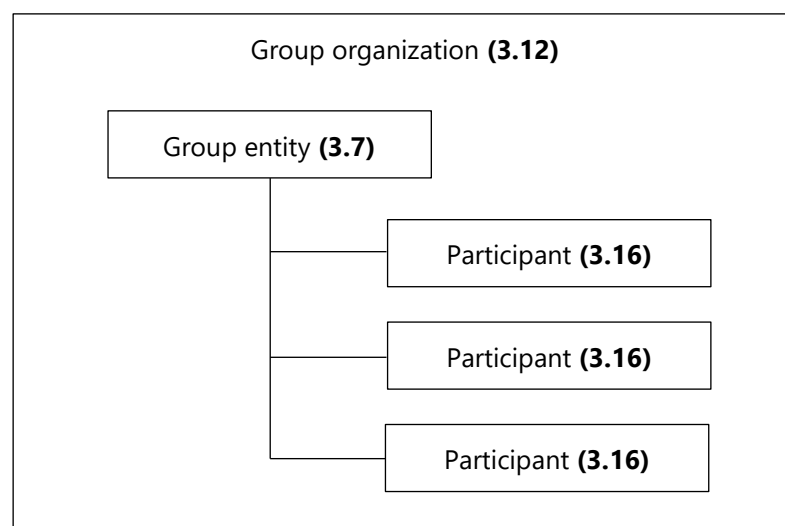
Set of interrelated or interacting elements of an organisation to achieve the objectives and outcomes of the MC&I SFM.

### 3.12 Group organisation

A group of **participants** represented by the **group entity** for the purposes of implementation of the MC&I SFM. A binding written agreement shall be established between a participant and the **group entity**.

**Note:** The term "group organisation" is equivalent to the term "regional organisation" if the group is defined by regional boundaries or other terms chosen by MTCC and complying with the content of this definition. The definition of Group organisation is illustrated in **Figure 1**.

Figure 1: Definition of a group organisation



### 3.13 Internal Audit

Systematic, independent, documented process for obtaining records, statement of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled, undertaken by the **group organisation** itself (first party audit).

### 3.14 Monitoring

Determining the status of a system, a process or an activity.

### 3.15 Organisation

Person or group of people that has its own functions with responsibilities, authorities and relationships, to achieve its objectives.

### 3.16 Participant

A **forest owner/manager** covered by the **group forest certificate**, who has the ability to implement the requirements of the MC&I SFM in a certified area.

**Note:** The term "ability to implement the requirements of the MC&I SFM" requires the entity to have a long-term legal right, tenure right or traditional or customary tenure rights to manage the forest and would disqualify one-off contractors from becoming participants in a group forest management certification.

### 3.17 Policy

Intentions and direction of an **organisation**, as formally expressed by its manager/owner or the **group entity**.

### 3.18 Stakeholder

A person, group, community or **organisation** with an interest in the subject of the requirements of the standard.

## 4. CONTEXT OF THE GROUP ORGANISATION

### 4.1 Understanding the group organisation and its context

A general framework for the group organisation shall be determined by the group entity in accordance with the following:

- a) regional groups: group of **forest owners/managers** defined by regional borders and
- b) other groups; and/or
- c) whether there are any other specific circumstances which influence the implementation of the **group management system**.

### 4.2 Understanding the needs and expectations of affected stakeholders

The **group organisation** shall identify:

- a) the **affected stakeholders** that are relevant for the **group management system** and
- b) the relevant expectations of these **affected stakeholders**.

### 4.3 Determining the scope of the group management system

4.3.1 Definitions relating to the following terms are to be provided (refer to chapter 3):

- a) the **group organisation** and the elements of the **group organisation (group entity and participant)**,
- b) the **certified area**,
- c) the group certificate, and
- d) the document confirming participation in group certification.

4.3.2 The boundaries and applicability of the **group management system** shall be determined to establish the scope of the **group management system** and define which requirements of the MC&I SFM that may be fulfilled on the group level.

4.3.3 The scope shall be made available as documented information.

### 4.4 Group management system

4.4.1 All participants shall be subject to the internal monitoring and the internal audit programme.

4.4.2 A certified PEFC chain of custody system shall be in place if a group entity acts as a trader of forest-based material not covered by group certificate.

