

PEFC N 03

Requirements for group certification

Organisation

Articles of Association for PEFC Norway

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Foreword:

Revision of PEFC Norway's forest certification system

The PEFC forest certification system must be revised every five years, and PEFC Norway commenced the revision process on 13 May 2013 with an open invitation for input for the process and participation in a working committee.

The working committee has worked between October 2013 and January 2015 to revise the Norwegian PEFC Forest Standard and other standards included in the system.

The working committee was made up of representatives of the following organisations:

- United Federation of Trade Unions
- Association of Intermunicipal Outdoor Recreation Boards
- Norwegian Association of Heavy Equipment Contractors
- Norwegian Forest Owners' Association
- NORSKOG
- Statskog SF
- Norwegian Pulp and Paper Association
- Norwegian Sawmilling Industry

The Norwegian Environment Agency and the Norwegian Agriculture Agency were also represented by observers on the working committee.

Oslo, January 27th 2015.

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The official version of the document is in Norwegian, but it has also been translated into English. In cases of doubt, the Norwegian version takes precedence.

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1 Introduction

This document is part of the PEFC Norway certification system for sustainable forestry. The requirements are normative for group certificate holders which manage group certification of forest owners in Norway.

Group certification involves certification of forest owners under a joint certificate which is managed by a group certificate holder. An organisation of this kind allows the group to share the costs of certification and be part of a community for information and advice linked with the scheme.

The ownership structure in Norway, with major variation in the sizes of properties, and major use of contractors make group certification a sensible and rational way of organising forest certification. Group certification has been the dominant form of certification since PEFC Norway established the forest certification system and had the system approved for the first time on 24 May 2000.

2 Scope

This document defines the requirements for group certificate holders and affiliated members of the group certificate. The requirements must be met in order to be able to certify forest owners under a joint group certificate.

Direct PEFC certification of individual properties can take place pursuant to PEFC Norway's technical documents and approval by PEFC Norway. The requirements for self-inspection and internal audits as specified in Chapter 7.2 are also applicable to forest properties which are directly certified.

3 References

The following steering documents are also included as references for group certification:

- Norwegian PEFC Forest Certification System – PEFC N 01
- Norwegian PEFC Forest Standard – PEFC N 02
- Glossary and definitions – PEFC N 05

4 Definitions

Definitions used in this document are described in the document PEFC N 05 – Glossary and definitions. Only the following are described here:

Group certificate holder: An organisation which organises and administers group certification of forest owners in accordance with the PEFC Norway certification system. The group certificate holder represents all members of the group in respect of the certification body and is responsible for ensuring compliance with the requirements in the Norwegian PEFC scheme.

Group organisation: A group of **participants** represented by the **group entity** for the purposes of implementation of the sustainable forest management standard and its certification.

Group members: A forest owner/manager or other entity covered by the **group forest certificate**, who has the legal right to manage the forest in a clearly defined forest area, and

the ability to implement the requirements of the sustainable forest management standard in that area

Certified area: The forest area covered by a **group forest certificate** representing the sum of forest areas of the **participants**.

Group forest certificate: A document confirming that the **group organisation** complies with the requirements of the sustainable forest management standard and other applicable requirements of the forest certification scheme.

5 Requirements for group certificate holders

5.1 *Formal requirements for group certificate holders*

For an organisation/company to be able to be a group certificate holder, it must:

1. Be registered as a legal entity.
2. Have a responsible board and general management.
3. All parts of the organisational structure relating to forest management and timber sales must be included in the certificate.
4. Have an agreement with an accredited and notified certification body concerning certification and annual auditing.
5. Have a valid PEFC certificate issued by a certification body and associated valid management system in compliance with PEFC N 01, Chapter 9.
6. Have a valid PEFC contract and associated PEFC logo licence issued by PEFC Norway.
7. On behalf of the certification group, commit to act in accordance with the requirements determined in the standards which the Norwegian PEFC certification system consist of.

