

Inkoopcriteria voor hout

De Timber Procurement Assessment Committee (TPAC) toetst of een certificeringssysteem voor hout en houtproducten voldoet aan de Nederlandse Inkoopcriteria. Dat doet de TPAC aan de hand van de onderstaande inkoopcriteria (principes en criteria) en beoordelingsmethode.

I. Sustainable Forest Management	
Legislation and Regulation	
Legislation and regulation	P 1. Relevant international, national, and regional/local legislation and regulations shall be respected. To that end the system requires that:
Requirements of forest manager	C 1.1. The forest manager holds legal use rights to the forest.
	C 1.2. The forest manager complies with all obligations to pay taxes and royalties.
	C 1.3. Legal and regulatory obligations that apply to the forest management unit, including international agreements, are fulfilled.
Illegal activities	C 1.4. The forest management unit is sufficiently protected against all forms of illegal exploitation, illegal establishment of settlements, illegal land use, illegally initiated fires, and other illegal activities.
Social Aspects	
Interests of stakeholders	P 2. The interests of directly and indirectly involved stakeholders shall be taken into account. To that end the system requires that:
Tenure and use rights	C 2.1. The legal status of the management of the forest management unit and claims from the local population, including indigenous peoples, to the property/tenure or use rights of the forest management unit or a portion thereof have been inventoried and are respected.
Consultation and permission	C 2.2. Effective communication with and consultation and participation of stakeholders take place regarding the management of the forests.
	C 2.3. The local population and indigenous peoples have a say in forest management on the basis of free and informed consent, and hold the right to grant or withhold permission and, if relevant, receive compensation where their property/use rights are at stake.
Public availability	C 2.4. The forest management plan and accompanying maps, relevant monitoring results and information about the forest management measures to be applied are publicly available, except for strictly confidential business information.
Dispute resolution	C 2.5. Adequate mechanisms are in place for resolving disputes regarding forest management, property/usage rights, work conditions, or social services.
Objects of cultural and economic value	C 2.6. Objects of cultural and traditional economic value are identified and inventoried in consultation with the stakeholders and are respected.
Health and labour conditions	P 3. Safety, health, and labour conditions shall be sufficiently safeguarded and where relevant enhanced. To that end the system requires that:

Health and safety	C 3.1. The forest manager must take adequate health and safety measures, at least in compliance with relevant legislation and in accordance with ILO conventions, in order to protect the personnel, including contractors and their employees and, where appropriate, the local and indigenous population.
Employment conditions	C 3.2. Employees have the right to organise and negotiate wages and employment conditions, in accordance with national laws and the core conventions of the International Labour Organisation (ILO).
Ecological Aspects	
Biodiversity	P 4. Biodiversity shall be maintained and where possible enhanced. To that end the system requires that:
Species and Ecosystems	C 4.1. Objects of high ecological value and representative areas of forest types that occur within the forest management unit are identified, inventoried and respected.
	C 4.2. Protected or endangered plant and animal species are not exploited for commercial purposes. Where necessary, measures have been taken for their protection and, where relevant, increase of their population.
Conversion	C 4.3. Conversion of forests in the FMU to other types of land use, including timber plantations, shall not occur unless in justified exceptional circumstances.
Plantations	C 4.4. In case of plantations native species are preferred and the requirements of C 4.2. apply to a relevant part of the plantation, e.g. 5%.
	C 4.5. Plantations shall not be established through the conversion of natural forests after 1997.
Non-timber forest products, hunting and fishing	C 4.6. The exploitation of non-timber forest products, including hunting and fishing, are regulated, monitored and controlled. Insofar as relevant, knowledge of the local population, indigenous peoples, and locally active environmental organisations is utilised in monitoring commercial exploitation.
Genetically modified organisms	C 4.7. Genetically modified organisms are not used.
Regulation functions	P 5. The regulation function and quality, health, and vitality of the forest shall be maintained and where possible enhanced. To that end the system requires that:
Soil	C 5.1. The soil quality of the forest management unit is maintained and, where necessary, improved, whereby special attention is given to shores, riverbanks, erosion-prone parts and slopes.
Water	C 5.2. The water balance and quality of both groundwater and surface water in the forest management unit, as well as downstream (outside of the forest management unit), are maintained and, where necessary, improved.
Ecological cycles	C 5.3. Important ecological cycles, including carbon and nutrient cycles, which occur in the forest management unit, are at least maintained.
Reduced impact logging	C 5.4. Avoidable damage to the ecosystem is prevented by application of the most suitable and available methods and techniques for logging and road construction under the prevailing conditions.
Forest fires	C 5.5. Initiating of forest fires is only permitted if that is necessary for