## 5. LEADERSHIP

### 5.1 Organisational roles, responsibilities and authorities

#### 5.1.1 Functions and responsibilities of the group entity

The functions and responsibilities of the **group entity** are as follows:

- a) to implement and maintain an effective management system covering all **participants** of the group;
- b) to represent the **group organisation** in the certification process, including in communications and relationship with the certification body, submission of an application for certification, and contractual relationship with the certification body;
- c) to establish written procedures for the management of the **group organisation**;
- d) to establish written procedures for the acceptance of new **participants** of the **group organisation**. These acceptance procedures shall cover at least the verification of the applicant's information about contact details, clear identification of their forest property and its/their size(s);
- e) to establish written procedures for the suspension and exclusion of **participants** who do not correct/close nonconformities. Group **participants** excluded from any certification group based on nonconformities cannot be accepted within 12 months after exclusion;
- f) to keep **documented information** of:



- i. the **group entity** and **participants'** conformity with the requirements of the MC&I SFM, and other applicable requirements of the MTCS,
  - ii. all **participants**, including their contact details, identification of their forest property and its/their size(s),
  - iii. the **certified area**, and
  - iv. the implementation of an internal **monitoring** programme, its review and any preventative and/or corrective actions taken;
- g) to establish connections with all **participants** based on a binding written agreement which shall include the **participants'** commitment to comply with the MC&I SFM. The group entity shall have a written contract or other written agreement with all **participants** covering the right of the **group entity** to implement and enforce any corrective or preventive measures, and to initiate the exclusion of any **participant** from the scope of certification in the event of nonconformity with the MC&I SFM;

**Note:** The requirements for "participant's commitment" and "written contract or other written agreement with all participants" may also be satisfied by the commitment of and written agreement of a pre-existing organisation or group or the members participation, such as a forest owners'/managers' association, SFM programme and submission to tax programming, where the organisation can demonstrate that it has a legal mandate to represent the participants and where its commitment and the terms and condition of the contract are enforceable.

- h) to provide all **participants** with a document confirming participation in the group forest certification;
- i) to provide all **participants** with information and guidance required for the effective implementation and maintenance of the MC&I SFM and other applicable requirements of the MTCS;
- j) to address nonconformities reported from group members which were identified under other PEFC certifications than the particular group certification and to ensure implementation with all group members;
- k) to operate an internal monitoring **programme** that provides for the evaluation of the **participants'** conformity with the certification requirements;
- l) to operate an annual **internal audit** programme covering both group members and group entity;
- m) to operate a management review of the group forest certification and acting on the results from the review; and
- n) to provide full co-operation and assistance in responding effectively to all requests from the certification body, accreditation body, PEFC International or MTCC for relevant data, documentation or other information; allowing access to the forest area covered by the **group organisation** and other facilities, whether in connection with formal **audits** or reviews or otherwise related or with implications for the management system.

### 5.1.2 Function and responsibilities of participants

All **participants** are required to perform the following functions and responsibilities:

- a) to provide the **group entity** with a binding written agreement, including a commitment on conformity with the MC&I SFM and other applicable requirements of the MTCS; group participants excluded from any certification group cannot apply for group membership within 12 months after exclusion;

**Note:** The requirement for “written agreement” and participants’ “commitment” is also satisfied by the commitment of and written agreement of a pre-existing organisation or group or the members participation, such as a forest owners’/managers’ association, SFM programme and submission to tax programming, where the organisation can demonstrate that it has a legal mandate to represent the participants and where its commitment and the terms and condition of the contract are enforceable.

- b) to provide the **group entity** with information about previous group participation;
- c) to comply with the MC&I SFM and other applicable requirements of the MTCS as well as with the requirements of the management system;
- d) to provide full co-operation and assistance in responding effectively to all requests from the group entity, or certification body for relevant data, documentation or other information; allowing access to the forest and other facilities, whether in connection with formal audits or reviews or otherwise related or with implications for the management system;
- e) to inform the **group entity** about nonconformities identified under other PEFC certifications than the particular group certification; and
- f) to implement relevant corrective and preventive actions established by the **group entity**.

## 5.2 Commitment and policy

5.2.1 The **group entity** shall provide a commitment:

- a) to comply with the MC&I SFM and other applicable requirements of the MTCS;
- b) to integrate the **group certification** requirements on the **group management system**;
- c) to continuously improve the **group management system**; and
- d) to continuously support the improvement of the sustainable management of the land/forests by the **participants**.

