

 PEFC URUGUAY PROCEDURE FOR THE ELABORATION OF DOCUMENTS	Document code	DG 02.02
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1. Objective

To establish the parameters for the elaboration and control of the documentation for the administration of the certification system of PEFC Uruguay.

2. Scope and Field of Application

All documents of the certification system for PEFC Uruguay.

It applies to the elaboration, coding, revision, approval and distribution of all the documents of the certification system of PEFC Uruguay.

3. Documentation Structure

3.1 Documents elaboration

The documentation will be elaborated by the Technical Secretary or whoever he delegates such a task.

3.2 Coding

The documents will be coded according to the parameters in Annex I.

3.3 Number of revision

Every time a Document is modified, it will be assigned a new number, indicating the number of revision. The first document elaborated will be assigned the revision number "01".

Changes will be identified in the new version highlighting the modified text in green, *i.e.*: **change.**

3.4 Documents presentation

The Documents elaborated in the certification system PEFC Uruguay must be presented in the formats indicated in Annex II.

All Documents must present:

- Type of Document (General or Operative Document) Title.
- Identification (Code) and Number of Version
- Date of Version.
- Page number and total number of pages in the document

3.5 Document structure

The Document will present the items described below when they apply.


- Change Control:

Changes in the version will be identified by the green highlight of the modified text: **change.**

- Objective

The main purpose and general contents that are detailed in the Document.

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- Definitions

If pertinent, a vocabulary of the words and concepts in need of a definition will be included for its correct use and interpretation.

- Scope

It will be indicated when and where the Document applies.

- Responsible

It will be indicated the person responsible of controlling the compliance with the Document.

- Document

There will be described in a clear way the activities covered by the Document.

There will be described in detail the critical activities and the definition of responsibilities, controls and registers and the ways of communication.

- Register of acknowledgement

The acknowledgement of the Document by all people within the scope of the Document must be registered. (Annex III).

- Annexes

As annexes will be indicated all those documents and register formats indicated as Duch in the development of the Document.

3.6 Approval

All Documents will be approved by the Directory Commission of PEFC Uruguay.

3.7 Standing time

Each version of the document will be valid from the date of approval by the Directory Commission of PEFC Uruguay.

Each new document must be notify to the stakeholders and published on the website of PEFC Uruguay.

It will remain in force until the next distribution/communication of a new version, considering the established transitional periods

3.8 Revisions

Modifications of any part of a Document already approved requires, to be valid, an edition and approval of the whole Document

The members of the Directory Commission can propose modifications. Proposals will be sent to the Technical Secretary, who will elaborate the new version.


The modified document must be approved by the Directory Commission of PEFC Uruguay. Policy documents, ie: General Documents (GD), Documents PEFC (PD) and the Standard for Sustainable Forest Management (SFM) will have a transition period for final implementation of one year from the effective date of the revised version, unless otherwise noted. When that period expires the last document will be the only in force. Major audits and recertification performed during this transition period will consider the new current version of the document.

3.9 Documentation Control

3.9.1 Distribution

The coded and approved documents will be distributed.

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The Technical Secretary will take care of the distribution of documents to the interested parties.

3.9.2 Lists of Distribution

The distribution of the printed documentation must be accompanied by signature of the register. If the documents need to be further distributed, the first recipients will be responsible to do so and will generate a new distribution list register. As the documents are distributed even further, new recipient lists will be generated, up to the last recipient responsible for the application of the document/s.

All those responsible for the distribution of the documents must have a register of the distribution (form “Distribution and Communication of Documents”) ordered by document and/or recipient.

“No Controlled Copies” can be distributed in case of need for information but not for its application. These copies will be identified “Only for Information” or “No Controlled Copy”.

3.9.3 External Documentation

All documentation of external origin will keep its original identification.

3.9.4 Modifications

New versions of the modified documents will be distributed according to the established parameters to all those responsible for the application (Controlled Copies).

3.9.5 Obsolete Documents

The Technical Secretary will be responsible of substituting obsolete documents by new ones and keeping an update archive current documents as well as keeping a separate archive of obsolete documents duly identified as such.

Recipients of modified documents will be responsible of substituting the obsolete by the current document in their own archive, destroying the obsolete ones.

The obsolete documents that need to be conserved for legal considerations of preservation must be duly identified as “Obsolete”.

3.9.6 List of Documents in Force

An update archive of documents will be kept in the intranet of PEFC Uruguay and registered in the General Document DG 01 (List of current Documents).

3.9.7 Archives


Original documentation concerning this Document will be archived in the intranet of PEFC Uruguay plus a printed version.

3.10 Registers

The following list of registers must be kept in digital or printed way:

- Meeting minutes
- Contracts

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- Lists of distribution and communication of documents.
- Reports of No Conformity and Corrective Actions.
- Complaints.
- Audit Reports.
- Capacitation Records.
- Indicators.
- Communications with interested parties.
- Partners and contact information.

3.10.1 Identification of Registers

Registers will be identified by date. If in need of a special register, that requires particular codification, criteria for the codification will be established and documented in the corresponding Document.

3.10.2 Registers and Controls

The elements to control or register, must be defined in the register.

The persons indicated in the Document in question, will be responsible for completing the register.

3.10.3 Register's Archive

Registers will be archived by type, in inverse order by date or coding, in a way that facilitates the access to them.

The elements (folders, boxes, etc) for archiving, will be clearly labeled.

The registers that are expressly required, *e.g.* PEFC documentation, ISO norms, must be archived for at least five (5) years since its publication.

When the document establishes contract requirements, the Registers will be available to the Client or representative for the agreed period.

The access to archives will be limited to the person responsible for the Section or Department or authorized persons.

4. Annexes

Annex I:	Document Coding
Annex II:	Document Presentation
Annex III:	Acknowledgment Register

Annex I

Document Coding

- a. System Documents:** Codified as **DG**, followed by the correlative document number and version number.
- b. PEFC Documents:** Codified as **DP**, followed by the PEFC original coding.
- c. Verification Lists:** Codified as **LV**, followed by the correlative list number and version number
- d. Letters:** Codified as **CA**, followed by the correlative letter number and version number

Annex II

Document Presentation

Document Heading

LOGO	TYPE OF DOCUMENT (Title)	Document Code:	
		Version Date:	
		Page :	

Document Footing

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Annex III:

Acknowledgment Register

[illegible]

GLOSSARY

- **Document:** Is a medium through which the necessary information about a defined activity is relayed, defined in an orderly way and it serves as support for the quality system. It comprises manuals, documents, instructives, formats, registers, plans, drawings, technical specifications.
- **Format:** Table used to register information or activity results.
- **Register:** Format or table to evidence objectively the activities executed or the results obtained.
- **Procedure:** Document that describes in detail the way a group of activities or tasks interact and relate. It details the way how an activity must be executed to ensure the correct outcome.
- **List of current documents:** Document where all documents, formats, norms, etc are listed for consultation of the Certification Scheme..
- **Verification List:** Lists of points of control used for checking standards
- **Controlled Copy :** Copy distributed under control to those the document applies to.
- **No Controlled Copy:** Copy distributed for information, no application.
- **Specifications:** Documents that establish the characteristics of a product or service, such as technical data, quality levels, security, environmental care, functioning or behavior, dimensions, etc. The characteristics can be in the way of written information (specification) or graphics (charts).
- **External Documentatón:** Legal and technical norms, charts and specifications by others, that might be of application to the product or service related with the certification of PEFC Uruguay.