	the achievement of the management goals of the forest management unit and adequate safety measures are taken.
Diseases and pests	C 5.6. Forest management is geared towards preventing and controlling diseases and pests, inasmuch as they threaten the timber production.
Chemicals	C 5.7. The use of chemicals is only permitted if maximum use of ecological processes and sustainable alternatives proves insufficient. The use of class 1A and 1B pesticides, as drafted by the World Health Organisation, and of chlorinated hydrocarbons is not permitted.
Waste and litter	C 5.8. Non-organic waste and litter are avoided, collected, stored in the designated places and removed in an environmentally responsible manner.
Economic Aspects	
Production function	P 6. The production capacity of timber and relevant non-timber forest products shall be maintained. To that end the system requires that:
Production capacity	C 6.1. The production capacity of each forest type of the forest management unit as a whole is maintained.
Contribution to local economy	P 7. Forest management shall contribute to the local economy and employment. To that end the system requires that:
Employment	C 7.1. Forest management stimulates employment of the local population, including indigenous peoples, as well as the local processing of timber and non-timber forest products.
Infrastructure	C 7.2. Insofar as not provided for otherwise, a contribution is made to the development of local physical infrastructure and of social services and programmes for the local population, including indigenous peoples. This contribution is made in agreement with the local population.
Management Aspects	
Management system	P 8. Sustainable forest management shall be realised through a management system. To that end the system requires that:
Management cycle	C 8.1. Forest management aims to achieve the goals formulated in the forest management plan and comprises the cycle of inventory and analysis, planning, implementation, monitoring, evaluation, and improvement.
Forest management plan	C 8.2. There is a forest management plan, consisting of, or dealing with at least: <ul style="list-style-type: none"> a. a description of the current condition of the forest management unit b. long-term objectives c. the average annually allowable cut per forest type, and, if relevant, the annually allowable exploitation of non-timber forest products, based on reliable and current data d. budget for the implementation of the forest management plan.
Maps	C 8.3. Essential elements for forest management are indicated on maps
Monitoring	C 8.4. The implementation of the forest management plan and the ecological, social, and economic effects of forest management on the FMU and its surroundings are monitored periodically on the basis of adequate data.
Knowledge and expertise	C 8.5. Forest management is based on scientific research and, if needed, information on comparable forests types.

	C 8.6. Forests are managed by professional staff and forest workers. Adequate periodic training secures the level of skills, including knowledge of relevant laws and treaties.
Management group or regional association	P 9. Forest management in a group or regional association shall offer sufficient safeguards for sustainable forest management. To that end the system requires that
Group or regional association	C 9.1. A group or regional association is under the leadership and supervision of an independent legal entity.
	C 9.2. The management system of a group or regional association offers sufficient guarantee to fulfil criterion 9.3.
Sustainable forest management requirements	C 9.3. A group or regional association complies with the requirements set by the SFM standard of the certification system. In addition, each member of a group or regional association complies with these requirements, inasmuch as they apply to its operations.

II. Chain of Custody	
Chain of Custody system	P 1. A Chain of Custody (CoC) must be in place from the forest unit of origin to the final point of sale, which provides a link between the certified material in the product or product line and certified forest units. To that end the system requires that:
Organisation	C 1.1 Each individual organisation in the CoC possesses an operational CoC system.
	C 1.2 The management system of each organisation in the CoC provides sufficient guarantees that the requirements of the CoC standard are being met.
	C 1.3 Each individual organisation in the CoC registers quantities and the names and certificate numbers of the organisations from which it purchases timber and to which it sells timber.
Legal sources	C 1.4 If the system allows for mixing of SFM-certified and non-SFM-certified material, the non-SFM certified material is covered by a verifiable system to ensure that it is from non-disputed, at least legal sources. This applies to new-, including pre-consumer recycled material, and post-consumer recycled material.
	C1.5 SFM-certified timber, including timber products, timber from other verified legal sources and timber from non-verified (legal) sources are administratively separated. Timber from non-verified (legal) sources is also physically separated from the other two sources.
Mixed wood and assembled products	C1.6 If the system allows for mixing of SFM-certified and non-SFM-certified material, (one of) the following approaches shall be used: <ul style="list-style-type: none"> • mass balance claim: the proportion of the product sold as SFM certified is equal to the proportion of SFM certified material entering a process; • percentage based claim: the percentage of SFM certified material in a product or product line is reported.

