

PEFC Standard

PEFC EST 1002:2022

Group Forest Management Certification – Requirements



Estonian Forest Certification Council

Toompuiestee 24
10149 Tallinn
ESTONIA

E-post: info@pefc.ee, Web: www.pefc.ee

Copyright notice

© Estonian Forest Certification Council 2022

This standard is protected by copyright owned by the NGO Estonian Forest Certification Council. This document is freely available from the Estonian Forest Certification Council website www.pefc.ee.

No part of this standard may be changed, reproduced or copied in any form or by any means for commercial purposes without the permission of the Estonian Forest Certification Council.

The official version of this document is Estonian; however, the document has been translated into English. In case of any doubt the English version is definitive. The translation of this document can be obtained from the Estonian Forest Certification Council or from the website www.pefc.org.

Document name: Group Forest Management Certification – Requirements

Document title: PEFC EST 1002:2022

Approved by: Estonian Forest Certification Council

Date: 04.05.2022

Amended: 16.06.2023

Publication date: 05.05.2022

Application date: 04.05.2023

Transition date: 04.05.2024

Date of next periodic review: 04.05.2027

Contents

Foreword.....	4
Introduction.....	4
1. Scope	5
2. Normative references	5
3. Terms and Definitions.....	5
4. Context of group certification.....	8
5. Management.....	11
6. Planning.....	14
7. Support.....	15
8. Operation and monitoring	17
9. Performance evaluation	18
10. Improvement.....	22

Foreword

PEFC (the Programme for the Endorsement of Forest Certification) is an international forest certification system promoting ecologically, socially, economically and culturally sustainable forest management through forest management certification, chain of custody certification and labelling of forest-based products originating from certified forests.

Forest certification offers assurances of sustainable management and use of forests. The PEFC certificate supports the goals of the society related to sustainable use of forests and provides citizens with a wide range of opportunities to enjoy the forest. PEFC guarantees businesses and consumers the responsible origin of forest products.

Estonian Forest Certification Council promotes and manages PEFC certification in Estonia and organises the development of the sustainable forest management standard using an open, transparent, consultative and consensus-based process involving stakeholders.

Introduction

PEFC recognizes national and regional sustainable forest management certification schemes. Forests in different regions and countries differ in their ecological, social and historical conditions. Therefore, the PEFC standard enables to adapt the national and regional forest certification schemes to local conditions.

In Estonia, a significant part of the forest belongs to small forest owners. The limited capacities and resources of owners of such small forest holdings represent significant barriers to forest certification. Factors including but not limited to the periodicity of their management activities and revenues, the low intensity, small scale and low frequency of operations, limited access to information, technical support and knowledge limit access and participation of small holdings and ownerships in forest management certification.

Group certification is an alternative approach to individual certification, which is the most suitable approach to forest certification in Estonian context. Group certification allows forest owners and managers to become voluntarily certified under one certificate and share their responsibilities arising from forest certification. This approach aims at improving information dissemination and co-operation in forest management among individual forest owners and managers.

This standard is designed to enable forest owners or holders of different forest management units to participate in certification.

This document replaces the relevant clauses of PEFC EST 2 and PEFC EST 3 with an application date of 04 May 2023 and a transition period until 04 May 2024.

1. Scope

The document defines requirements for group forest management certification. organisations can participate in certification as a group and are issued a group forest management certificate.

For group certification, the group entity creates a management system. The group entity represents and assists organisations in forest certification to ensure compliance with PEFC Estonia Sustainable Forest Management Standard and other requirements of the forest certification scheme.

2. Normative references

PEFC EST 1003:2022, *PEFC Estonia Sustainable Forest Management Standard*

PEFC ST 1002:2018, *Group Forest Management Certification – requirements*

3. Terms and Definitions

Forest Certification Scheme

A set of standards of PEFC Estonia. The forest certification scheme includes PEFC Estonia Sustainable Forest Management Standard, Group Certification Standard and PEFC Trademark Standard.

Affected stakeholder

A group of people directly affected by the activities of both the group entity and the organisation.

