

PEFC Standard and System Requirement Checklist - PEFC IGD 1007-01:2012 (PEFC Informative Guide) 2012-11-16

Part I: Standard and System Requirement Checklist for standard setting (PEFC ST 1001:2010)

1 Scope

Part I covers the requirements for standard setting defined in PEFC ST 1001:2010, *Standard Setting – Requirements*.

Any inconsistencies between this text and the original referred to document will be overruled by the content and wording of the technical document.

2 Checklist

Question	Assess. basis*	YES /NO*	Reference to application documents
Standardising Body			
4.1 The standardising body shall have written procedures for standard-setting activities describing:			
a) its status and structure, including a body responsible for consensus building (see 4.4) and for formal adoption of the standard (see 5.11),	Procedures	YES	<p>OR TC 145 clearly defines that the IPQ works as the “body responsible for the adoption of the standard” and TC 145 as the “body for consensus building”:</p> <p>OR TC 145, ch. 1 states that Portuguese Quality System (the Instituto Português da Qualidade, IPQ) as the National Standards Body (NSB) coordinates the national standardisation activity for the development of a national PEFC forest management standard.</p> <p>OR TC 145, ch. 9 states that the NSB approves, homologates and publishes the standard.</p> <p>OR TC 145, ch. 3 states that Technical Committee (TC) 145 is a body with balanced representation of stakeholders that is responsible to draw up, monitor and revise the Portuguese standard for sustainable forest management.</p>
b) the record-keeping procedures,	Procedures	YES	OR TC 145, ch. 4 requires the Sectorial Standardisation Body (SSB) to keep records relating to standard setting process and includes

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			procedures for the records keeping. The SSB is a body that coordinates the standard setting and supports TC 145 in its work. In case of the Portuguese forest management standard, the SSB is Instituto da Conservação da Natureza e das Florestas (ICNF, I.P.).
c) the procedures for balanced representation of stakeholders,	Procedures	YES	OR TC 145, ch. 4a defines procedures for the composition of TC 145, including detailed description of three stakeholder's chambers (environmental, economic, and social).
d) the standard-setting process,	Procedures	YES	OR TC 145, ch. 7 defines procedures for preparation, approval and revision of the standard.
e) the mechanism for reaching consensus, and	Procedures	YES	OR TC 145, ch. 7a defines decision making within TC 145. OR TC 145, ch. 10 defines procedures for resolution of complaints/disputes aiming at reaching consensus.
f) revision of standards/normative documents.	Procedures	YES	OR TC 145, ch. 12 defines procedure for revision process.
4.2 The standardising body shall make its standard-setting procedures publicly available and shall regularly review its standard-setting procedures including consideration of comments from stakeholders.	Procedures	YES	OR TC 145, ch. 1 requires that OR TC 145 shall be periodically revised, including consideration of comments of TC 145 members and other stakeholders. OR TC 145, ch. 1 states that this document shall be publicly available and published at the SSB's website.
	Process	YES	The standard-setting procedures are available at the ICNF website http://www.icnf.pt/portal/florestas/gf/norm#cons
4.3 The standardising body shall keep records relating to the standard-setting process providing evidence of compliance with the requirements of this document and the	Procedures	YES	OR TC 145, ch. 4 requires that SSB is responsible for keeping records demonstrating compliance with these procedures and the NSB's procedures. The records shall be kept for at least five years and shall be available to interest parties upon request, subject

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standardising body's own procedures. The records shall be kept for a minimum of five years and shall be available to interested parties upon request.			to approval of TC 145.
	Process	YES	Records of the minutes of the plenary meetings and subcommittee are available upon request.
4.4 The standardising body shall establish a permanent or temporary working group/committee responsible for standard-setting activities.	Procedures	YES	<p>OR TC 145, ch. 2 (Terms and definitions) state that TC 145 is recognized by the NSB.</p> <p>OR TC 145, ch. 4a gives then a task to the SSB to ensure on-going balanced representation on TC 145.</p> <p>OR TC 145, ch. 4b then describes procedures for acceptance/rejection of the TC 145 members.</p> <p>Chapter 4.2 of the PEFC PT 1001:2014 describes the structure and role of NSB/SSB/TC and SC.</p>
	Process	YES	<p>TC145 is a permanent committee established under the Portuguese Quality System responsible for drawing and revising NP 4406.</p> <p>On the 20th November 2014 TC reactivated the subcommittee responsible for the work revision of NP 4406:2013 (Chapter 3 of the CFFP DOC 1002:2014).</p>
4.4 The working group/committee shall:			
a) be accessible to materially ,and directly affected stakeholders,	Procedures	YES	OR TC 145, ch. 4b states that participation in TC 145 is open to all stakeholders requesting to attend or invited. The request for membership in TC 145 shall be made to the NSB, the Chairman or Secretary of TC 145.
	Process	YES	Annex 2 of the CFFP DOC 1002:2014, refers to the list of members participating in TC145, which is in accordance with the composition required in the OR
b) have balanced representation and decision-making by stakeholder categories relevant to the subject matter and	Procedures	YES	OR TC 145, ch. 4a describes composition of TC 145 according to 3 different chambers: environmental, economic and social, and describes stakeholder groups that belongs to