Chain of Custody group certification	P 2. If Group certification of the CoC is allowed, the standard must require that the group as whole must comply with the same requirements which are posed on individual companies. To that end the system requires that:
Juridical entity	C 2.1 A group has a juridical entity, which is responsible for the group as a whole.
Management	C 2.2 The group has a management system that provides sufficient guarantees that C 2.3 will be met.
	C 2.3 The group operates according to principle 1; in addition, each member of the group complies with these requirements inasmuch as they apply to its operations.
Registration	C 2.4 The group leader has a registration system in place including: <ul style="list-style-type: none"> a. names and addresses of the group members b. declarations of each member to comply with the certification requirements of the CoC.
Logos and labels	P 3. Logos and labels that belong to the certification system and occur on products and documents shall have an unambiguous meaning and shall be applied in accordance with the rules established by the certification system. To that end the system requires that:
Design and use of logos and labels	C 3.1. The system manager employs rules for the use of logos and labels and for supervision of compliance. The rules comprise at least: <ul style="list-style-type: none"> a. specification of the logos and labels b. unambiguous description of the claim that the logos and labels represent, including the requirement to communicate the actual or minimum percentages of SFM certified- and post-consumer recycled material included in the product or product line c. rights to use logos and labels d. instructions regarding the use of logos and labels and the informative text they show.
Copyright	C 3.2. The logo is copyrighted and is a registered trademark.
Clear and accurate claims	C 3.3 There is a clearly defined mechanism for controlling all claims made about the certified nature of products, which ensures that claims are clear and accurate and that action is taken to prevent any false or misleading claims.

III. Development, Application and Management of certification systems

Standard Development	
Standard development	P 1. The process of standard development and the standard itself shall fulfil the requirements as established by international umbrella organisations (such as ISO and ISEAL). To that end the system requires that:
ISEAL and ISO Guide 59	C 1.1. The development process of the standard fulfils the requirements

	established in the <i>ISEAL 'Code of Good Practice for Setting Social and Environmental Standards'</i> , the <i>ISO Guide 59 'Code of Good Practice for Standardisation'</i> or equivalent requirements. The development process and application of the standard at least fulfil the following criteria: 1.2. through 1.10.; 2.1. and 2.2.; 3.3. through 3.6. of this assessment table.
Stakeholder input	C 1.2. The standard development body comprises the relevant interested groups that serve the economic, social and environmental interests without undue dominance of one interest.
	C1.3 Decisions of the standard development body are made, if possible, by consensus. If consensus is not reached, qualified majority voting applies.
	C 1.4. The development of the standard takes place with input of the relevant stakeholders. Potential limitations for certain groups such as indigenous peoples and small forest owners to contribute directly are taken into account.
Public consultation	C 1.5. The standard development procedure provides for public input during a reasonable period of time.
Justification for handling comments	C 1.6. With the development of the standard, the standard setting organisation takes into account any comments submitted in writing and communicated verbally. The organisation maintains reports of the development process of the standard including the received input and how it is dealt with. A summary of it is published and is freely available.
Publication	C 1.7. The standard setting organisation publishes the standard as soon as it has been established.
Reference to international standards	C 1.8. A national standard which is part of an international certification system with a generic standard or which is based on a generic standard of an umbrella organisation, must refer to the relevant generic standard and be accepted by the relevant international system or organisation.
General applicability	C 1.9. The standard and the procedures for establishing compliance are sufficiently flexible to be applied under changing local conditions and to forest management units of any size, either as a part of a group or regional association or otherwise.
Process criteria and performance criteria	C 1.10. The standard contains both process and performance criteria and consists, where appropriate, of measurable, unambiguous parameters with guidelines for interpretation.
Certification system management	
System manager	P 2. The certification system shall be managed by a legal entity (system manager). The tasks and responsibilities shall be clearly distributed among the organisations, which form an organisational and/or functional part of the system. To that end the system demonstrates that:
Legal entity, statutes	C 2.1. The system manager is a legally registered organisation with statutes, contact address, telephone, e-mail, and website.