5.2 *Responsibilities of group certificate holders*

Forest owners certified via the group certificate must be affiliated to the group certificate holder via a written forest certification agreement. This agreement obliges the forest owners to manage the forest in accordance with the requirements in the Norwegian PEFC Forest Standard. The agreement must be in compliance with the PEFC Norway requirements for terms between forest owners and group certificate holders, as described in Chapters 5.3 and 6. No new certification agreement can be concluded with a suspended forest owner, cf. Chapter 5.4.

The group certificate holder is responsible for:

1. Concluding an agreement with the forest owner on forest certification via affiliation to the group certificate. The agreement is the forest owner's proof of affiliation to

certification. Agreements can be concluded in connection with timber contracts or as an independent forest certification agreement.

2. Maintaining a list/register of certified forest properties with the following information on each member of the group:
 - a. The forest property's land registration and property number.
 - b. The name and address of the forest owner
 - c. Certified forest area (productive forest area + unproductive forest area). This information can be taken from the forestry plan or the Gårdskart database. See <http://gardskart.skogoglandskap.no/>
 - d. Forest owners who have non-conformances in the pipeline and which have to implement corrective or preventive measures imposed by the group certificate holder.
3. Reporting statistics from the register to PEFC Norway.
4. Ensuring that group members receive the necessary information and instructions to meet the requirements of the Norwegian PEFC Forest Standard.
5. Regularly inform group members of amendments to the Norwegian PEFC Forest Standard.
6. Checking that the group's members meet the requirements in the certification system. See Chapter 7.3 for supplementary requirements for inspection and auditing.
7. Maintaining procedures for dealing with non-conformances and appeals.
8. Implementing corrective and/or preventive measures in the event of non-conformances among certified forest owners or in the administrative procedures of the group certificate holder. The effect of measures implemented must be subsequently evaluated.
9. Publishing the summary of the certification body's audit report prepared in connection with certification, follow-up audit and recertification.
10. Operate a review and making a report on compliance of activities of the certification group, including results of internal monitoring, audits carried out by certification bodies and a report on the effect of preventive and/or corrective measures.
11. Providing true and documentable information to PEFC Norway pursuant to the rules laid down by PEFC, including information for calculating the certification charge.
12. Complying with PEFC Norway's guidelines for publication in compliance with PEFC N 01.

In addition:

13. Group certification can be organised so that forest owners can sell timber to parties other than the group certificate holder. This assumes that the forest owners' agreements on certification clarifies the fact that the group certificate holder is responsible for supervision.
14. The group certificate holder may specify requirements for participation in the group other than those stipulated in this document and in the Norwegian PEFC Forest Standard.

5.3 Terms for agreement on participation in group certification

The agreement with each individual group member must be made in writing and the following sections must be included as terms:

1. The agreement may be an independent forest certification agreement or part of a timber contract between a forest owner and group certificate holder. When the certification agreement is included in the timber contract, the header must make it clear that this is a timber contract with a certification agreement.
2. The agreement must be signed by the forest owner or a representative with authorisation from the forest owner.
3. The agreement must describe the fact that the group member undertakes to operate in compliance with Norwegian legislation relevant to forest management, the Norwegian PEFC Forest Standard and the group certificate holder's other instructions for maintaining membership of the group.
4. The agreement must describe the rights of the group certificate holder to implement and enforce any corrective or preventive measures, and to suspend or exclude members of the group in the event of serious non-conformances with the Norwegian PEFC Forest Standard. See Chapter 5.4.
5. The agreement must describe the fact that the group member accepts third-party inspection and auditing.
6. PEFC Norway may further concretize the contents of the agreement.

5.4 Suspension and withdrawal of agreements on participation in group certification and forest certification evidence

The group certificate holder may suspend or terminate the agreement on participation in group certification if it is detected that the forest certification evidence is being misused or if serious non-conformances with the Norwegian PEFC Forest Standard are discovered which are not followed up. See Chapter 7.4.

Suspension or withdrawal of the agreement will be reported to the group member in writing.

