



ACCREDITATION RULE 17

Issue Date: 2011/06/07

Implementation Date: 2011/06/07

Supersedes: 2007/12/10

SUBJECT: Accreditation Program for Sustainable Forestry Initiative (SFI)

APPLIES TO: SFI ANAB-Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of ANAB requirements for accreditation to certify organizations for the Sustainable Forestry Board's Sustainable Forestry Initiative 2010-2014 Standard for land management and/or fiber sourcing. (ANAB accreditation for SFI does not include chain of custody; for accreditation to SFI chain of custody, contact the American National Standards Institute at www.ansi.org.)

ACCREDITATION RULE

1. Requirement/Reference Documents (current versions)
 - 1.1. Requirements for the SFI 2010-2014 Program (can be obtained from www.sfiprogram.org)
 - 1.2. Programme for the Endorsement of Forest Certification (PEFC) Certification and Accreditation Procedures Annex 6 (can be obtained from www.pefc.org)
 - 1.3. PEFC Council Minimum Requirements Checklist (can be obtained from www.pefc.org)
 - 1.4. ISO/IEC 17021, Conformity assessment – Requirements for bodies providing audit and certification of management systems
 - 1.5. MA 6000, ANAB Accreditation Manual, and applicable ANAB Accreditation Rules
 - 1.6. IAF Mandatory Documents as applicable
2. Prerequisites
 - 2.1. To participate in the ANAB accreditation program for SFI, a CB shall conform with ISO/IEC17021 and be accredited by ANAB or the Standards Council of Canada (SCC).
3. Application Process
 - 3.1. SFI applicant CBs can obtain an application for informational use at www.anab.org.
 - 3.2. The application process outlined at <http://www.anab.org/certification-bodies/become-a-certification-body.aspx> must be completed via ANAB's Enterprise Quality Manager (EQM) database when the CB is ready to apply for SFI accreditation.
 - 3.2.1. The application fee includes the cost of one assessor day for the off-site documentation review.
4. Initial Assessment and Accreditation
 - 4.1. An ANAB accreditation assessor shall conduct a full documentation review.
 - 4.2. After the documents are found acceptable, ANAB shall conduct an office assessment and required witness audits.
 - 4.2.1. The office assessment normally shall be conducted on site and is to be conducted to ensure the CB's certification process for SFI conforms with ISO/IEC 17021.

- 4.2.2. ANAB shall witness the CB conducting an SFI full-system two-stage audit process (stages 1 and 2) at a suitable organization. A suitable organization is one at which the CB fully evaluates all 14 principles and appropriate objectives.
 - 4.2.2.1. The stage 2 SFI audit shall be conducted by a team of at least two auditors of the CB.
 - 4.2.2.2 The ANAB assessment team shall have the same number of members as the CB audit team.
 - 4.3. The scope of the organization being witnessed by ANAB initially will dictate the scope of accreditation and/or the scope for future annual assessments.
 - 4.3.1. If the organization's scope of SFI certification is land management or fiber sourcing, then ANAB may limit the CB's scope of SFI accreditation or may require a specific witness audit for the following year.
 - 4.3.1.1. For example, if the initial SFI witness audit is of an organization whose scope of certification is land management only, then ANAB may limit the CB's SFI accreditation to land management certifications only or may require a fiber sourcing witness audit the following year.
 - 4.3.2. The ANAB assessment team and ANAB management staff will recommend and ANAB's Accreditation Council will determine any limitations or witness audit requirements for the following years.
 - 4.4. Because of the level of expertise needed during SFI witnessed audits, ANAB will use a technical expert during most SFI audits. ANAB will invoice the CB for the cost (fees and expenses) of the technical expert.
5. Ongoing Surveillance
- 5.1. ANAB shall conduct an annual office assessment, and annually witness a CB team conducting an SFI audit.
 - 5.1.1. The office assessment shall be conducted concurrently with other ANAB accreditation programs for which the CB is accredited.
 - 5.1.2. Annual witnessed audits may be surveillance audits; however, one annual witnessed audit in the accreditation cycle shall evaluate the CB's recertification process and one annual witnessed audit in the accreditation cycle shall evaluate the CB's initial certification (stages 1 and 2) process.
 - 5.1.2.1. The scope of this annual witnessed audit shall be based on the scope of previous audits. For example, if ANAB witnessed the CB conducting an SFI audit for land management only, then ANAB may require the next witnessed audit to include fiber sourcing.
6. Re-accreditation
- 6.1. The SFI accreditation period initially shall be four years *or* shall be established to coincide with the CB's current accreditation period (if any), and thereafter shall be four years.
 - 6.2. ANAB shall conduct a document review, on-site office assessment and witnessed audits.
 - 6.2.1. The required witnessing of a CB's initial audit (stages 1 and 2) may be achieved any time within the accreditation cycle; however, it must be completed prior to re-accreditation.
7. Complaints
- 7.1. Complaints about an ANAB-accredited SFI certification body or an ANAB-accredited SFI certification shall be investigated in accordance with ANAB Accreditation Rule 28, with the exception that to discourage unfounded complaints, ANAB shall require the complainant to agree to pay for the cost of the investigation in the event that the allegations cannot be substantiated.