



Module 5: Multi-site Certification

Types of certifications

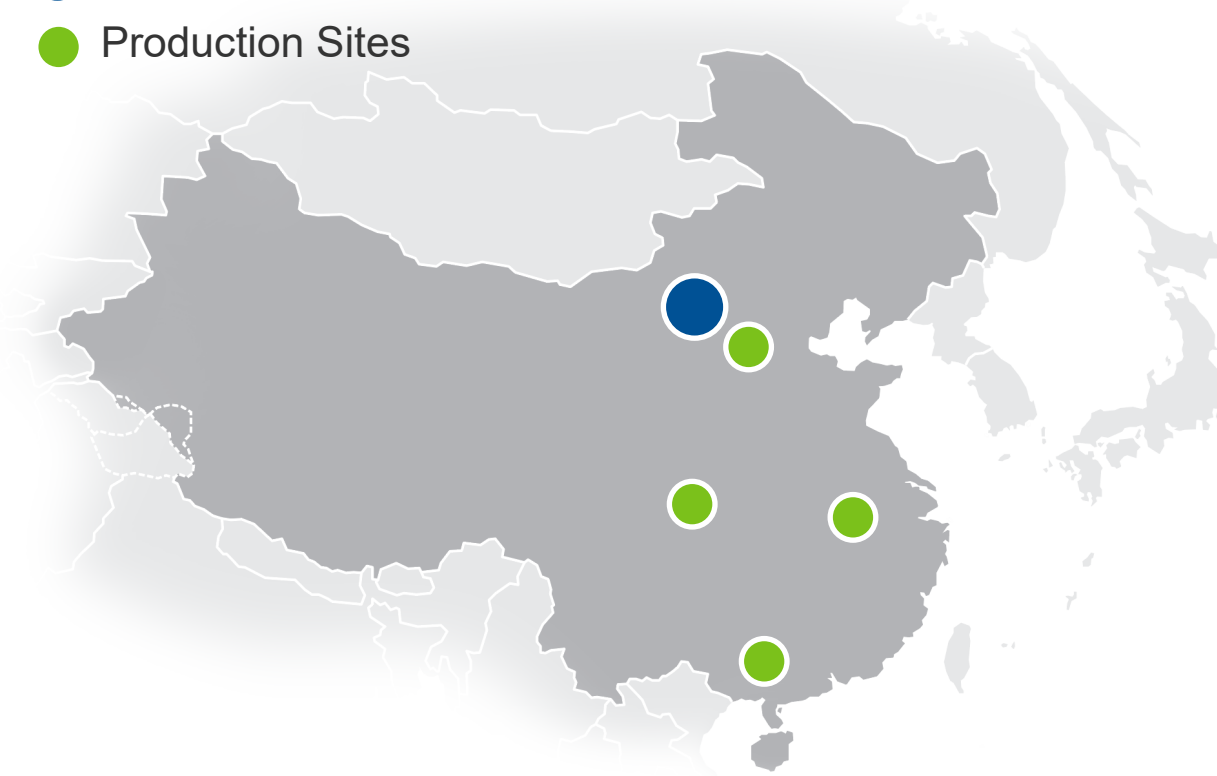
- **Individual certification**
 - all of the activities relating to the organisation's chain of custody are carried out at the same site
- **Multi-site certification**
 - Activities are carried out on more than one site
 - Central office for planning, control, management
 - Sites where activities are carried out
- *"a **central office** at which activities are planned, controlled and managed and a network of **sites** at which activities are carried out"*

Types of Multi-site Organisations (2.3)

- **Multi-site organisation** may cover:
 - a) **Organisation** with franchises or companies where sites are linked through:
 - Common ownership
 - Common management
 - Other organisational link (not membership in association)