The group certificate holder must immediately inform the certification body and PEFC Norway of suspended and withdrawn forest certification evidence. Suspended forest owners shall be registered by PEFC Norway and are not allowed to conclude any new certification agreement before non-conformances have been closed, cf. Chapter 7.4.

6 Requirements for group members included in group certification

All forest owners can be certified through group certification under a group certificate holder, provided that they meet the group certificate holder's requirements for participation in the group.

A written agreement on group certification must be concluded, either via an independent forest certification agreement or via a timber contract with a certification agreement.

Group members undertake through the agreement with the group certificate holder to:

1. Comply with Norwegian legislation relevant to forest management and the Norwegian PEFC Forest Standard for all activity on the forest property.

2. Acquire expertise on the Norwegian PEFC Forest Standard or use others who have such expertise when planning and implementing forestry operations on the property.
3. Ensure that all relevant information is passed on to consultants or contractors.
4. Comply with the certificate holder's requirements and procedures in connection with follow-up of the certification. Felling and other forestry operations in key habitats must be approved in advance by the certificate holder.
5. Report non-conformances on the forest properties to other certificate holders if the forest owner is affiliated to more than one group certificate.
6. Provide information on open non-conformances when switching to a new group certificate holder.
7. Help closing non-conformances occurring on the forest properties.
8. Cooperate and assist with the implementation of internal inspections, internal audits and external audits. This includes responding to all queries on relevant data/information from the certificate holder or certification body.
9. Ensure that corrective and preventive measures imposed by the certificate holder are implemented.
10. Comply with PEFC Norway's guidelines for publication in accordance with PEFC N 01.
11. Document felling and other measures in compliance with the certificate holder's requirements.

6.1 Termination of the agreement

On termination of the certification agreement, the group certificate holder's responsibility and right to inspect the property will remain in force for up to one year after termination. The group member's obligation to cooperate in the implementation of inspections and audits and the closing of possible non-conformances will similarly remain in force for one year.

6.2 Appeal against suspension and withdrawal of agreement

Forest owners whose agreements have been suspended or withdrawn can appeal to the certification body with a request for assessment of the termination.

7. Group certificate holder – responsibilities and obligations

7.1. Organisational structure

The group certificate holder must have described his organisational structure in accordance with his activities as a group administrator, e.g. by means of an organisation chart. The group certificate holder must define and communicate roles, procedures, rights and obligations as part of his job as a group certificate holder. The management must ensure that there are sufficient resources for proper completion of this work. Please see also the requirements in the environmental management system, ISO 14001.

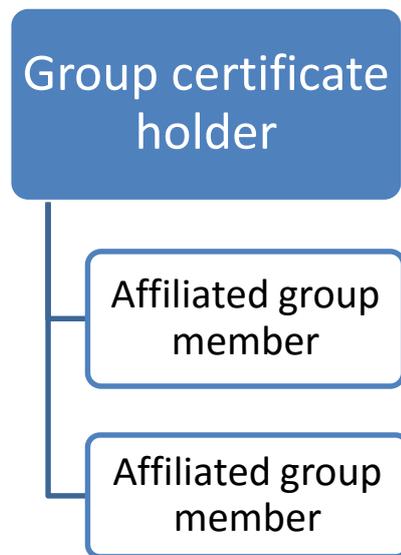


Figure 1: Illustration of group certification

7.2 Procedures and documentation for compliance with the Norwegian PEFC Forest Standard

The group certificate holder must establish and maintain a documentation system which takes into account the following guidelines:

1. The group certificate holder must have procedures for ensuring that the participants comply with requirements in the Norwegian PEFC Forest Standard. The participants' conformity with the sustainable forest management shall be centrally administered by the group certificate holder and be subject to central review.
2. The group certificate holder must have an internal monitoring programme adapted to how all the requirements in the Norwegian PEFC Forest Standard together cover the requirements for sustainable forestry, and all participants shall be subject to this programme. See chapter 7.3. For requirements linked with felling and forestry operations, the certificate holder may have procedures and a description of corrective forestry operations as part of the forest owner's obligations in the event of breach of contract.
3. If conditions at the property make it necessary to make adaptations to local conditions, this must be submitted to PEFC Norway for approval. The same is applicable if there is any doubt in respect of compliance with the Norwegian PEFC Forest Standard.
4. Important information and assessments during felling of at least 100 cubic metres must be documented. The group certificate holder must have procedures for following this up.
5. Forest owners which carry out felling/administer forestry operations themselves must retain documentation on the work so that this can be presented upon request.
6. This documentation must be retained for a minimum of ten years.
7. The certificate holder shall submit an annual report of appeals and the dealing of these to PEFC Norway.

8. The certificate holder shall ensure that information about the practice of Norwegian PEFC forest standards are made available to the public and relevant interest groups, and to create conditions so that affected organizations should be able to be heard if they have input or comments relating to the certified business. All inquiries or complaints relating to the certified operations must be documented and answered in accordance with ISO 14001 and PEFC N 02 - requirement 9 Openness on environmental information.
9. The certificate holder shall prepare a plan with guidelines for the use of various forestry management measures to be applied. The guidelines shall comprise the cycle of inventory and planning, implementation, monitoring and evaluation and shall include an appropriate assessment of the social, environmental and economic impacts of forest management operations. This shall form a basis for a continuous improvement to minimise or avoid negative impacts. The guidelines shall be reviewed annually, based on an evaluation of experiences with guidelines, statistics from the measures implemented, the governments result-control of forestry measures, and the development in the forest based on results from the National Forest Inventory. The guidelines shall ensure a periodical evaluation of the management of forest resources and the results shall be fed back into the planning process. The guidelines shall be publicly available.

7.3 Group certificate holder's internal monitoring programme

Group certificate holder shall implement an annual internal monitoring programme that provides sufficient confidence in the conformity of the whole group organisation with the Norwegian PEFC Forest Standard, PEFC N 02.

Purpose

The purpose of the internal inspection system will be:

1. To ensure that requirements and activities are implemented correctly
2. To ensure that there is sufficient opportunity to prevent and detect errors
3. To provide an adequate view of the situation
4. To provide a foundation for improvements

The primary task of the self-inspection is linked with target 1. The internal inspection could help to meet all the targets. The internal audit, for its part, will be able to help meet the last three targets, but it will be particularly important in accordance with target 4.

Self-inspection

Self-inspection is the individual forest owner's, forest worker's or contractor's inspection of his own work.

Internal inspection

Internal inspection in this context is the internal quality control carried out by the party responsible for the task in question.

Internal audit

Internal audits are completed by the certificate holder, but they must be carried out by people who have not been directly involved in the task being audited.

The results of the internal audit must be included as a topic for the management's review.

Follow-up of subcontractors

In connection with the follow-up of subcontractors, such as forest contractors, ISO 14001 states that the organisation must establish and implement procedures in connection with the identified essential environmental aspects linked with goods and services used by the organisation. Further, the group certificate holder must communicate relevant procedures and requirements to suppliers, including contract partners.

Inspection system

The overall inspection system can be described by means of the following matrix:

Inspection form	Object	Responsible	Frequency
Self-inspection (Operating inspection)	The specific measures in the forest which the individual has completed personally	The person, contractor or forest worker carrying out the work	All measures
Internal inspection (Supervision)	Carried out self-inspection and complete forestry operations for which the individual is himself responsible, via his own employees or subcontractors	Client such as forest officer, operations manager, forest owner, etc.	Frequent enough to maintain an overview of the party's own area of responsibility. The frequency is increased accordingly if the self inspection is uncertain or not documented sufficiently.
Internal audit	Carried out self-inspection and internal inspection. Completed forestry operations. The environmental management system as it functions for the locality in question.	Own personnel or specially hired staff with training in the fields of environmental auditing, forestry and the environment.	Selection-based, with a frequency suited to the estimated risk of errors, and sufficient to provide an adequate view of operations.