Stakeholders include: local communities, the staff of the organisation, immediate neighbours, regional businesses, government agencies, local authorities, customers and suppliers. (source: Group Forest Management Standard working group)

Note: Local communities: local people living in the area bordering or sufficiently adjacent to the certified area, with common forest management objectives and a designated spokesperson (source: PEFC Estonia Sustainable Forest Management Standard Working Group)

Certification audit

Systematic, 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. Certification audit is performed by a certification body.

Certified area

The area owned and/or held by the organisation subject to compliance with the requirements of the PEFC Standard (source: PEFC Estonia Sustainable Forest Management Standard Working Group).

In the context of group certification the certified area is the total forest area of the organisations participating in certification covered by a group forest certificate.

Documented information

Information required to be available and maintained by a group entity and/or an organisation to ensure the carrying out of procedures as planned using any format and media from any source.

Document confirming participation in group forest management certification

Documented information confirming participation in group certification. Documented information can be, for example, an e-mail, a note on the website of the group entity, PEFC International or EFCC or any other document confirming participation.

Organisation

A legal or natural person holding a PEFC certificate, participating in group certificate or applying for certification and being responsible for meeting the requirements of the forest certification scheme (source: Group Forest Management Standard working group)

Group entity

A legal entity that represents the organisations participating in certification.

Group certificate

A certificate issued to the group entity by an accredited certification body confirming that the organisations participating in the group comply with the requirements of the forest certification scheme (source: Group Forest Management Standard working group)

Group certification

Certification of the organisations participating in a group under one group certificate (source: Group Forest Management Standard working group)

Group management plan

A document, set of documents and/or electronic data set specifying the objectives, actions and control arrangements of the group and used by the group entity to describe the forest of the organisations participating in group certification and the long-term objectives and principles of sustainable forest management and the provision of key ecosystem services of the group. Also, the management plan includes intended changes to the management system of the group and the requirements of the forest certification scheme that the group is required to comply with.

Note: a management plan does not mean a forest management plan within the meaning of the Forest Act (source: PEFC Estonia Sustainable Forest Management Standard Working Group)

Group management system

The work organisation of the group ensuring consistent achievement of established objectives and contributing to sustainable forest management and provision of ecosystem services. It requires the design, approval, execution, control and improvement of the processes (source: PEFC Estonia Sustainable Forest Management Standard Working Group, Group Forest Management Standard Working Group).

Internal audit

Systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine whether the requirements of the forest certification scheme are met, undertaken by the group entity itself. Group internal audits are divided into the forest management internal audit and the group management internal audit.

Policy

Intentions and direction of a group, as formally expressed by the group entity.

Group

A group consists of organisations and a group entity sharing common objectives for sustainable forest management.

EFCC

Estonian Forest Certification Council

Forest Management Standard

PEFC Estonia Sustainable Forest Management Standard

Forest management work

Forest management, regeneration, cultivation, forest protection, wood procurement; enabling and provision of other ecosystem services on both forest land and non-forest land. (source: PEFC Estonia Sustainable Forest Management Standard Working Group)

4. Context of group certification

4.1. The group entity shall determine the basis for the establishment of the group. It can be based on, for example, a region, objectives or principles.

4.2. Determining the scope of the group management system

4.2.1. For the establishment of the scope for the group management system the group entity shall determine the boundaries and applicability of the group management system.

4.2.2. The scope of the group management system is available as documented information.

4.3. The following requirements of the PEFC Estonia Sustainable Forest Management Standard can be implemented on group level:

4.3.1. Forest Management Standard clause 5.2. The organisation shall confirm the compliance with the requirements of the PEFC standard and the confirmation shall be made available to the public on the website of the organisation or EFCC or in another publicly accessible register /database.

Indicators to be implemented on group level: the confirmation has been published on the website of the group entity or EFCC or in another publicly available register/database.

4.3.2. Forest Management Standard clause 5.3. Management system of the organisation

5.3.1. The management system shall include the principles for planning, organizing, carrying out, monitoring and evaluating the results of forest management work and the assessment of the social, environmental and economic impacts of forest management work.

5.3.2. The organisation shall systematically improve the management system in accordance with the requirements of sustainable forest management.

5.3.3. The organisation shall establish principles for the management system and designate a person(s) responsible for the implementation of the requirements of the PEFC standard.

Note: If the organisation is a natural person, he/she is by default responsible for the implementation of the requirements of the PEFC standard, unless the natural person has authorized someone else to be held responsible.