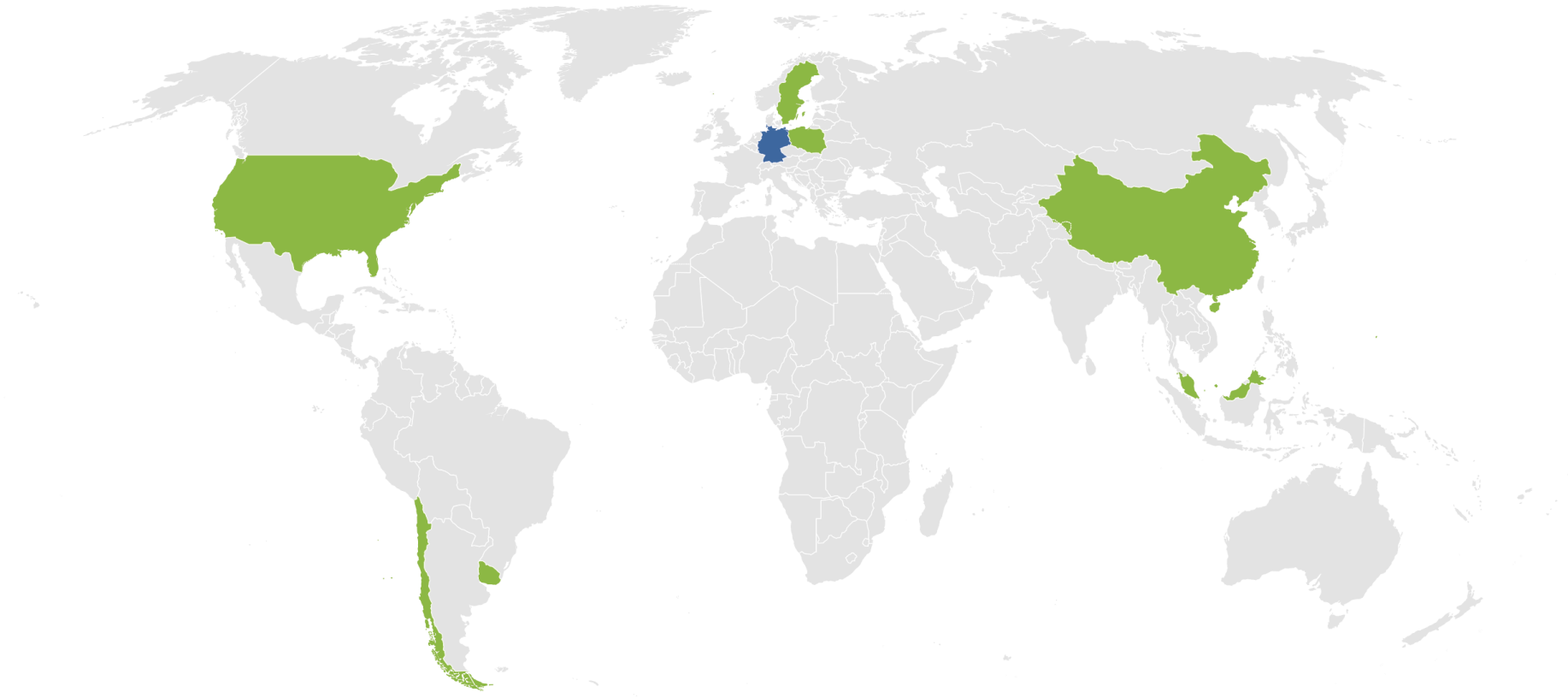
Example 2.3.a – Common ownership

- Central Office
- Production Sites



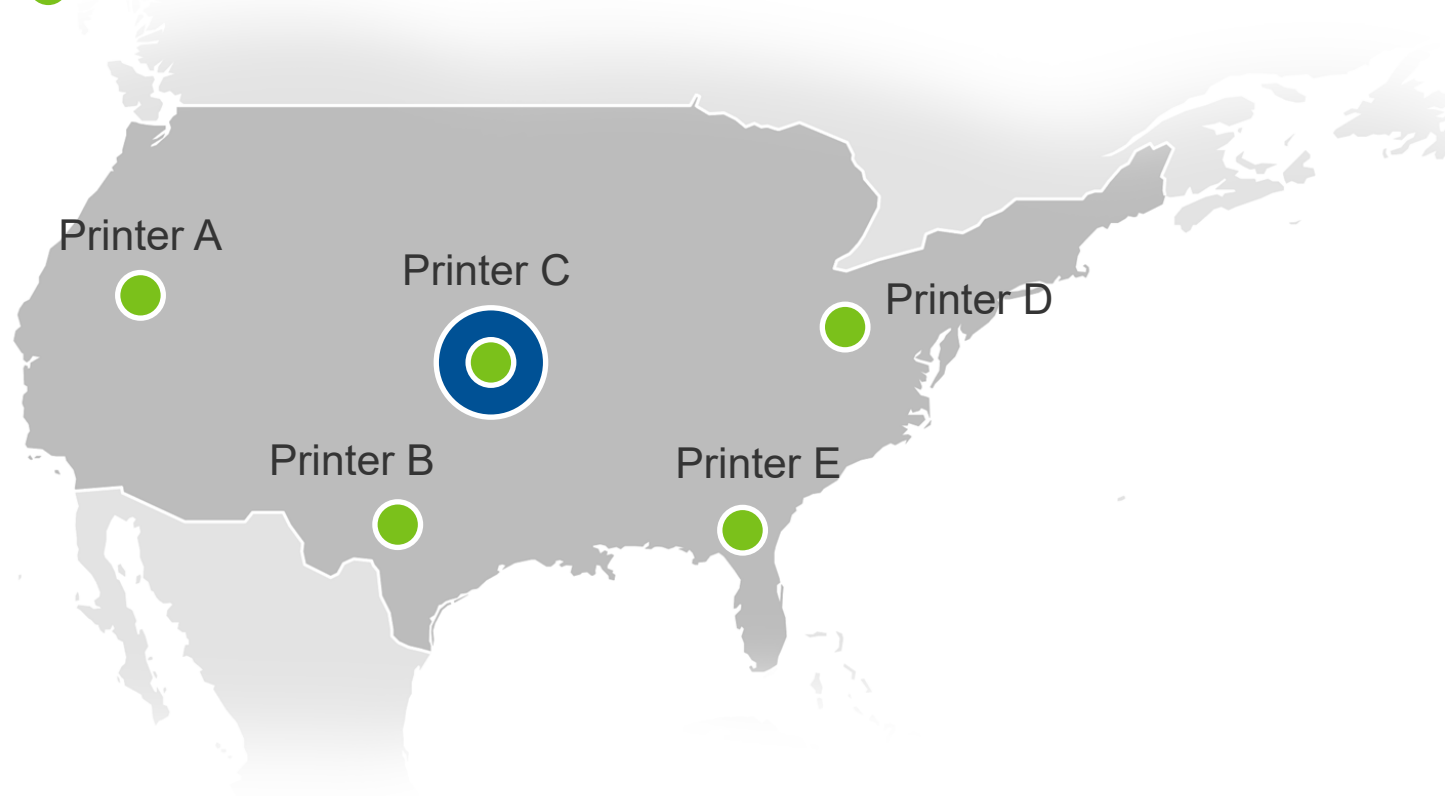
Example 2.3.a – Common ownership

■ Central Office ■ Production Sites



Examples 2.3.a – Organisational link

- Central Office – Common management (e.g., purchasing, order management, sales)
- Production Sites