It is important to emphasise the importance of each individual organisation itself having ownership of the inspection system being monitored, and having responsibility for adapting this to its own operations. Therefore, it is neither possible nor appropriate to provide detailed rules on how the inspection system is to be built up. There is nevertheless reason to clarify the targets for inspection operations and to provide a series of specific guidelines. The differences between the organisations which are certified mean that the internal inspection will have to be organised in different ways. While the forestry managers will be an important resource in the forest owner cooperatives, the forest owners or representatives of these should ideally be the people who carry out the internal inspections within other organisations. The self-inspection will also have to vary depending on which groups are carrying out the work.

Internal inspection and internal audits must always be documented. The self-inspection must also be documented so as to ensure that it is carried out properly. When assessing inspection frequency, the entire overall internal inspection system must be assessed as a single unit. The scope of the internal audit must be assessed on the basis of the quality and scope of the internal inspection procedures.

The internal inspection, together with internal audits, is a way of inspecting/assessing whether the properties/certificate holder are carrying out the tasks in accordance with the stated targets and intentions. If errors or unclear elements are discovered in connection with internal audits, these will be reported as non-conformances/observations or comments. A reporting procedure of this type has two effects:

1. As any non-conformances/observations discovered during an internal audit are disclosed during the management review, this is the management's way of being updated on the "system status and any weaknesses" within the organisation.
2. Non-conformances/observations discovered during an internal audit will reduce the risk of repetition of inappropriate practices on the part of the individual employee/forest owner.

Internal audits must also provide a basis for documentation of development within the organisation over time. In this instance, it is important to reveal both the positive and the negative sides discovered during internal audits.

Internal audit requirements

Requirements for planning of the audit

The internal audit requirement is specified in ISO 14001 Chapter 4.5.5.

Level to be included in an internal audit

The internal audit for forest certification is made up of an inspection of the system within the organisation and a spot check in the forest with emphasis on checking whether there is compliance with the Norwegian PEFC Forest Standard.

The system element of the audit must be set up so that all departments/district units are audited within a certain time. Knowledge and understanding of the Norwegian PEFC Forest Standard and the procedures established in order to implement these must be central.

The number of random checks must be large enough to give a reasonably adequate view of how the Norwegian PEFC Forest Standard is being met and where the problems are greatest. Both the system element of the internal audit and the internal inspection help to provide this view. The need for random checks during an internal audit must therefore be viewed in context with these inspections, along with quality and content in the documentation from these.

The starting point for the audit is compliance with the Norwegian PEFC Forest Standard. When formulating the inspection arrangement, priority must be given to measures which are important and must be emphasised. On this basis, the implementation of forestry operations and follow-up of establishment of new forest is normally an important inspection element, but on its own it is usually not sufficient.

The scope of the spot check must cover at least 2% of suppliers. Spot checks can be aimed at specific elements of the operation in consultation with certification bodies. For internal audits

to be able to give as correct a view as possible of the organisation, the selection must initially be largely based on random selection (volume-based). As a foundation is developed from which to assess the activity/organisation, internal audits must focus increasingly on specific activities, non-conformances recorded previously (which affect the entire organisation), problem areas, etc.

Personnel used for the internal audit must have a good insight into the standard and the system. Independence in relation to the audited task being carried out is a central element of internal audits. Internal audits differ from internal inspections in this regard.

Following up forest owners who administer forestry operations themselves

Group certification includes forest owners who do not use the organisation's operational system in a pure subcontract role. The requirements which are to be met must be clarified unambiguously to these forest owners. The random checks carried out in connection with the internal audits must also include these types of property.

When forest owners are responsible for the operation or operational administration and forest owners do not have their own procedures for internal inspection/spot checks, greater uncertainty must be expected with regard to the quality of the results. Therefore, random checks must be carried out more frequently than the random checks carried out on commissions run by the organisation's operational system. The scope of the spot checks must cover at least 5% of suppliers when forest owners themselves are responsible for operations management. The spot check must be set up so that it takes into account elements of forestry operations where inspections have previously uncovered non-conformances. Forest owners are responsible for their subcontractors.