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geographical scope of the standard where single concerned interests shall not dominate nor be dominated in the process, and			<p>each of the three chambers.</p> <p>OR TC 145, ch. 7a requires each member of TC 145 to have one vote. Each chamber shall have equal voting power and equal capacity to veto.</p> <p>OR TC 145, ch. 2 defines the term consensus and requires 66 % of votes in each chamber to reach a consensus.</p>
	Process	YES	<p>CFFP DOC 1002:2014, annex 2 – 6 stakeholders groups can be identified from the list of members participating in TC145.</p> <p>The TC 145 has 108 members, 74 with rights to vote and 34 participating with comments and following the work developed by TC</p> <p>The SC had 33 members participating in the work revision of the standard.</p> <p>Members were distributed by the 3 chambers with equal rights of vote.</p>
c) include stakeholders with expertise relevant to the subject matter of the standard, those that are materially affected by the standard, and those that can influence the implementation of the standard. The materially affected stakeholders shall represent a meaningful segment of the participants.	Procedures	YES	<p>OR TC 145, ch. 4a defines composition of the three chambers within TC 145. The listed stakeholder groups sufficiently cover those stakeholders that are affected by the forest management standard as well as stakeholders with expertise in forestry matters (forest owners, forest management organisations, public bodies relating to forests, forest services providers, research institutions, and individuals with technical competence).</p> <p>Note 2 to chapter 4a encourages significant representation of interested parties that directly apply the standard or that might come to apply it. should be encouraged. and those</p>
	Process	YES	<p>All stakeholders with interests in forest were invited to take part in the forum of TC and/or SC, with a composition made up by 108 members of those the major forest private owners organizations are represented with voting rights.</p>

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4.5 The standardising body shall establish procedures for dealing with any substantive and procedural complaints relating to the standardising activities which are accessible to stakeholders.	Procedures	YES	OR TC 145, ch. 10 provides for complaints/dispute resolution procedures for technical as well as procedural/administrative issues.
	Process	YES	No complaints received.
4.5 Upon receipt of the complaint, the standard-setting body shall:			
a) acknowledge receipt of the complaint to the complainant,	Procedures	YES	OR TC 145, ch. 10 requires that within 10 days of the receipt of the complaint/dispute the Chairman of the TC 145 shall notify the claimant of the receipt of the complaint/dispute.
	Process		No complaints received.
b) gather and verify all necessary information to validate the complaint, impartially and objectively evaluate the subject matter of the complaint, and make a decision upon the complaint, and	Procedures	YES	OR TC 145, ch. 10a states that the complaint is firstly analysed by TC 145 plenary meeting. In case that it cannot be resolved, TC 145 establishes a complaint/dispute working group (ch. 10b) that shall impartially analyse the complaint and provide TC 145 with recommendation to be ratified by the TC 145 plenary meeting.
	Process		No complaints received.
c) formally communicate the decision on the complaint and of the complaint handling process to the complainant.	Procedures	YES	OR TC 145, ch. 10b requires the Chairman of TC 145 to inform the claimant and other involved parties about the result of the complaint/dispute.
	Process		No complaints received.
4.6 The standardising body shall establish at least one contact point for enquiries and complaints relating to its standard-setting activities. The contact point shall be made easily available.	Procedures	YES	OR TC 145, ch. 10 requires the SSB SSB to establish at least one specific, easily accessed contact point for sending complaints/disputes concerning the standardisation process, such as a specific e-mail address.
Standard-setting process			
5.1 The standardising body shall identify stakeholders relevant to the objectives and scope of the standard-setting	Procedures		OR TC 145, ch. 4a requires that SSB shall regularly review the composition of TC 145 to achieve balanced representation. The SSB shall ask the