5.2.2 The commitment of the **group entity** may be part of a group management **policy** and shall be publicly available as **documented information** upon request.

5.2.3 The **participants** shall provide a commitment:

- a) to follow the rules of the management system; and
- b) to implement the requirements of the MC&I SFM in their operations in their area.

## 6. PLANNING

6.1 If a **group organisation** plans any changes in the **group management system**, these changes shall be included in a **group management plan**.

6.2 If a **group organisation** decides to fulfil requirements of the MC&I SFM on the group level, these requirements shall be considered in a **group management plan**.

## 7. SUPPORT

7.1 To ensure sustainability of the **group organisation**, resources needed for the establishment, implementation, maintenance and continual improvement of the **group management system** shall be determined and provided.

7.2 The persons doing work in the **group management system** shall have the necessary competence relevant to their roles.

7.3 Communication processes shall be in place to raise the awareness of **participants** concerning:

- a) the group management **policy**;
- b) the requirements of the MC&I SFM;
- c) their contribution of the effectiveness of the **group management system** and sustainable forest management, including the benefits of improved group performance; and
- d) the implications of not conforming with the **group management system** requirements.

7.4 The internal and external communications relevant to the **group management system** shall be determined. This includes:

- a) what to communicate;
- b) when to communicate;
- c) with whom to communicate; and
- d) how to communicate.

7.5 Appropriate mechanisms shall be in place for resolving complaints and disputes relating to group management and sustainable forest management operations.

7.6 **Documented information** relevant to the **group management system** and the conformance with the requirement of the MC&I SFM shall be:

- a) up to date;
- b) available and suitable for use, where and when it is needed; and
- c) adequately protected against loss of confidentiality, improper use, or loss of integrity.

## 8. OPERATION

8.1 **Group organisation** shall plan, implement and control processes needed:

- a) to meet the requirements of the group certification standard and the MC&I SFM; and
- b) to implement the actions determined in chapter 6.

8.2 This planning, implementing and controlling shall be done by:

- a) defining the necessary processes and establishing criteria for those processes;
- b) implementing control of the processes in accordance with the criteria; and
- c) keeping **documented information** to the extent necessary to have confidence that the processes have been carried out as planned.

## 9. PERFORMANCE EVALUATION

### 9.1 Monitoring, measurement, analysis and evaluation

9.1.1 An ongoing internal monitoring programme provides confidence in the conformity of the **group organisation** with the MC&I SFM. In particular, the internal monitoring programme shall be determined and include the following:

- a) what shall be monitored and measured;
- b) the methods for **monitoring**, measurement, analysis and evaluation, as applicable, to ensure valid results;
- c) when the **monitoring** and measuring shall be performed;
- d) when the results from **monitoring** and measurement shall be analysed and evaluated; and
- e) what **documented information** shall be available as evidence of the results.

9.1.2 The **group entity** shall evaluate the group management performance and the effectiveness of the **group management system** concerning the implementation of the MC&I SFM requirements.

### 9.2 Internal audit

#### 9.2.1 Objectives

9.2.1.1 An annual **internal audit** programme shall provide information on whether the **group management system**:

- a) conforms to
  - i. the **group organisation's** own requirements for its **group management system**;
  - ii. the requirements of the national group certification standard;
- b) ensures the implementation of the MC&I SFM on the **participant** level; and
- c) is effectively implemented and maintained.

9.2.1.2 The **internal audit** programme shall cover the **group entity** and all group **participants**. The **group entity** shall be audited annually while the **participants** may be audited on a sample basis.

#### 9.2.2 Organisation

An **internal audit** programme shall cover at least:

- a) planning, establishing, implementing and maintaining an audit programme(s) including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the processes concerned and the results of previous audits;
- b) definition of the audit criteria and scope of each **audit**;
- c) competence of internal auditor (forest knowledge, standard knowledge);
- d) selection of auditors and conducting of **audits** to ensure objectivity and the impartiality of the audit process;
- e) ensuring that the results of the **audits** are reported to relevant group management; and
- f) retaining of the **documented information** as evidence of the implementation of the audit programme and the audit results.

### 9.3 Selection of participants in the internal audit programme

#### 9.3.1 General

9.3.1.1 The requirements for the selection of **participants** in the internal audit programme shall be established and these requirements shall include the following procedures for:

- a) determination of the sample size (9.3.2);
- b) determination of sample categories (9.3.3);
- c) distribution of the sample to the categories (9.3.4); and
- d) selection of the **participants** (9.3.5).