7.4 Guidelines for dealing with certification non-conformances among forest owners with group certification agreements

These guidelines describe how group certificate holders must assess and deal with certification non-conformances among forest owners with group certification agreements. The guidelines are normative and must help to ensure that certification non-conformances among group certificate holders are dealt with as consistently as possible.

Group certificate holders must have procedures for inspecting and uncovering possible certification non-conformances, see Chapter 7.2 and 7.3, and forest owners must correct errors, see Chapter 6. Forest owners may appeal against any suspension or termination of the certification agreement, see Chapter 6.2.

Errors discovered by anyone other than the forest owner and group certificate holder and reported as complaints must be processed according to the same procedures.

Types of non-conformance

Non-conformances are divided into three categories:

- Minor non-conformance
- Significant non-conformance
- Serious non-conformance

Minor non-conformance: These are non-conformances which **do not present a significant risk** of negative impact on forest production, environment and outdoor recreation qualities which must be taken into account, or of pollution. The group certificate holder must describe how the forest owner is to rectify the non-conformance. The forest owner may correct any minor non-conformances within a short time, possibly with remedial measures, within a deadline set by the group certificate holder. This deadline must be no longer than the amount of time which is necessary to rectify the situation, depending on the season. Timber from the last contract with the forest owner may be purchased and traded as certified. Repetition of several minor errors or failure to rectify the situation may lead to significant non-conformances.

Significant non-conformance: This may involve repetition of several minor errors or failure to rectify minor non-conformances in compliance with the group certificate holder's requirements or within a deadline. These are also **errors which present a significant risk** of negative impact on forest production, environment and outdoor recreation qualities which must be taken into account, or of pollution. The non-conformance must be rectified according to the group certificate holder's instructions and deadline, and an inspection must be carried out to ensure that the non-conformance is closed before a new agreement concerning the purchase of timber can be concluded. Significant non-conformances can be rectified with remedial measures. In addition, the forest owner must complete a course on the Norwegian PEFC Forest Standard. Repetition of significant non-conformances or failure to close them may lead to serious non-conformances.

Serious non-conformance: This may involve repetition of several significant errors or failure to rectify significant non-conformances in compliance with the group certificate holder's requirements or within a deadline. These are also **errors which have led to significant** negative impact on forest production, environment and outdoor recreation qualities and cultural monuments which must be taken into account, or to pollution. These are errors which may also involve breaking the law or in contravention of approved administration, such as felling in an ecological function area for protected species, a selected habitat, a nature reserve or a national park, or felling in or of key habitats or damaging protected cultural monuments. In such instances, the group certificate holder must report any possible breach of the law to a public authority and notify the certification body. The certificate holder shall for cases that are reported as possible law offenses within 14 days after closing the non-conformance inform public authority on how the non-conformance has been closed.

In the event of a serious non-conformance, the forest owner must be suspended from the sale of timber until the non-conformance has been closed and any criminal offences have been resolved. Timber from contracts involving serious non-conformances must not be traded as certified. Serious non-conformances can be closed with remedial measures. Such measures must have at least the same cost as the original consideration. When the non-conformances are closed and the remedial measures have been carried through, the suspension can be lifted, and timber from the contract in question can be sold as certified. This applies only where it is substantiated that the error after being rectified has not led to significant and lasting negative impact on forest production, environmental and recreation qualities or cultural heritage or led to contamination. Furthermore, the timber buyer(s) shall be informed about the closure of the

non-conformance and make their own decision whether to buy the timber in accordance with their PEFC certificate.

If a serious non-conformance is not closed before a deadline, or if it is concluded by stating that the forest owner is directly responsible for a serious non-conformance, the group certification agreement must be withdrawn. Timber from felling with serious non-conformances which are not closed cannot be traded as certified.