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work.		YES	Portuguese PEFC and FSC representatives to carry out stakeholder mapping and identify individuals, groups and organisations and a means of communication with them. OR TC 145, ch. 12 requires that, before the start of a revision process, the SSB shall update a list of stakeholders relevant to the revision process.
	Process	YES	CFFP DOC 1001:2012, chapter 3 (3.1; 3.2 and 3.3)
5.2 The standardising body shall identify disadvantaged and key stakeholders. The standardising body shall address the constraints of their participation and proactively seek their participation and contribution in the standard-setting activities.	Procedures	YES	OR TC 145, ch. 4a requires that the process of identification of stakeholders shall also include definition of criteria for determination of “key” and “disadvantaged” stakeholders, identification of those stakeholders and promotion of their participation and contribution.
	Process	YES	CFFP DOC 1001:2012, chapter 3 (3.1; 3.2 and 3.3)
5.3 The standardising body shall make a public announcement of the start of the standard-setting process and include an invitation for participation in a timely manner on its website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions.	Procedures	YES	OR TC 145, ch. 8 requires that the SSB is responsible for the announcement of the start of drafting/revision of the standard in co-ordination with the NSB. The SSB shall also ask the Portuguese FSC and PEFC representatives to publish the announcement at their websites.
	Process	YES	CFFP DOC 1001:2012, chapter 3 (3.1; 3.2 and 3.3)
5.3 The announcement and invitation shall include:			
a) information about the objectives, scope and the steps of the standard-setting process and its timetable,	Procedures	YES	OR TC 145, ch. 8a states that the announcement includes information on the objectives, scope and steps of the standardisation process as well as its timeframe.
	Process	YES	CFFP DOC 1001:2012, annex 1 – Stakeholders Invitation
b) information about opportunities for	Procedures		OR TC 145, ch. 8a states that the announcement includes information on

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stakeholders to participate in the process,		YES	forms of participation and involvement in the standardisation process.
	Process	YES	CFFP DOC 1001:2012, annex 1 – Stakeholders Invitation
(c) an invitation to stakeholders to nominate their representative(s) to the working group/committee. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable,	Procedures	YES	OR TC 145, ch. 8a states that the announcement includes an invitation for the appointment of representatives of the stakeholder for TC 145. The invitation to stakeholders should be made so as to ensure that it is received and that it contains all the elements necessary for an informed response,
	Process	YES	CFFP DOC 1001:2012, annex 1 – Stakeholders Invitation
d) an invitation to comment on the scope and the standard-setting process, and	Procedures	YES	OR TC 145, ch. 8a states that the announcement includes an invitation to comments on the scope of the work and on details of the standardisation process
	Process	YES	CFFP DOC 1001:2012, annex 1 – Stakeholders Invitation
e) reference to publicly available standard-setting procedures.	Procedures	YES	OR TC 145, ch. 8a states that the announcement includes Information on the public provision of procedures associated with the standardisation process.
	Process	YES	CFFP DOC 1001:2012, annex 1 – Stakeholders Invitation
5.4 The standardising body shall review the standard-setting process based on comments received from the public announcement and establish a working group/committee or adjust the composition of an already existing working group/committee based on received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the	Procedures	YES	Review of the standard setting process: OR TC 145, ch. 1 requires that these procedures shall be revised periodically based on changes in the NSB regulations as well as comments from interested parties as a result of dissemination of information on the standardization process. All proposals and changes shall be discussed and approved by TC 145, sent to SSB and validated by the NSB. Appointment of TC 145