Indicators to be implemented on group level: the principles of the management system have been developed and the responsible person(s) has/have been appointed. The group entity is able to provide no less than the following information: the structure of the organisation, person(s) responsible for meeting the requirements of the PEFC standard, principles of document management, principles of communication with the local community, principles of carrying out an internal audit, principles of dispute and complaint resolution.

4.3.3. Forest Management Standard clause 6.2.1.: the organisation shall identify the stakeholders affected by forest management activities and their potential needs and expectations.

Indicators to be implemented on group level: the group entity has identified affected stakeholders, their potential needs and expectations.

4.3.4. Forest Management Standard clause 6.3.2.: the organisation shall formulate forest management policies that support the good condition of the forest as an ecosystem in a longer term.

Indicators to be implemented on group level: the group entity has established policies contributing to reducing the risk of damage to and the deterioration of the state of the forest as an ecosystem and contributing to ensuring the good condition of the forest as an ecosystem in a longer term.

4.3.5. Forest Management Standard clause 6.3.3. The management plan shall include no less than

- (a) an obligation to comply with the requirements of the PEFC standard;
- (e) long-term goals for sustainable forest management;

Indicators to be implemented on group level:

- (a) the confirmation sentence can be found on the websites of the group entity, EFCC or in a other publicly available register/database;
- (e) the group entity has set out in writing long-term objectives for sustainable forest management;

4.3.6. Forest Management Standard clause 6.3.6.: The organisation shall make the summary of the management plan publicly available. The management plan shall include no less than

- (a) an obligation to comply with the requirements of the PEFC standard;
- (b) long-term forest management objectives and a summary of forest management principles of the organisation;
- (c) a summary of the previous PEFC audit.

Note: confidential information, the disclosure of which is restricted by law (eg nature protection restrictions, personal data) and confidential information in the audit report shall be excluded from the summary of the management plan.

Indicators to be implemented on group level: the information has been published on the website of the group entity and/or EFCC or in another publicly available register/database.

4.3.7. Forest Management Standard clause 9.1.1.: The organisation shall periodically evaluate the quality of the forest management work and its impact on forest and key ecosystem services, and correct its activities, if necessary.

Indicators to be implemented on group level: the quality of forest management work and the impact on forest and key ecosystem services has been evaluated. The results of the evaluation have been taken into account in the planning and execution of forest management work. The organisation has set monitoring frequency.

4.3.8. Forest Management Standard clause 9.2., Internal audit:

9.2.1.: The organisation shall analyse its activities concerning the planning and implementing of forest management work and the compliance of the activities with the requirements of the PEFC Standard at least once within the certifying period.

9.2.2 The organisation shall:

- a) plan, establish, implement and maintain an internal audit programme including the frequency, methods, responsibilities, planning requirements and reporting of internal audits and take into consideration the importance of the processes concerned and the results of previous internal audits;
- b) define the audit criteria and scope for each internal audit;
- c) select internal auditors and conduct internal audits to ensure the objectivity and impartiality of the internal audit process;
- d) ensure that the results of the internal audits are reported to the management;
- e) retain the documented information as evidence of the implementation of the internal audit programme and the internal audit results.

Indicators for the implementation of clause 9.2 on group level: an internal audit has been carried out and results have been approved by the management. The group entity has the right to determine which group members meet the requirements of the standard at group level based on the characteristics of the group members.

4.3.9. Forest Management Standard clause 9.3.1.: The organization shall annually review the management system; the review decision shall include the current situation concerning the activities taken as a result of the previous management review, changes in inputs and internal functioning important for the management system, opportunities and decisions for continuous improvement of the management system, and information about the performance of the activities of the organization, including trends in non-conformities and corrective measures, as well as monitoring and internal audit results identified in the previous audit..

Indicators to be implemented on group level: the group management system is functioning effectively. Necessary corrective measures have been taken. Trends, non-conformities and corrective measures, as well as possibilities for constant improving of the group management system have been discussed at management level. Decisions on continuous improvement of the group management system, as well as making amendments to the group management system if applicable, have been made. The results of the review by the management have been documented..

4.4. The group entity shall also have established a chain of custody system provided the group entity acts as a trader of forest based material not covered by the group certificate.

