

Bureau Veritas Certification OLB/OLB+ Verification Scheme

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MULTI-SITE STANDARD



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Foreword

The present standard was developed by the Forestry Department of Bureau Veritas Certification France specialised in the forestry and timber industries. Bureau Veritas Certification France is an independent certification organisation, a subsidiary of Bureau Veritas Certification Holding. For further information, you can visit our website www.certification.bureauveritas.fr.

This document was developed to establish guidance for the implementation of the OLB requirements (Forestry Companies and Chain of Custody) in an organisation with a network of sites/forests, thus ensuring on the one hand, that the OLB certification is practical and feasible in economic and operative terms and on the other, that the assessment provides adequate confidence in the conformity of the chain of custody.

This appendix includes only requirements applicable for the multi-site organisation to implement the OLB and OLB+ (if applicable) standards requirements. Requirements and guidance for the assessment and certification of a multisite organisation are described in **SI OLB Process**

A - Introduction

This standard is the property of Bureau Veritas Certification, cannot be reproduced, even partially, without prior permission of the owner, and cannot be used by other organisations to verify the origin and legality of forestry companies and/or forest products.

This standard is a public document of a normative nature that **specifies the requirements** that forestry and timber industries companies shall meet. In this standard “Multi-site” stands also for “Group” for forestry companies certification.

B - Scope of application

The present standard applies to multi-site organizations seeking **OLB certification for a number of sites under one certificate**. This standard specifies the requirements that the central office (the certificate holder) and all participating sites must meet in order to be included under the scope of a multi-site Chain of Custody certificate.

This standard is applicable in **any type** of forestry / timber trade / timber processing activity certified OLB FC (RF03 OLB FC) or OLB COC (RF03 OLB COC).

C - Definitions

Central office: The identified central function (e.g. office, department or person) within a multi-site organization through which the organisation fulfils its responsibilities to the certification body.

Conformity assessment (Guide ISO/CEI 2): Any activity to determine, directly or indirectly, whether applicable requirements are fulfilled. Systematic examination of the satisfaction level of a product, a process or a service, compared to specified requirements.

Documented system: Set of written procedures

Forest area verified: the total forest area that is included within the scope of the certificate.

Forest Unit: Forest that forms a single (not divided) geographical unit.

Monitoring: maintain a certain level of control in a forestry/industrial process in order to know, among other things, the raw material inflow and product outflow over a given period of time. However, monitoring does not ensure complete traceability.

Multi-site organisation: An organisation that has an identified central office and a network of at least two sites. Products from these sites or from identified sets of sites covered by a multi-site certificate must be substantially of the same kind, and must be produced or handled according to fundamentally the same methods and procedures.

Normative document (Guide ISO/CEI 2): Document that provides rules, guidelines or characteristics for activities or their results.

Record (ISO 9000): Document that provides a view of the results achieved or an evidence of the realisation of an activity.

Referential: Reference document including all the criteria, rules, characteristics and guidelines that a product, a process, a service or an organisation shall comply with.

Requirements: (summary of Guide ISO/CEI 2): Expression contained in a normative document that expresses the criteria to be respected.

Site:

- **Forest Site:** A site responsible for a specific forestry activity.

- **Manufacturing/trade site:** A single functional unit of an organisation or a combination of units situated at one locality, which is geographically distinct from other units of the same organisation or the associated network.

Standard/norm (Guide ISO/CEI 2): Document developed by consensus and approved by a recognized organisation that provides, for common and repeated use, rules, guidelines or characteristics for activities and their results, in order to guarantee an optimal degree of order in a given context.

Traceability (ISO 9000): Ability to trace back the history, implementation or location of what is being examined.

References

Guide ISO/CEI 2, Standardisation and related activities – General Vocabulary,
ISO 9000, Quality management systems – Fundamentals and vocabulary, October 2005
RF03 OLB FC, Standard for Forestry Companies
RF03 OLB COC, Chain of Custody Standard

OLB multi-site requirements

1 - Multi-site Organization

A multi-site organization need not be a unique legal entity, but all sites shall have a legal or contractual link with the central office of the organization and be subject to a common management system, which is laid down, established and subject to continuous surveillance and internal audits by the central office. This means that the central office has rights to require that the sites implement corrective actions when needed in any site. Where applicable this should be set out in the formal agreement between the central office and the sites.

Examples of possible groups/multi-site organizations are:

- Group of forest owners
- Organizations operating with franchises
- Manufacturing companies with a network of sales offices (this document would apply to the sales network)
- Service companies with multiple sites offering a similar service
- Companies with multiple branches

2 - Eligibility of an organization for sampling

It shall be demonstrated that the central office of the organization has established a management system in accordance with the relevant management system standard under audit and that the whole organization meets the requirements of the standard. This shall include consideration of relevant regulations.

The organization should demonstrate its ability to collect and analyse data (including but not limited to the items listed below) from all sites including the central office and its authority and also demonstrate its authority and ability to initiate organizational change if required:

- System documentation and system changes;
- Management review;
- Complaints;
- Evaluation of corrective actions;
- Internal audit planning and evaluation of the results;
- Changes to aspects and associated impacts for environmental management systems (EMS)
- Different legal requirements.

It shall not be admissible that, in order to overcome the obstacle raised by the existence of a non conformity at a single site, the organization seeks to exclude from the scope the "problematic" site during the certification process. Such exclusion can only be agreed in advance.

3 - Record

The central office shall keep centralized records of all participating sites documents.

Records shall be archived for at least 5 years and shall be made available to the certification body on request.