



FSC Advice Note

Title:	Documenting the forest areas that the certification body has been contracted to evaluate for conformity with FSC standards
Document Code :	FSC-ADV-20-481 V1-0 EN
Date:	01 July 2010
Status:	Approved by the FSC Director General
Normative reference:	FSC-STD-20-001 V3-0, Clause 9.5 b)

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Introduction

In response to stakeholder requests for transparency and consistency in the way information on forest management evaluations is provided by certification bodies, FSC developed this Advice Note to allow the information to be captured from the FSC database and then be displayed consistently on the FSC website.

A Scope

This Advice Note specifies requirements for the purposes of providing transparency regarding the forest management contracts that a certification body has signed and the schedule for pre- and main evaluations. This Advice Note is mandatory for certification bodies accredited for FSC forest management certification.

B Effective and expiry date

This Advice should be implemented from the date of publication but shall be implemented from **01 October 2010**.

C References

Code	Version	Title
FSC-STD-20-001	3-0	General requirements for FSC accredited certification bodies: application of ISO/IEC Guide 65:1996 (E)

D Terms and definitions

The definitions provided in FSC-STD-20-001 V3-0 EN apply.

ADVICE

1 Publication of information

- 1.1 In order to satisfy FSC-STD-20-001 V3-0 Clause 9.5 b), the certification body shall provide the required information through the data entered into the FSC database of registered certificates (www.fsc-info.org).

Info Box for normative reference:

FSC-STD-20-001 V3-0

- 9.5 In addition to the requirements listed under ISO/IEC Guide 65: 1996 (E) Clause 4.8.1 the certification body shall publish or provide links to the following on its website:
- b) A list of the forest areas that the certification body has been contracted to evaluate for conformity with FSC standards, provided in English;

- 1.2 FSC shall implement an RSS feed by which the information on the forest area under evaluation will automatically appear on the FSC website (www.fsc.org).

2 Required information

- 2.1 In order to allow the RSS feed to transfer all relevant information to the FSC website, the certification body shall at minimum fill-in the following data fields within ten (10) working days after setting up the database entry for an applicant for forest management evaluation:
- Forest type (pull-down menu);
 - Total Area in ha (free text field);
 - Evaluation timeframe (free text field);
 - Evaluation contacts (free text field).

NOTE: This clause does not supersede or replace existing database requirements.

2.2 The certification body should follow the examples below in providing the information.

NOTE: The FSC Information Management Team at database@fsc.org should be contacted in case of questions or problems regarding the data entry.

3 Guidance and Examples

3.1 Entries for "Evaluation Timeframes"

- Enter the proposed dates of the pre-evaluation (if applicable) and of the main evaluation as accurately as possible.
- As long as the dates have not been agreed with the client, enter "not yet scheduled".

3.2 Entries for "Evaluation Contacts"

Enter the following:

- Name of lead auditor
- Contact for stakeholder comments (name and e-mail address of CB contact)
- Link to the FSC section of the CB website

3.3 Screenshot of data entry fields in the FSC database



3.4 Example of entry display on www.fsc.org

Example 1

CB	SXS
Forest Type	Plantation, 200 000 ha
Evaluation timeframe	Pre-evaluation scheduled for 24-30 September 2010 Main evaluation not yet scheduled
Evaluation contacts	Lead auditor: Mr. Mike Mechanic (consultant) Contact: Mr Will Smith Submit comments to: w.smith@sxs.com www.sxs.com/fsc.html

Example 2

CB	Independent Certification Ltd.
Forest Type	Natural forest, 1000 ha
Evaluation timeframe	Main evaluation scheduled for 24-25 October 2010
Evaluation contacts	Lead auditor: Mr. Frank Walter (Independent Certification Ltd.) Contact: Mr. Frank Walter Submit comments to: walter@independent.com www.independent.com/fsc.html

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