Entities, distribution of responsibilities	C 2.2. The distribution of the responsibilities, authorities, and tasks among the entities, comprising an organisational and/or functional part of the certification system, and the procedures to be followed are clear and publicly available. The certification system comprises at least rules for the following functions: <ul style="list-style-type: none"> a. standard development b. certification c. accreditation d. supervision of proper performance of tasks and compliance with the rules e. objection and appeal handling f. design and use of logos and labels
Decision-making bodies and objection and appeal procedures	P 3. Decision-making bodies shall reflect the interests of stakeholders and shall provide for adequate procedures for objection and appeal regarding the decisions made and the functioning of the decision-making bodies. To that end the system requires that:
Composition	C 3.1. The decision-making and advisory bodies comprise the relevant interested groups without undue dominance of one interest.
Decision-making	C 3.2. Decisions of decision-making and advisory bodies are made, if possible, by consensus. If consensus is not reached, majority voting applies.
Provision for objection or appeal	C 3.3. Objection and appeal procedures are publicly available and clearly indicate the entity a stakeholder must turn to in the event of an objection or appeal against the operation of a particular entity or against a decision made by a particular entity.
Justification	C 3.4. The objection and appeal procedures require that the submitter or a representative substantiates the objection or appeal with arguments and relevant documentation.
Reasonable period	C 3.5. Objection and appeal procedures contain clear and reasonable deadlines for handling of the objection or appeal.
Independent forum	C 3.6. A forum of independent persons, which adequately represent legal and domain knowledge, handles appeal cases. Decisions are taken by majority voting.
Certification Bodies and Certification Procedures	
Certification bodies and procedures	P 4. Certification bodies shall be independent and shall be competent to assess sustainable forest management and the chain of custody system. To that end the system requires that:
Certification bodies	C 4.1. The certification bodies are accredited on the basis of the requirements and guidelines in ISO 17021 ¹ ‘ <i>Conformity Assessment - Requirements for Bodies Providing Audit and Certification of Management Systems</i> ’ and/or ISO Guide 65 (EN 45011) ‘ <i>General Requirements for Bodies Operating Product Certification Systems</i> ’ and preferably on the basis of specific supplemental requirements for performance of conformity assessments according to the standards for sustainable forest management and the chain of custody.

¹ ISO 17021 has replaced ISO Guide 62 (EN 45012) and ISO Guide 66. A transition period applies. ISO Guide 62 (EN 45012) and ISO Guide 66 may be used until September 2008.

Procedure for assessment	C 4.2. The certification contains an assessment of system documents, site visits, and sufficient consultation of external stakeholders.
	C 4.3. In case of group or regional certification an adequate sample of group members must be audited.
Public availability	C 4.4. The certification agency makes the following items public in addition to the requirements in ISO 17021 and ISO Guide 65: <ul style="list-style-type: none"> a. summaries of assessment reports b. a list of the granted certificates
Accreditation	
Accreditation	P 5. The accreditation agencies that grant the accreditations for certification of sustainable forest management and/or the chain of custody shall be competent and independent, national or international organisations that are preferably member of the IAF. To that end the system requires that:
Accreditation body	C 5.1. Accreditation must be granted by a national or international organisation that fulfils requirements as included in ISO 17011 ' <i>General Requirements for Assessment and Accreditation of Certification Bodies</i> '.
Peer review	C 5.2. The accreditation body takes part in a peer review process with sister organisations, preferably within the framework of the IAF.

Beoordelingsmethode TPAC
(behorend bij de inkoopcriteria hout)

Criteria

De criteria worden beoordeeld met één van de volgende scores:

Scoren voor criteria	
=	Fully addressed
~	Partially addressed
?	Inadequately addressed
n.r.	Not relevant
co.	Covered otherwise in legal and social context

Een score “Fully addressed” wordt gegeven indien het criterium naar de mening van de Commissie geheel of voor het overgrote deel gedekt is. De score “Partially addressed” wordt gegeven indien een relevant gedeelte van het criterium wordt gedekt, zoals het geval kan zijn bij samengestelde criteria over bijvoorbeeld “soil”, waarbij rekening moet worden gehouden met rivieroevers, hellingen en andere erosiegevoelige terreingedeeltes. De score “Inadequately addressed” wordt toegekend indien het criterium naar de mening van de Commissie onvoldoende gedekt wordt.

“Not relevant” betekent dat het betreffende criterium niet van toepassing is in het gegeven land. Een voorbeeld betreft criteria (of delen ervan) over de rechten van inheemse volken in een land dat geen inheemse volken kent. “Covered otherwise” betekent dat het betreffende criterium al aanwezig is in wetgeving of sociale instituties van het land in kwestie. Indien dat het geval is, behoeft het criterium niet ook nog in de standaard te zijn opgenomen. Een voorwaarde is wel dat de betreffende wetgeving of de betreffende instituties in het land in kwestie goed functioneren.