9.3.1.2 Additional requirements on the regional, national or subnational level may be defined.

9.3.1.3 Additional sampling requirements shall be defined in case of participation of pre-existing **organisations** or group or the members participation, such as a **forest owners'/managers'** association, industry association and SFM programme.

#### 9.3.2 Determination of the sample size

9.3.2.1 The sample size shall be calculated for the **participants** of the **group organisation**.

9.3.2.2 The size of the sample generally should be the square root of the number of participants (rounded to the upper whole number):

$$\text{Sample size} = \sqrt{\text{Number of Participants}}$$

9.3.2.3 The size of the sample may be adapted taking into account one or more of the following indicators:

- a) results of a risk assessment. In this case deviations of sample sizes in case of low or high risk for individual categories shall be defined;
- b) results of **internal audits** or previous certification **audits**;
- c) quality/level of confidence of the internal **monitoring** programme;

d) use of technologies allowing the gathering of information concerning specified requirements; and

**Note:** Such technologies may be e.g. the use of satellite data or drones and allow compliance statements for specific requirements of a sustainability standard or support the risk-based sampling.

e) based on other means of gathering information about activities on the ground.

**Note:** One way could be a survey with participants who provide some information about their activities on the ground.

### 9.3.3 Determination of sample categories

9.3.3.1 The sample categories shall be established based on the results of a risk assessment. The indicators used in the risk assessment shall reflect the geographical scope of the standard. The following non exhaustive list of indicators may be used for the risk assessment:

- a) ownership type (e.g. state forest, communal forest, private forest);
- b) size of management units (different size classes);
- c) biogeographic region (e.g. lowlands, low mountain range, high mountain range);
- d) operations, processes and products of potential group **participations**;
- e) deforestation and forest conversion;
- f) rotation period(s);
- g) richness of biological diversity;
- h) recreation and other socio-economic functions of the forest;
- i) dependence of and interaction with local communities and indigenous people;
- j) available resources for administration, operations, training and research; and
- k) governance and law enforcement.

9.3.3.2 Conditions which constitute risk for each indicator on low, medium and high level and the respective consequences for the sampling shall be defined.

### 9.3.4 Distribution of the sample

The sample shall be distributed to the categories according to the result of the risk assessment.

### 9.3.5 Selection of the participants

9.3.5.1 At least 25% of the sample should be selected at random.

9.3.5.2 A risk-based procedure for the selection of the **participants** shall be specified.

## 9.4 Management review

9.4.1 An annual management review shall be conducted and shall include at least the following:

- a) the status of actions from previous management reviews;
- b) changes in external and internal issues that are relevant to the group management **system**;

- c) the status of conformity with the MC&I SFM, that includes reviewing the results of the internal **monitoring** programme; the **internal audit** and the certification body's evaluations and surveillance;
- d) information on the group performance, including trends in:
  - i. nonconformities and corrective actions;
  - ii. **monitoring** and measurement results;
  - iii. **audit** results; and
- e) opportunities for continual improvement.

9.4.2 The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the **group management system**.

9.4.3 The **group organisation** shall retain **documented information** as evidence of the results of management reviews.

## 10. IMPROVEMENT

### 10.1 Nonconformity and corrective action

10.1.1 When a nonconformity occurs, the **group organisation** shall:

- a) react to the nonconformity and, as applicable:
  - i. take action to control and correct it; and
  - ii. deal with the consequences;
- b) evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
  - i. reviewing the nonconformity;
  - ii. determining the causes of the nonconformity; and
  - iii. determining if similar nonconformities exist, or could potentially occur;
- c) implement any action needed;
- d) review the effectiveness of any corrective action taken; and
- e) make changes to the **group management system**, if necessary.

10.1.2 The **group organisation** shall retain **documented information** as evidence of:

- a) the nature of the nonconformities and any subsequent actions taken; and
- b) the results of any corrective action.

10.1.3 A **participant** who was excluded from a group certification shall be internally audited by the **group entity** before it is allowed to re-enter the group certification. The **internal audit** shall not take place sooner than 12 months after the exclusion.

### 10.2 Continual improvement

The suitability, adequacy and effectiveness of the **group management system** and the sustainable management of the forest shall be continuously improved.