

<b>Base Standard Program</b>		
<b>American Tree Farm System (ATFS) CB Application for Accreditation</b>		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: <b>FA 2012.06</b>

## Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

E-mail:

ATFS application fee: \$5,000

### **Fees are payable when purchasing application**

Application and all supporting documents shall be submitted in English.

Instructions on application process are at [www.anab.org](http://www.anab.org); click on Become a Certification Body.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.remoteauditor.com> and completed electronically (including submission of all supporting evidence) and submitted to ANAB via EQM. Instructions on how to obtain and upload the application in EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.

If the completed application is not accepted by ANAB after three reviews, the application will be declined. The CB may re-apply (including payment of application fees) after 60 days.

A CB applying for ATFS accreditation shall be SFI-accredited by ANAB or in application with ANAB.

For details on this ANAB accreditation program, refer to [Accreditation Rule 27](#) (at [www.anab.org](http://www.anab.org) under Documents select Accreditation Rules).

## Section 2: ISO/IEC 17021 Requirements for CBs Not ISO/IEC 17021 Accredited by ANAB

Provide evidence that the CB's certification system includes the requirements of ISO/IEC 17021.

\_\_\_ Not applicable – mark X at left if CB is already an applicant or accredited by ANAB for another program and proceed to Section 3.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
<p>1. Execute (signed) <a href="#">ANAB CB Applicant Agreement</a>, which can be found in EQM under Reference Documents.</p> <p>An electronic signature is acceptable but a typed name is not. If the signature is handwritten, scan the signed document and attach to application electronically.</p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>2. Completed <a href="#">ISO/IEC 17021:2011 Requirement Matrix</a>, which can be obtained through the EQM application process.</p> <p>Requirement: <a href="#">Accreditation Rule 41</a></p>	<b>Initial Response</b>		Approved? ANAB-specific comments will be included on completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 10</a></p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents.</p> <p>It is the CB's responsibility to notify ANAB of any changes.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?

6. Current list of organizations to which the CB out sources work associated with management systems certification.  Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
7. Copy of enforceable arrangements with each organization.  Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?

### Section 3: ATFS CB Requirements

Provide evidence that the CB's certification system includes the requirements of ATFS.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
1. Provide revised <a href="#">ISO/IEC 17021 Requirement Matrix</a> , with document references revised to address this program highlighted. (The 2006 version can be found in EQM under Reference Documents. The 2011 version must be obtained through the EQM application process.) Also include copy of documents that were revised.  Note: Disregard if provided in Section 2 above and indicate "NA" under Initial Response.	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
2. Provide evidence that ATFS auditors are competent, including evidence that they meet all requirements. Auditor must be certified forester and successfully complete approved ATFS training.  Requirement: <a href="#">PEFC, Annex 6, 3.2</a> , and <a href="#">ATFS P&amp;P 04, 3</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
3. Provide evidence, including section numbers, outlining CB's process for determining audit days for ATFS audits.  Requirement: <a href="#">ANAB Accreditation Rule 27</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
			Approved?
4. Provide process, including section numbers, by	<b>Initial Response</b>		Approved?

<p>which CB will sample acreage/land owners in a group for regional groups and independent managed groups.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 27</a></p>		Approved?
	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
<p>5. Provide process, including section numbers, by which CB ensures audit report is made available to public by organization being audited.</p> <p>Requirement: <a href="#">PEFC Annex 6, 4</a></p>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>6. Provide process, including section numbers, by which CB ensures maximum period for ATFS surveillance audits (per sampling process) is one year and maximum period for ATFS re-certification audits is five years..</p> <p>Requirement: <a href="#">PEFC Annex 6, 4</a></p>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>7. Provide process, including section numbers, by which CB ensures it informs relevant PEFC National Governing Body about all issued forest management certificates and changes concerning validity and scope of certificates.</p> <p>Requirement: <a href="#">PEFC Annex 6, 4</a></p>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>8. Provide process, including section numbers, by which CB controls use of any logos associated with ATFS certification (including PEFC logo when certified entity is PEFC logo user).</p> <p>Requirement: <a href="#">PEFC GL2/2205 #VI/12</a> and <a href="#">PEFC Annex 5</a></p>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
	<b>Final Response</b>	
		Approved?
	<b>Final Response</b>	

## Section 4: CB Management Endorsement

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.remoteauditor.com>). Instructions on how to upload the application and supporting evidence to EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.
3. The initial (off site) document review takes approximately two weeks.
4. The CB will be notified when the review is complete.

CB management who completed the application and determined that the information meets all applicable requirements:

Name:

Title:

Date: