

HD FOREST LDT



AUDIT REPORT

Date	16-08-2016
DNV GL Team Leader	Karina Seeberg Kitnaes
Auditors	-
Technical Reviewer	Kimmo Haarala

PEFC Forest Management Certification Audit Report

Standards:
**The PEFC Forest Management
Standard for Latvia, 2010;**
**PEFC LV 04-1 Guidelines for forest
management certification application**

Scope of Certification:

PEFC FM group certification

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Key changes affecting the management system since last audit

- Initial Audit, N/A

Audit Findings and Compliance Status

Summary from the Audit

Number of Non-Conformities identified during this audit:	11
Total number of Category 1 (Major) Non-conformities:	4
Total number of Category 2 (Minor) Non-conformities:	7
Number of Observations identified during this audit:	1
Number of Opportunities for Improvement identified during this audit:	0
Number of Note-worthy efforts:	0
Statuses of corrective actions for Non-conformities from previous audit were reviewed.	0
Number of Non-conformities still not closed from previous audits:	0

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Management Summary

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Conclusions

- In the closing meeting the general conclusions and key findings were presented, discussed and agreed.
- The audit plan was followed without major changes
- Except for the non-conformities listed in the "List of findings", the management system was found to be in compliance with the standard and the company's procedures.
- **Based on results of the audit, the Lead Auditor recommends the issuance of the PEFC Certificate, provided that the open MAJOR Non-Conformities are closed immediately and the objective evidences are sent to the lead auditor 01-09-2016 at latest.**

Next Audit

Proposed Date: November 2017

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Statement of confidentiality

The contents of this Report, including any notes and checklists completed during the Audit will be treated in strictest confidence, and will not be disclosed to any third party without the written consent of the customer, except as required by the appropriate Accreditation Authorities.

Disclaimer

A management system audit is based on verification of a sample of available information. Consequently there is an element of uncertainty reflected in the audit findings. Also if no non-conformities were identified this do not mean that they do not exist in audited and/or other areas. Prior to awarding or renewing certification this report is also subject to an independent DNV GL internal review which may affect the report content and conclusions.

Annexes

 PEFC Audit Plan (Agenda) (Already sent by the Auditor)	 PEFC Audit List of findings (Enclosure)
 PEFC Audit List of Participants (Enclosure)	 PEFC FM Group sampling methodology LV (Enclosure)
 PEFC FM Std checklist 2010-2016 LV (Enclosure)	 PEFC Group Std checklist LV 04-1 (Enclosure)

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Definition of findings and conditions for handling of non-conformities

Major (Category 1)

- The absence of one or more required system elements or a situation which raises significant doubt that products or services will meet specified requirements.
- A group of category 2 non-conformities indicating inadequate implementation or effectiveness of the system relevant to an element of the standard.
- A category 2 non-conformity that is persistent (or not corrected as agreed by the organisation) shall be up-graded to category 1.

Minor (Category 2)

A lapse of either discipline or control during the implementation of system/procedural requirements, which does not indicate a system breakdown or raise doubt that products or services will meet requirements. Overall system requirement is defined, implemented and effective.

Observation

An observation is not a non-conformance, but something that could lead to a non-conformance, if allowed to continue uncorrected; or an existing condition without adequate supporting evidence to verify that it constitutes a non-conformance.

Opportunity for Improvement

Opportunities for improvement relates to areas and/or processes of the organization which may meet the minimum requirement of the standard, but which could be improved.

Conditions for handling of non-conformities

The standard deadline to respond to NCs is **max. 90 days**. Within this the following is expected to be performed by the organization:

- Immediate action(s) to eliminate the non-conforming situation (if relevant for the NC)
- Root cause analysis to identify corrective actions to prevent recurrence of the NC
- Implement corrective actions and verify the effectiveness of action(s)
- Fill in the pertinent part of the List of Findings and submit to

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Standards: PEFC ST 2002:2013 ja
PEFC ST 2001:2008

DNVs Team Leader with relevant supporting documentation as evidence

Within the max. timeframe and as a prerequisite before a certificate can be issued the following conditions apply:

- **Major NCs:** Evidence of root cause analysis and effectively implemented corrections and corrective actions shall be provided.
- **Minor NCs:** Preferred and normal status is the same as for Major NCs. However, DNV GL's Team leader may also accept a plan for implementing identified corrective actions. The implementation of planned actions will at latest be verified during next audit.

Response deadline for Re-certification:

Where the certificate expires within the 90 day period a shorter deadline will be set to ensure proper follow-up and renewal of the certificate within the expiry date. This is to provide for the continual validity of certification. If the expiry date is exceeded without the process being finalized, the current certificate is not allowed to be extended and will be regarded suspended until renewal of the certificate.

There is no obligation to investigate or respond formally to an Observations or Opportunity for Improvement. However to support

an effective certification process DNV GL recommends that Observations are also considered and responded to by the Organization.

DNV will normally perform an on-site follow-up when Major NCs are issued. For Minor NCs follow-up is normally performed as a desk review based on.

Insufficient responses to NCs or lack of corrective actions may be grounds for suspension or withdrawal of a certificate.