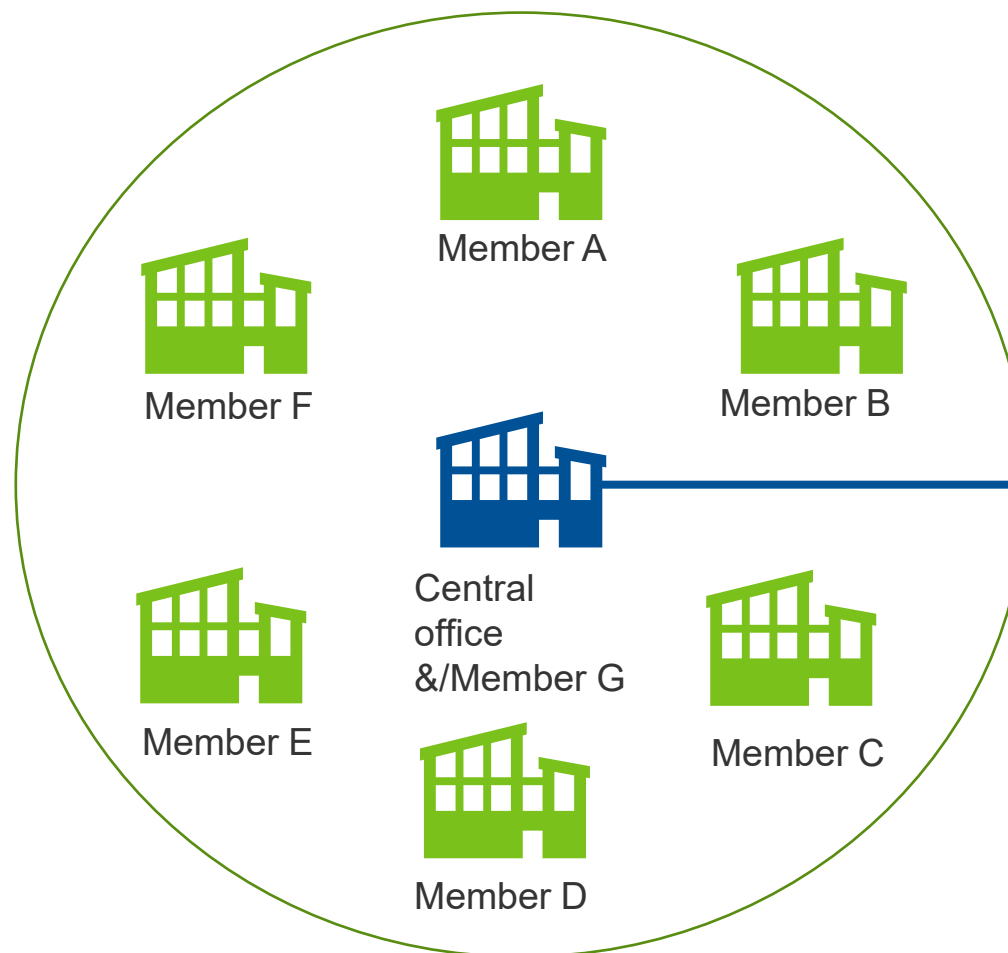


Types of Multi-site Organisations (2.3)

- **Multi-site organisation** may cover:
 - b) Producer Group:** group of independent legal enterprises (established for the purpose of Chain of Custody certification)

2.3: Multisite - What are Producer Groups?

Definition: A producer group is a network of typically small independent enterprises that have associated together for the purpose of obtaining and maintaining chain of custody certification.



The central office can be a trade association, or any other properly experienced legal entity that is either nominated by a group of intending members or offers a group service managed for the purposes of CoC certification. The central office can also be administered by one member of the group.

A producer group is an example of a multisite organisation according to appendix 2

Producer group (group certification)

Certification accessible to small independent companies

Synonyms:

- **Central office = Group Entity = Group Manager**
- **Sites = Group Members**

Group Manager can be e.g.:

- **Trade association**
- **Experienced legal entity (consultant)**
- **One of the group members**

Producer group conditions

Group members requirements:

- Are located in the same, single, country
- Have maximum 50 employees (full time employees equivalent)
- Have maximum of 10,000,000 € OVERALL turnover

2.6 Producer Groups

- The idea behind producer groups is to certify independent small companies, share the costs and have a coordinator that manages the certification and has the expertise within the group. The intent of the standard is not to allow sites of large companies to be part of producer groups. Therefore, the thresholds on 2.6 are to be understood as applying at company level, not at site level.



2.6 Producer Group

- Organisations with more than one physical site are eligible to join producer groups, provided that ~~each of the site~~ **the organisation** complies with the threshold requirements outlined in 2.6. Each of the sites will be considered as a participant of the producer group.



2.6 Producer Groups: Further Explanation

- The intention of the clarification is for the second case. "Each of the sites will be considered as a participant of the producer group- each site is a participant of the producer group so that they are part of the sampling'.
- In short, to participate in the producer group certificate, the thresholds apply at multi-site organisation level, not at site level (this is a new clarification).
- Once a multi-site organisation proves compliance with the thresholds, each participant site is considered as a separate participant in the producer group for the sampling.

