

**NATIONAL VOLUNTARY FOREST CERTIFICATION SYSTEM
TECHNICAL DOCUMENT**

**REGULATIONS FOR THE CENTER OF
PREPARATION AND ATTESTATION
OF EXPERTS - AUDITORS
(Second edition)**



Association National Voluntary Forest Certification System
5, Starokozacka Str, 44049 Dnipro, Ukraine
tel. +380975565335
Email: info@pefcukraine.com
Website: www.woodcertification.com.ua

Copyright Notice

© Association National Voluntary Forest Certification System

This document of Association National Voluntary Forest Certification System is copyright-protected. The document is freely available from the Association National Voluntary Forest Certification System website or upon request.

No part of the document covered by the copyright may be changed or amended. It must not be reproduced or copied in any form or by any means for commercial purposes without the permission of Association National Voluntary Forest Certification System.

The official versions of the document are Ukrainian and English, completely authentic in content. In case of any doubt about the language interpretation, the English version is decisive.

Name of the Document: Regulations for the Center of Preparation and Attestation of Experts-Auditors

Title of the Document: UA SFM TD 04:2020 (Second edition)

First edition approved by: Council of the Association National Voluntary Forest Certification System **Date:** 24.06.2020

Second edition approved by: Council of the Association National Voluntary Forest Certification System **Date:** 25.02.2021

Published on: 01.03.2021

Entry into force: 01.03.2021

Contents

Foreword	IV
1 General Provisions.....	1
2 Functions	1
3 Management and Structure	2
4 Rights.....	2
5 Responsibility.....	2

Foreword

This second edition from the date of publication cancels and replaces the first edition UA SFM TD 04. The second edition has minor technical amendments relating to PEFC Endorsement process of National Voluntary Forest Certification System.

1 General Provisions

1.1 Center of Preparation and Attestation of Experts – Auditors is the authority ensuring functioning and improvement of National Voluntary Forest Certification System (hereinafter referred to as the CPA NVFCS) by means of preparation and attestation of experts-auditors.

1.2 The CPA NVFCS is formed, reorganized and liquidated by the order of the Head of the Association National Voluntary Forest Certification System (hereinafter referred to as the Association NVFCS).

1.3 The CPA NVFCS is directly subordinated to the Head of the Association NVFCS.

1.4 In its activity, the CPA NVFCS follows these Regulations, orders and instructions of the Association NVFCS, PEFC Council international documents and NVFCS documents, in particular UA SFM ST 05 Requirements for Certification Bodies operating Certification against the Forest Management Standard and UA SFM ST 07 Procedure for Attestation of the Auditors.

2 Functions

2.1. To develop and update the documents required for preparation of experts-auditors and their attestation, to submit them for approval to the Head of the Association NVFCS.

2.2. To prepare experts-auditors of NVFCS.

2.3. To provide the persons eligible for attestation with the documents specifying the requirements to the auditors.

2.4. To carry out attestation of the expert-auditors for compliance with the requirements of UA SFM ST 05 in accordance with UA SFM ST 07.

2.5. To submit attestation documents for approval to the Head of the Association NVFCS.

2.6. To submit information on the attested auditors to NVFCS.

2.7. To ensure custody of the attestation documents in the archive during a specified period.

2.8. To take part in development and updating of the NVFCS documents.

2.9. To take part in preparation and implementation of proposals on creation, maintenance and improvement of fund (base) of reference documents based on which the auditors are attested.

2.10. To implement the decision of the Complaint and Appeal Committee within 10 days and send notifications of its implementation within 10 days.

3 Management and Structure

3.1 The CPA NVFCS consists of specialists in the appropriate fields to be approved by the Head of the Association NVFCS.

3.2 The CPA NVFCS is led by the head of the center to be appointed by the Head of the Association NVFCS.

3.3 Head of the center:

- a) arranges performance of the tasks given to the center;
- b) assigns obligations of the center's personnel;
- c) is responsible for performance of functions to the Head of the Association NVFCS.

4 Rights

4.1 To develop appropriate NVFCS documents within its competence.

4.2 To make decisions on attestation of experts-auditors as agreed with the Head of the Association NVFCS.

4.3 To make decisions on extension of the auditors' attestation as agreed with the Head of the Association NVFCS.

4.4 To require reporting information on the auditors' activity.

4.5 To form attestation boards.

4.6 To make proposals of suspension of the auditors' certificates.

4.7. To take part in the work of the Complaint and Appeal Committee (when necessary).

5 Responsibility

5.1 The CPA NVFCS is responsible for:

- a) engaging in its activity in accordance with the requirements of these Regulations and UA SFM ST 07 Procedure for Attestation of the Auditors.;
- b) lawfulness, reasonableness and objectiveness of the decisions made;
- c) non-exercise of the rights granted if it leads to negative results in NVFCS activity;
- d) observance of confidentiality of information received in the course of its activity.