4.5. The group entity shall carry out monitoring and internal audit of all group members.

5. Management

5.1. Group management system

5.1.1. The group entity shall draw up the principles of the group management system and designate the person(s) responsible for meeting the requirements of the group standard.

Indicators to be implemented on group level: the group entity shall be able to provide no less than the following information: group structure, responsibilities of the group entity, person(s) responsible for the requirements of the PEFC standard, principles of document management, principles of communication with the local community, principles of internal audit, disputes and complaints.

5.1.2. The group entity shall provide a commitment to integrate the requirements of the group certification into the requirements of the group management system;

5.1.3. The group entity shall regularly review the management system including a review of the non-conformities and corrective actions identified in the previous audit. The group entity shall provide a commitment to continuously improve the group management system.

5.1.4. If the group entity introduces changes in the group management system, the changes shall also be introduced in the group management plan.

5.2. The roles, responsibilities and authorities of the group entity and organisation

5.2.1. The role, responsibilities and commitment of the group entity

5.2.1.1 The group entity shall

a) ensure the implementation of a up to date and appropriate management system;

b) represent the group organisations in the certification process;

Note: Representation means, among other things, communication with the certification body, submission of an application for certification, and contractual relationship with the certification body;

c) establish written procedures for the acceptance of new participants of the group organisation and for resigning membership;

d) establish written procedures for the suspension and exclusion of the organisation participating in group certification who do not correct or close nonconformities. organisations excluded from any certification group based on nonconformities cannot be accepted in the group within 12 months after exclusion.

e) to keep documented information of:

- a. the conformity of the group entity and the organisations with the requirements of the sustainable forest management standard, and other applicable requirements of the forest certification scheme;
- b. the data of all organisations, including their contact details, cadastral code and the size of forest area

- c. the implementation of group internal monitoring programme, its review and any preventive and/or corrective actions taken;
- d. the certified area.

f) to conclude a written agreement with all organisations which shall include the organisations' commitment to comply with the forest certification scheme, as well as the right of the group entity to implement and enforce any corrective or preventive measures, and to initiate the exclusion of any organisation from the group in the event of nonconformity with the forest certification scheme;

g) to provide all organisations with a document confirming participation in group certification;

h) to provide all organisations with information and guidance required for the effective implementation and maintenance of the forest certification scheme;

i) to address nonconformities reported by group members which were identified under other PEFC certifications than the particular group certification or nonconformities identified by the certification body and to ensure implementation with all group organisations;

j) to operate an internal monitoring programme that provides for the evaluation of the organisations' and group entity's conformity with the requirements of the forest certification scheme;

k) to take relevant corrective actions to respond to nonconformities identified in the course of the internal audit;

l) to provide full co-operation and assistance in responding effectively to all justified requests from the certification body, accreditation body, PEFC International or the EFCC for relevant data, documentation or other information;

m) allowing access to the forest area covered by the group organisation and other facilities, whether in connection with audits or reviews or otherwise related or with implications for the group management system.

n) implement other applicable requirements of the PEFC Estonia Sustainable Forest Management Standard and the Forest Certification Scheme;

o) provide a commitment to continuously support the organisation in improving sustainable forest management;

p) to operate an annual internal audit programme covering both group members and group entity;

q) to operate a management review of the group forest certification and acting on the results from the review.

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

5.2.2. Functions and responsibilities of the organisation

5.2.2.1. The organisation shall

- a) implement the requirements of the forest certification scheme and group management system and conclude a written agreement with the group entity on the requirements;
- b) to provide the group entity with information about previous participation in group certification;
- c) 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 audits or reviews or otherwise related or with implications for the management system;
- d) inform the **group entity** about nonconformities which were identified by the certification body under other PEFC certifications than the particular group certification;
- e) to implement relevant corrective and preventive actions established by the group entity.

5.2.2.2. An organisation excluded from a certification group cannot apply for group membership within 12 months after exclusion.

6. Planning

6.1. The group entity's management plan shall include no less than the following general principles for group management system:

- a) the objectives and activities of the group;
- b) measures of the internal audit;
- c) planned changes in the management system, improvement of the management system, if necessary;
- d) the requirements of the forest certification scheme the group is required to implement;
- e) a list of affected stakeholders and their potential needs and expectations;
- f) the procedure for internal and external communication of the group;
- g) the procedure for resolving complaints and disputes;
- h) the requirements of the PEFC Estonia Sustainable Forest Management Standard implemented on group level.