Example 2.3.b – Producer Group

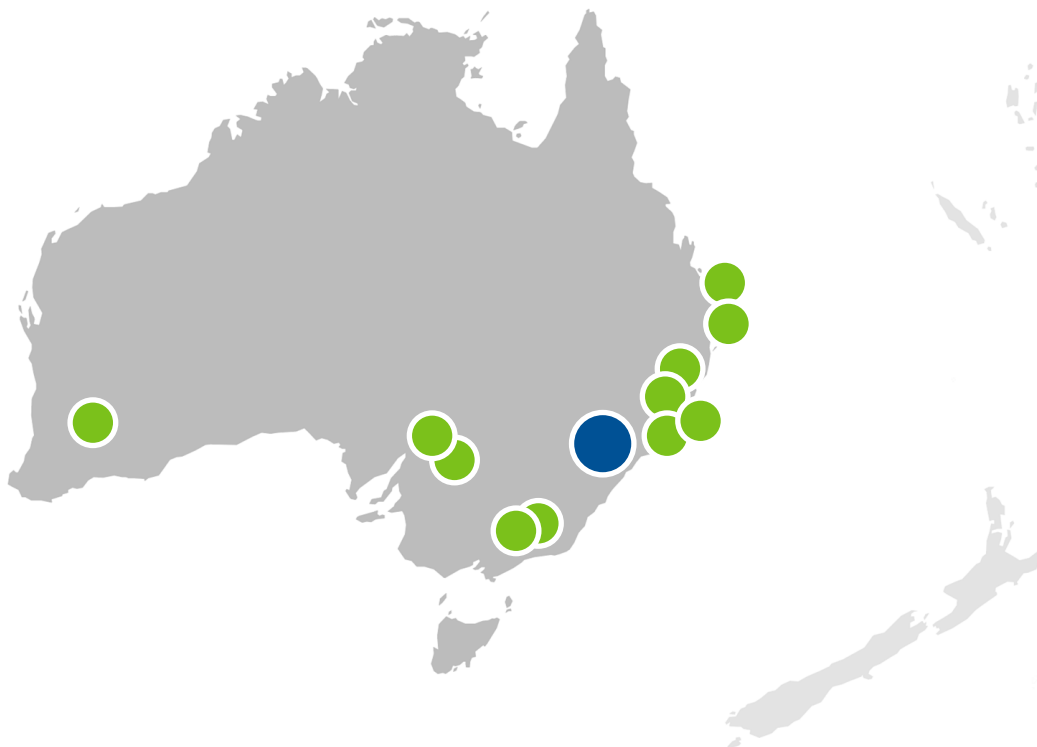
- Group Manager = Central Office = Association
- Group Members = Sites = Independent legal organisations

Same country

Each group member:

< 10,000,000 €

< 50 employees



3.1 General requirements

- Chain of Custody **centrally administrated**
- All sites subject to **internal audit** programme (prior to the certification body)
- **Overall compliance** with the Chain of Custody requirements
- The organisation shall be able to demonstrate its ability to **collect and analyse data from all sites**, and central office ability to **initiate changes**

3.2 Function Central Office

The central office/group manager = certificate holder

Responsibilities:

- Represent the multi-site organisation in the certification process
- Have a contractual link with all sites/group members
- Provides information and guidance to sites/group members
- Establish written procedures and keep records
- Review central office and sites conformity, including result of audits
- Establish corrective and preventive measures and evaluate their effectiveness

3.2.2 Internal audit programme

Prior to the Certification Body evaluation:

- Audit of all the sites and central office, on site or **remotely**, where a remote verification is feasible.
- Audit of any new site (**according to previous requirement, either on-site or remotely**)

3.3 Sites / Group Members

- **Implement** the PEFC Chain of Custody
- **Follow up** on any information & corrective action requests by central office and certification body
- Give full **cooperation** for audits by central office (internal) and certification body (external)
- If individual sites are found to be non-compliant, the complete certificate may be withdrawn/suspended.
- **Every site shares responsibility**



Questions, Comments, Feedback