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 SFI Inc.’s Sustainable Forestry Initiative 2015-2019 Standard for land management and/or fiber sourcing, excluding Appendix 1. (ANAB accreditation for SFI does not include the chain of custody standard or Appendix 1 of the fiber sourcing standard; contact the American National Standards Institute at www.ansi.org.) Section 2 of SFI 2015-2019 is endorsed by the Programme for Forest Certification (PEFC).

ACCREDITATION RULE
1. Requirement/Reference Documents (current versions unless specified)
   1.1. Requirements for the SFI 2015-2019 Standards and Rules (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. ISO/IEC 17021-1, Conformity assessment – Requirements for bodies providing audit and certification of management systems
   1.4. IAF Mandatory Document 5, Determination of Audit Time of Quality and Environmental Management Systems
   1.5. IAF Mandatory Document 11, Application of ISO/IEC 17021 for Audits of Integrated Management Systems
   1.6. MA 5000, ANAB Accreditation Manual, and applicable ANAB Accreditation Rules
   1.7. Other IAF Mandatory Documents as applicable

2. Prerequisites
   2.1. The CB shall be accredited or gain accreditation concurrently as conforming with ISO/IEC 17021-1.

3. Application Process
   3.1. CBs can obtain applications for informational use at www.anab.org.
   3.2. The application process outlined at www.anab.org must be completed via ANAB’s Enterprise Quality Manager (EQM) database when the CB is ready to apply for accreditation.
       3.2.1. The application fee includes the cost of one assessor day for the off-site documentation review.

4. Initial Assessments for 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 shall be conducted on site or remotely (at ANAB’s discretion) and is conducted to ensure the CB’s certification process for SFI conforms with ISO/IEC 17021-1 and is effective.

4.2.2. ANAB shall witness the CB conducting an SFI full-system two-stage audit process (stages 1 and 2) at an organization at which the CB fully evaluates the Forest Management and/or Fiber Sourcing (excluding Appendix 1) standards and appropriate objectives.

4.2.2.1. The ANAB assessment team shall have the same number of members as the CB audit team.

4.2.2.2. Because of the level of expertise needed, ANAB may use technical experts for SFI witnessed audits. ANAB will invoice the CB for the fees and expenses of the technical expert.

5. Surveillance Assessments

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. During the accreditation cycle, ANAB shall evaluate the CB’s full system audit process during at least one annual witnessed audit (stages 1 and 2 certification audit or recertification). The additional witnessed audits required in the accreditation cycle are based on the CB’s audit activity and management system findings, and include audit types such as surveillance, special, multi-site, scope expansion, transfer, integrated, ASRP, and/or CAAT. ANAB Accreditation Rule 18 outlines the witnessed audit scheduling process and the process to potentially alter the types of audits witnessed.

6. Reaccreditation Assessments

6.1. ANAB shall conduct a document review and an on-site full system office assessment at approximately six months prior to the expiration of accreditation.

7. Scope of Accreditation

7.1. The two scopes of accreditation are:

7.1.1. Forest Management Standard

7.1.2. Fiber Sourcing Standard, excluding Appendix 1

7.2. During the initial accreditation process, ANAB determines the witnessing needed for the scopes sought by the CB. Both scopes require a witnessed audit, which can be combined at one organization.

7.3. To expand the scope of accreditation, the CB shall provide a completed scope application (via EQM) that includes evidence demonstrating an appropriate level of competence for the desired scopes.

7.3.1. A competent accreditation assessor or technical reviewer will review the application and documentation, including the CB’s competence and process for the specific scopes, and will prepare a written response on the CB’s conformity.
8. Complaints

8.1. Complaints about an ANAB-accredited SFI certification body or an ANAB-accredited SFI certification shall be investigated in accordance with ANAB Accreditation Rule 13, 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.

9. End User Expected Outcomes for Accredited SFI Certification

9.1. Expected outcomes can be found in section 1 of SFI 2015-2019 Standards and Rules.

9.2. The CB shall have processes to ensure that its auditors and other certification personnel are knowledgeable of the expected outcomes and consistently reinforce them with the CB’s clients.

10. Additional SFI Requirements (not specifically documented elsewhere)

10.1. SFI audit time

10.1.1. The CB shall have a process to determine SFI audit time that conforms with IAF MD 5 and IAF MD 11.

10.1.2. ANAB shall review the CB’s audit-time process during the application process and refer to it throughout the oversight of the SFI program.

10.2. SFI certification cycles may be up to five years.