Principes

Gebaseerd op de scores op criteriumniveau kent de Commissie scores toe aan de principes. Daarbij worden de volgende drie scores gehanteerd:

Scoren voor principes	
2	Fully addressed
1	Partially addressed
0	Inadequately addressed

De scoring hiervan loopt parallel aan de scoring op criteriumniveau.

Beoordelingsmethode

Voorwaarden

Wat de beoordelingsmethode betreft, voldoet een te toetsen certificatiesysteem aan de Nederlandse Inkoopcriteria, indien voldaan wordt aan vier voorwaarden:

1. alle principes van SFM, CoC en DAM tenminste een 1 scoren;
2. tenminste 50% van de principes een 2 scoren;
3. binnen de sociale, ecologische en economische aspecten, tenminste één van de twee principes een 2 scoort;
4. het aandeel van alle criteria tezamen dat “inadequately addressed” scoort maximaal 10% van het totaal aantal criteria bedraagt.

Ad 1. De naamgeving is hier aangepast: dit is nu “partially addressed” en niet “sufficiently addressed”. Bij de laatste terminologie zou niet duidelijk zijn waarom niet alle principes een 1 zouden mogen scoren voor uiteindelijke toelating.

Ad 2 en 3. Tenminste 50% van de principes moet een 2 scoren; dit geldt voor alle principes tezamen, maar ook binnen het sociale, het ecologische en het economische aspect afzonderlijk. Met name deze laatste eis is erop gericht dat voor elk van deze drie cruciale aspecten ook in ruime zin aan de eisen moet zijn voldaan, zij het mogelijk met verschillend accent.

Ad 4. Maximaal 10% van het totaal aantal criteria (76) mag ongelijk scoren (d.w.z. maximaal 7 criteria), verdeeld over de verschillende matrices. De eis dat maximaal 10% van het totaal van de criteria ongelijk mag scoren houdt geen rekening met het feit dat niet alle criteria een gelijke zwaarte hebben. Verschillen in zwaarte worden meegenomen bij de beoordeling van de principes op basis van de onderliggende criteria: als zware criteria ongelijk scoren krijgt een principe eerder een score 0. Een andere mogelijkheid zou geweest zijn om sommige criteria als “essentieel” aan te merken: criteria die alle tenminste een “fully addressed” moeten scoren. De Commissie heeft hier bewust niet voor gekozen omdat de vraag of een criterium als essentieel is aan te merken heel wel afhankelijk kan zijn van de regionale context van een systeem, en ook omdat dat er toe zou leiden dat de overige criteria minder serieus genomen gaan worden.

Waarborgen

Gesteld kan worden dat deze beoordelingsmethode, en de wijze waarop die wordt gehanteerd, van zeer groot belang is. Daarom wordt daar hieronder nader op ingegaan. Duidelijk moet zijn dat de beoordelingsmethode niet streeft naar een mechanische eindbeoordeling. Hoewel dat uit oogpunt van transparantie wellicht te verkiezen zou zijn, is dat niet wenselijk gezien het

uitgangspunt van een meta-systeem, dat erop gericht is om andere systemen te beoordelen. Deze te toetsen systemen zijn uiteenlopend van karakter en verschillen o.a. naar regio, land, wijze van organisatie en context. Juist om deze reden is het noodzakelijk dat het beoordelingssysteem van het meta-systeem TPAS een bepaalde mate van flexibiliteit kent.

Een waarborg tegen een eenzijdige, en voor een consistente, beoordeling ligt in het volgende:

1. de samenstelling van de Commissie;
2. de ontwikkeling van jurisprudentie door de Commissie, aansluitend bij de zich ontwikkelende Guidance bij de criteria;
3. het internetforum en een transparante rapportage daarover;
4. de rapportage over positieve eindbeoordelingen;
5. de bezwaar- en beroepsmogelijkheden voor stakeholders.

De leden van de Commissie mogen geen (financieel) belang hebben bij de uitkomst van de toetsing. Voorts is de samenstelling zodanig, dat die een inbreng mogelijk maakt van hoogwaardige expertise op alle relevante aspecten. Indien bij een bepaald deelaspect blijkt dat onvoldoende kennis of informatie aanwezig is, dan wordt een extern advies ingewonnen.