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requirements for balanced representation of the working group/committee and resources available for the standard-setting.			OR TC 145, ch. 4b requires that the membership in TC 145 is decided at the TC 145 plenary meeting and its result shall be sent to the SSB. The membership of stakeholders within the categories defined in chapter 4a is accepted automatically. For all other stakeholders, TC 145 must assess their relevance to the work of the committee. If an application is rejected, the stakeholder must be informed in writing of the reasons for their non-acceptance
	Process	YES	Around 300 organizations received the announcement and invitation. All replies were considered by TC plenary meeting 20 th November 2014, resulting in 34 new members with a total composition of 108 seats (CFFP DOC 1002:2014, chapter 3.2)
5.5 The work of the working group/committee shall be organised in an open and transparent manner where:			
a) working drafts shall be available to all members of the working group/committee,	Procedures	YES	OR TC 145, ch. 6b requires that tasks of the TC 145 Secretary, including logistic support to TC 145 and delivery of documentation necessary for the TC 145's operation.
	Process	YES	The successively drafting documents of the standard were sent out to the subcommittee and CT145 members along with the notice of the meetings. (CFFP DOC 1002:2014, chapter 3.3)
b) all members of the working group shall be provided with meaningful opportunities to contribute to the development or revision of the standard and submit comments to the working drafts, and	Procedures	YES	OR TC 145, ch. 6 requires that TC 145 provides equal opportunities for members to contribute for the drafting or revision of standardisation documents and submit their comments on the aforementioned documents.
	Process	YES	Records of the minutes of the plenary meetings and subcommittee are available upon request. (CFFP DOC 1002:2014, chapter 3.3)
c) comments and views submitted by any member of the working group/committee	Procedures		OR TC 145, ch. 6 requires that TC 145 considers all the comments and opinions of members, openly and transparently, in compliance with the

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shall be considered in an open and transparent way and their resolution and proposed changes shall be recorded.		YES	procedures described in these Regulations. OR TC 145, ch. 6b requires that the Secretary of TC 145 is responsible for keeping records of the TC 145's meetings, including comments and opinion of its members, points of controversy, consensus reached, etc.
	Process	YES	The successively drafting documents of the standard were sent out to the subcommittee and CT145 members along with the notice of the meetings. (CFFP DOC 1002:2014, chapter 3.3)
5.6 The standardising body shall organise a public consultation on the enquiry draft and shall ensure that:			
a) the start and the end of the public consultation is announced in a timely manner in suitable media,	Procedures	YES	OR TC 145, ch. 8b requires a public enquiry. The announcement of the public enquiry shall include the start and the end of the public consultation and shall be published at the SSB website or other interested organisations' websites. Chapter 8 requires that the SSB shall ask the Portuguese FSC and PEFC representatives to publish the announcement on the public enquiry at their website and disseminate it.
	Process	YES	CFFP DOC 1002:2014 refers that the start and the end of the public consultation was announced at the official publication of the ONN-IPQ, in November 2013 (annex 3). The announcement was also published in the IPQ newsletter "Espaço Q" (annex4) The ONS-ICNF and the CFFP also announced this official period for comments at the correspondent webpages (evidences of this are available upon request)
b) the invitation of disadvantaged and key stakeholders shall be made by means that ensure that the information reaches its recipient and is understandable,	Procedures	YES	OR TC 145, 4a requires that the SSB shall specify proactive ways of involving disadvantaged stakeholders. OR TC 145, 8b requires that The SSB must also send the invitation to the stakeholders previously identified in the course of the mapping, so as to ensure that it is accepted and that it contains all the details necessary for

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			informed participation.
	Process	YES	On plenary meeting of 25 th September 2013 TC members approved the procedure for mapping of stakeholders and stakeholders data base, chapter 3.1 of the CFFP DOC 1002:2014. The complete database with all 300 stakeholders which were contacted is available upon request.
c) the enquiry draft is publicly available and accessible,	Procedures	YES	OR TC 145, ch. 8b requires that the enquiry draft standard is published at the SSB's website or other interested organisations' websites.
	Process	YES	The public inquiry was publicly available and accessible on the ONN-IPQ webpage and in the PEFC Portugal website.
d) the public consultation is for at least 60 days,	Procedures	YES	OR TC 145, ch. 8b requires that the public enquiry lasts at least 60 days.
	Process	YES	The period of the inquiry process was from the 17 th March 2014 to the 16 th May 2014 – conforming with the 60 days period.
e) all comments received are considered by the working group/committee in an objective manner,	Procedures	YES	OR TC 145, ch. 8b requires that the received comments shall be compiled in a predefined form and shall be considered at the plenary meeting of TC 145.
	Process	YES	At the TC plenary meeting held on the 8th January 2013 all comments were considered. The compiled comments were previously distributed to TC members. Records of the meeting are available upon request.
(f) a synopsis of received comments compiled from material issues, including the results of their consideration, is publicly available, for example on a website.	Procedures	YES	OR TC 145, ch. 8b requires that the SSB, with the collaboration of TC 145, must prepare a document including a description of the standardisation process, a compilation of all the comments received, and the results obtained during the evaluation and make this publicly available.