6.2. Taking into account the needs and expectations of affected stakeholders.

6.2.1. The group entity shall identify the affected stakeholders who are relevant to the group management system and their expectations.

6.3. The group management plan shall be relevant and up to date

6.4. The group management plan shall include the requirements of the PEFC Estonia Sustainable Forest Management Standard and other requirements of the forest certification scheme to be implemented on group level.

6.5. The group entity shall make the summary of the group management plan publicly available. The management plan shall include no less than

- (a) an obligation to comply with the requirements of the PEFC standard and other applicable requirements of the forest certification scheme;
- (b) long-term forest management objectives of the group and a summary of forest management principles;
- (c) a summary of the previous PEFC audit.

7. Support

7.1. The group entity shall plan the means to establish, operate and improve the group management system.

7.2. Competence

7.2.1. The person responsible for managing the group shall have the following competence:

- a) vocational or higher education in forestry or the environment;
- b) education can be equated with 3 years of experience in forestry.

7.2.2. The person responsible for the management of the group shall have knowledge of sustainable forest management and shall keep himself/herself up-to-date through continuous training, including no less than participation in a training or instruction introducing the principles of sustainable forest management.

7.3. The procedure for the internal and external communication of the group shall be determined including the following aspects:

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

7.3.1. The internal communication of the group shall include no less than the following topics:

- a) management strategy of the group;
- b) the requirements of PEFC Estonia Sustainable Forest Management Standard;
- c) the consequences of non-compliance with the group management system;
- d) feedback on the forest management activities of the organisation;
- e) information on the interpretation of and amendments to the legislation and PEFC standard and relevant trainings;
- f) information on the conducting, time and results of internal controls and audits;
- g) their contribution to the effectiveness of the group management system and the sustainable forest management, including the benefits of improved group performance.

7.4. The group shall have a policy for resolving complaints and disputes. Disputes and complaints shall be settled in accordance with these principles.

7.5. The documented information related to the implementation of the requirements of the group management system and forest certification scheme shall be:

- a) up to date and relevant;

- b) available to relevant persons in justified cases;
- c) protected against the breach of confidentiality clauses and improper use.

8. Operation and monitoring

8.1. The group entity shall plan, implement and control necessary processes needed:

- a) to meet the requirements of the forest certification scheme;
- b) to implement the actions specified in clauses 6 and 5.1.4.

8.2. According to the requirements of the standard the planning, implementing and controlling shall be carried out by

- a) defining the necessary processes and establishing criteria for the implementation thereof. It shall be determined, among other things, what shall be monitored and measured, the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results; when the monitoring and measuring shall be performed, when the results from monitoring and measurement shall be analysed and evaluated;
- b) implementing control of the processes in accordance with the criteria;
- c) keeping documented information to the extent necessary to have confidence that the processes have been carried out as planned.

8.3. The group entity shall evaluate the group management performance and the effectiveness of the group management system concerning the implementation of the sustainable forest management requirements.

9. Performance evaluation

9.1. An internal auditing programme shall provide confidence that the group entity and the organisation are in conformity with the requirements of the sustainable forest management scheme.

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

9.1.2. An annual internal audit programme shall provide information on whether the group management system is effectively implemented and maintained.

9.2. The group has determined the principles of carrying out the internal audit programme, in particular

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

9.3. The group entity may specify additional requirements for carrying out an internal audit in case the carrying out of internal audits has been delegated to third parties.

9.4. Group internal audits are divided into forest management internal audit and group management system internal audit.

9.5. Forest management internal audit

9.5.1. The group entity shall carry out an annual forest management internal audit to provide confidence in the conformity of the organisation with the requirements of PEFC Estonia Sustainable Forest Management Standard and forest certification scheme.

9.5.2. General principles for the determination of the sample for carrying out the forest management internal audit.

9.5.2.1. The group entity shall establish the principles for the selection of organisations in the forest management internal audit programme. These requirements shall include the following procedures for

- a) determination of the sample size;

- b) determination of sample categories;
- c) distribution of the sample to the categories;
- d) selection of the organisations.