Appeal

Any forest owner who is suspended or whose group certification agreement has been withdrawn may appeal pursuant to PEFC N 03 Chapter 6.2. The group certificate holder must have a procedure for dealing with such appeals. Any disputes on the interpretation of standards and requirements can be brought before PEFC Norway, cf. PEFC N 01 – Chapter 11.

New group certification agreement

All non-conformances pointed out by the group certificate holder who terminated the agreement must be closed before the same or a new group certificate holder can conclude a new group certification agreement.

8 Requirements for expertise among forest owner, contractors / forest workers, officers and management

The group certificate holder must have procedures in place to ensure that there is sufficient expertise in all elements of the organisation.

Target groups:

According to requirements and rules in PEFC Norway's forest certification system, ISO 14001 and the Norwegian PEFC Forest Standard, the following target groups for expertise exist:

1. Forest owners
2. Contractors/forest workers
3. Officers
4. Management responsible for the environment/experts in forest biology

The target groups have different roles in accordance with administrative and practical functions, but from each of their standpoints they may break rules and breach the Norwegian PEFC Forest Standard if they do not have the necessary expertise.

In the event of non-conformances in respect of requirements and rules and the Norwegian PEFC Forest Standard, the need for training must be assessed.

Requirements for expertise and follow-up

Forest owners

Forest owners must have the expertise on the Norwegian PEFC Forest Standard which is necessary to allow them to plan and implement the relevant forest measures in compliance

with the requirements. Forest owners' need for this expertise will normally be covered by completing a course on the Norwegian PEFC Forest Standard.

If forest owners do not have the necessary specialist skills, decisions concerning measures in the forest must be made with the assistance of people with expertise.

The group certificate holder must be able to offer forest owners satisfactory training on the Norwegian PEFC Forest Standard.

Officers

This target group must as a minimum have a bachelor's degree or equivalent in forestry. Relevant experience may be equivalent.

A course must be completed on the Norwegian PEFC Forest Standard. They must have a basic knowledge of the procedures and the procedures relating to the environmental management system and to their roles and responsibilities.

Requirements may be specified for certificate holders concerning annual follow-up of this group/

Contractors and forest workers

For this target group, the certificate holder specifies requirements for completion of a course and knowledge on their roles and responsibilities in the environmental management system in respect of the cooperating target group. Experience or other relevant training may replace the requirements specified.

There are currently courses on offer which provide certificates of completed apprenticeship and offers of shorter, more specialised courses for forest workers and machine operators. The group certificate holder must work on the basis of the status of expertise in the target group to prepare the necessary training plan in order to meet the requirements specified by the organisation.

If the target group works with cutting, the course on the Norwegian PEFC Forest Standard must be completed irrespective of volume.

All-year workers with independent responsibility must have completed certificates of completed apprenticeship. Experience or other relevant training may replace certificates of completed apprenticeship. It must be possible to document such assessment. If the requirements are not met, the training plan must indicate when this will take place.

Requirements for training for the target group must differentiate between the nature of the work (felling, driving, ground preparation, planting and tending of young stands) and how great a volume is to be handled by individuals. Forwarder operators, ground preparation staff and seasonal forest workers must have a knowledge of the Norwegian PEFC Forest Standard in fields in which their work relates to requirements.

Forest workers who carry out work management and administrative tasks linked with forestry in addition to regular forest work must have certificates of completed apprenticeship or equivalent expertise.

Management responsible for the environment/experts in forest biology

The group certificate holder's environment officer must have an in-depth knowledge of PEFC Norway's certification system as specified in the documents PEFC N 01-06, the ISO 14001 standard and Norwegian forestry and environmental legislation.

The environment officer must also have a knowledge of how environmental work operates within his own organisation, as well as in Norwegian forestry in general, and assist with coordinated practising of such work both internally and externally.

Any "expert in forest biology approved by the certificate holder" deployed for compliance with the requirements for key habitats, with regard to birds of prey and owls and with regard to wood grouse in the Norwegian PEFC Standard, must have a relevant biological background and experience and have an in-depth knowledge of the Norwegian PEFC Forest Standard.