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	Process	YES	The synopsis of received comments compiled and the results of their consideration was prepared by SSB, who made the document available at ICNF website (www.icnf.pt)
5.7 The standardising body shall organise pilot testing of the new standards and the results of the pilot testing shall be considered by the working group/committee.	Procedures	YES	OR TC 145, ch. 7 requires that the SSB in co-operation with the Portuguese FSC and PEFC representatives shall organise a pilot test. An exemption is provided in a case of revision where an experience from the previous usage of the standard can be applied.
	Process	NO	Not applicable since the standard already is operational since 2004 and no major changes were introduced in the revision process.
5.8 The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of a consensus.	Procedures	YES	OR TC 145, ch. 7 requires that final "homologation" of the standard is made by the NSB based on the recommendation of the SSB and the approval by consensus at the plenary meeting of TC 145. OR TC 145, ch. 2 defines consensus by reaching 66 % votes in each chamber of TC 145. OR TC 145, ch. 7 defines procedures for resolution of opposition and negative votes within TC 145.
	Process	YES	At the TC plenary meeting hold on the 5 th February 2014 the formal approval was taken on the basis of a consensus, with all votes in favor, chapter 3.3 of the CFFP DOC 1002:2014 and minutes of TC plenary meeting no79.
5.8 In order to reach a consensus the working group/committee can utilise the following alternative processes to establish whether there is opposition:			
a) a face-to face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote; a statement on consensus from the Chair where there are no dissenting voices or	Procedures	YES	OR TC 145, ch. 7a requires that voting occurs within the chambers of TC 145. OR TC 145, ch. 7a states that if necessary, the Chairman may determine the consensus by voting at the plenary meeting of TC 145.

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hands (votes); a formal balloting process, etc.,	Process	YES	At the TC plenary meeting hold on the 5 th February 2014 the formal approval was taken on the basis of a consensus, with all votes in favor, chapter 3.3 of the CFFP DOC 1002:2014 and minutes of TC plenary meeting no79.
b) a telephone conference meeting where there is a verbal yes/no vote,	Procedures	Not mandatory requirement	n.a
	Process		n.a
c) an e-mail meeting where a request for agreement or objection is provided to members with the members providing a written response (a proxy for a vote), or	Procedures		n.a
	Process		n.a
d) combinations thereof.	Procedures		n.a
	Process		n.a
5.9 In the case of a negative vote which represents sustained opposition to any important part of the concerned interests surrounding a substantive issue, the issue shall be resolved using the following mechanism(s):			
a) discussion and negotiation on the disputed issue within the working group/committee in order to find a compromise,	Procedures	YES	OR TC 145, ch. 7a requires that if there is a negative vote among interest categories within a chamber of TC 145 regarding basic issue, the dispute shall be resolved using the dispute procedures defined in chapter 10. Following OR TC 145, ch. 10 the dispute is managed by the Chairman of TC 145; firstly it is discussed within TC 145; if not resolved, then discussed between the concerned parties; if not still resolved a dispute working group is established to provide a recommendation to TC 145.
	Process	NO	n.a (all votes in favour)
b) direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different views on the disputed issue in order to find a	Procedures		OR TC 145, ch. 7a requires that if there is a negative vote among interest categories within a chamber of TC 145 regarding basic issue, the dispute shall be resolved using the dispute procedures defined in chapter 10.

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compromise,		YES	Following OR TC 145, ch. 10 the dispute is managed by the Chairman of TC 145; firstly it is discussed within TC 145; if not resolved, then discussed between the concerned parties; if not still resolved a dispute working group is established to provide a recommendation to TC 145.
	Process	NO	n.a (all votes in favour)
c) dispute resolution process.	Procedures	YES	<p>OR TC 145, ch. 7a requires that if there is a negative vote among interest categories within a chamber of TC 145 regarding basic issue, the dispute shall be resolved using the dispute procedures defined in chapter 10.</p> <p>Following OR TC 145, ch. 10 the dispute is managed by the Chairman of TC 145; firstly it is discussed within TC 145; if not resolved, then discussed between the concerned parties; if not still resolved a dispute working group is established to provide a recommendation to TC 145.</p>
	Process	NO	n.a (all votes in favour)
5.10 Documentation on the implementation of the standard-setting process shall be made publicly available.	Procedures	YES	OR TC 145, ch. 8b requires that the SSB, with the collaboration of TC 145, must prepare a document including a description of the standardisation process, a compilation of all the comments received, and the results obtained during the evaluation and make this publicly available.
	Process	YES	<p>CFFP 1002:2014, chapter 3.4 - The standard setting process and related documentation is available at ICNF webpage http://www.icnf.pt/portal/florestas/gf/norm-gf/norm#cons and PEFC Portugal webpage http://www.icnf.pt/portal/florestas/gf/norm-gf/norm#cons</p>
5.11 The standardising body shall formally approve the standards/normative documents based on evidence of consensus	Procedures	YES	OR TC 145, ch. 7 and 9 require that the standard is “homologated” by the NSB based on recommendation of the SSB and approval by consensus by TC 145.