9.5.2.2. Determination of the sample size

9.5.2.2.1. The sample size shall be calculated for the organisations of the group.

9.5.2.2.2. The size of the sample shall be the square root of the number of organisations: ($y=\sqrt{x}$), rounded to the upper whole number.

9.5.2.2.3. The size of the sample may be adapted taking into account one or more of the indicators from the Table 1.

9.5.2.3. Distribution of the sample and determination of sample categories

9.5.2.3.1. Sample categories shall be established based on the results of using the sum of indicators in Table 1 and the risk ranking of Table 2.

9.5.2.3.2. The sample shall be distributed in accordance with clause 9.5.2.4. and by the risk categories identified in the risk assessment from clause 9.5.2.3.1.

Table 1. Matrix for assessment of risk used for determination of sample categories for internal audit of group participants

Risk	Indicator for risk	Score
Forest area	Forest area < 500 ha	1 [Low]
	Forest area 500 ha – 5 000 ha	3 [Medium]
	Forest area > 5 000 ha	5 [High]
Forest management work	Organisation carried out forest management work more than 3 calendar years ago	1 [Low]
	Organisation carried out forest management work within previous 2-3 calendar years	3 [Medium]
	Organisation carried out forest management work within last calendar year	5 [High]
Results of internal audits and/or previous certification audits	Nonconformities and deficiencies have not been identified	1 [Low]
	Up to 5 minor nonconformities have been identified	3 [Medium]
	Over 5 minor nonconformities and/or a major nonconformity/some major nonconformities have been identified.	5 [High]

Table 2. Risk rankings

Risk ranking	Score (from Table 1.)
Low	Up to 5
Medium	From 6 to 9
High	From 10 to 15

9.5.2.4. Selection of the participants

9.5.2.4.1. At least 25% of the sample shall be selected at random.

9.5.2.4.2. A risk-based procedure of the selection of other internal audit participants shall be established, that aims to achieve approximately 10% of participants in the low-risk category, 15% in the medium and 30% in the high-risk category, where applicable. All numbers selected shall be rounded to the upper whole number.

9.5.2.4.3. The Group Entity shall retain documented information as evidence of the random methodology used.

9.5.2.5. The group entity shall determine the sample for the entire group, including participants from all subgroups. The group entity shall give the lists and other necessary documents to the subgroup entity to conduct an internal audit in the region where the participant belongs to. The subgroup entity forwards the internal audit results to the group entity.

9.6. The group management system internal audit shall be implemented according to clause 9.2 in terms of the following activities:

- a) the conformity of the group entity to the requirements of the forest certification scheme;
- b) the timely implementation of the forest management internal audit(s);
- c) the availability of the methodology for calculating and implementing the sample;
- d) the requirements of PEFC Estonia Sustainable Forest Management Standard to be implemented on group level;
- e) the compliance of the group's management system with the requirements of the management system established by the group entity.

9.7. Management review

9.7.1. An annual review of group management system shall at least include:

- a) the status of actions from previous management system reviews;
- b) changes in external and internal issues that are relevant to the group management system;
- c) the status of conformity with the requirements of the forest certification scheme that includes reviewing the results of the internal monitoring programme, the internal audits and certification audit;
- d) information on the group performance, including trends in:
 - i. results of the certification audit;
 - ii. results of internal monitoring and internal audit(s);

iii. nonconformities and corrective actions;

e) opportunities for continual improvement.

9.7.2. The standard requires that the outputs of the management system review shall include decisions related to continual improvement opportunities and any need for changes to the group management system.

9.7.3. The group entity shall retain documented information as the evidence of the results of management system reviews.

10. Improvement

10.1 Nonconformity and corrective action

10.1.1 When a nonconformity is identified in the course of certification audit the group entity shall:

- a) react to the nonconformity and, as applicable:
 - i. take action to control and correct it;
 - 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;
 - iii. determining if similar nonconformities exist, or could potentially occur;
- c) implement any corrective action needed;
- d) review the effectiveness of any corrective action taken;
- e) make changes to the group management system, if necessary.

10.1.2 The group entity shall retain up to date and relevant documented information as evidence of:

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

10.1.3 An organisation having been 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 from the group.

10.2 Continual improvement

10.2.1 The group entity shall continuously improve the suitability, adequacy and effectiveness of the group management system and sustainable forest management.