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reached by the working group/committee.	Process	YES	After the conclusion of the Public Inquiry on the 16 th May 2014 and the results of the TC plenary meeting of 14 th May 2014 the SSB sent the report to ONN-IPQ with the recommendation for the homologation of the NP4406. The standard was published by IPQ on the Official Publication of 15 th July http://www1.ipq.pt/PT/Site/EspacoQ/Documentos/Espaco%20Q%20julho%202014.aspx#publicacoes (chapter 3.4 and 3.5 of CFFP 1002:2014)
5.12 The formally approved standards/normative documents shall be published in a timely manner and made publicly available.	Procedures	YES	OR TC 145, ch. 9 requires that the NSB approves, homologates and publishes the standards that become part of the Portuguese collection of standards, through their official publication within the time limits established for this purpose and makes it publicly available.
	Process	YES	The standard was published by IPQ on the Official Publication of 15 th July http://www1.ipq.pt/PT/Site/EspacoQ/Documentos/Espaco%20Q%20julho%202014.aspx#publicacoes (chapter 3.4 and 3.5 of CFFP 1002:2014)
Revisions of standards/normative documents			
6.1 The standards/normative documents shall be reviewed and revised at intervals that do not exceed a five-year period. The procedures for the revision of the standards/normative documents shall follow those set out in chapter 5.	Process	YES	OR TC 145, ch. 12 requires that the standard shall be revised in five years cycles following the methodology defined in these procedures. The last revision of the standard started in 2010, immediately after the PEFC C re-endorsement of the PEFC Portugal scheme with the publication of the 4 th edition (2013)
6.2 The revision shall define the application date and transition date of the revised standards/normative documents.	Process	YES	OR TC 145 does not define the application date of the standards. However, it is assumed that in the case where there is no a specific application date mentioned, the date of the standard publication is used as the application date (i.e. the date when the standard can be used). OR TC 145, ch. 12 defines that the transition date should not exceed one year except in circumstances in which

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			the implementation of the new document requires a longer period of time
6.3 The application date shall not exceed a period of one year from the publication of the standard. This is needed for the endorsement of the revised standards/normative documents, introducing the changes, information dissemination and training.	Process	YES	According to the ONN-IPQ official list publication, the application date is define on the day referred on the front page of the publication of the standard which is on 15 th July 2014.
6.4 The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the revised standards/normative documents requires a longer period.	Process		OR TC 145, ch. 12 defines that the transition date should not exceed one year except in circumstances in which the implementation of the new document requires a longer period of time. The transition date shall not exceed one year, until the 14 th July 2015.

3 Application documentation

The application for the endorsement and mutual recognition as defined in Chapter 5 of Annex 7 (*Endorsement and Mutual Recognition of National Systems and their Revision*) shall include information which enables the assessment of the applicant system's compliance with the PEFC Council requirements.

The application documentation should identify and make reference to other detailed documentation such as minutes, internal procedures and rules, reports, etc. which do not need to create a part of the application documentation.

Asses. basis* The standard setting is assessed against the PEFC Council requirements in two stages: (i) compliance of written standard setting procedures ("Procedures") and (ii) compliance of the standard setting process itself ("Process").

For "Procedures" the applicant should refer to the part(s) of its standard setting procedures related to the respective PEFC requirement. For "Process" the applicant should either refer to the report/records of the standard setting process forming a part of the submitted application documents, or describe how the PEFC requirement was fulfilled during the standard setting process.

YES/NO* If the answer to any question is no, the application documentation shall indicate for each element why and what alternative measures have been taken to address the element in question.