



# Transparency and Public Documents

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# 1. Policy Background

## 1.1. Introduction

This document contains the policy to control CertiSource documents defined in this policy that are made available to the public.

## 1.2. Scope

This policy is designed for reference and guidance for CertiSource staff.

There is a range of documents that CertiSource makes publically available.

However, this policy is confined to those documents that CertiSource publishes in the interests of transparency, and in order to gather feedback and comments.

These documents currently are:

1. CertiSource policies;
2. CertiSource timber legality standards;
3. Concession register
4. Sawmill and trader register
5. Register of certified batches

Whilst certain aspects of this policy are applied to other documents made publically available, such a CertiSource marketing collateral, these documents are controlled by internal quality mechanisms and fall outside the scope of this policy.

## 1.3. Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

*Consultation*      The process of gathering information or advice from stakeholders and taking those views into consideration to make decisions, change plans or set directions.

*Public Documents*

- CertiSource policies;
- CertiSource timber legality standards;
- Concession register
- Sawmill register
- Trader register
- Register of certified batches

*Stakeholder*      Stakeholders broadly defined are those groups or individuals:  
 (a) that can reasonably be expected to be significantly affected by an organization's products, services and activities  
 (b) Whose actions can reasonably be expected to affect the ability of an organization to successfully implement its strategies and achieve its objectives<sup>1</sup>.

<sup>1</sup>Source for this definition: GRI Sustainability Reporting Guidelines.

## 2. Policy Standards

### 2.1 General

CertiSource has a range of documents that will be made publicly available in the interests of transparency and gathering comment and feedback.

Documents that must be available publicly are:

- CertiSource policies;
- CertiSource timber legality standard (s);
- The CertiSource concession register;
- The register of CertiSource certified batches;
- The register of CertiSource certified sawmills and traders.

CertiSource policy is to ensure:

- Public documents are easily accessible to any party that wishes to view them,
- Interested parties are actively encouraged to comment on public documents,
- Persons providing feedback/comments can do so with ease and without restriction or bias;
- Any feedback/comments received are fully processed and considered,
- Prior to release documents have undergone a control process so that:
  1. Documents are released without errors,
  2. only the most current versions are available,
- Publicly available documents that have been revised or are new are made available as soon as practically possible after finalization and approval.

### 2.2 Accessibility

Public documents will be open to all without any restriction or bias whatsoever.

At a minimum these documents must be available on the CertiSource website. The location of the documents will be accessed through a dedicated web page.

In order to guide readers to access information required a summary of available documents will be made available with clear links to full versions.

To ensure that interested parties are able to access documents in spite of possible technical obstacles, the CertiSource website will contain clear directions for interested parties to access their required documents through at least one alternative source besides website download.

In cases where CertiSource is asked to supply documents at a cost (such as by post or fax), CertiSource reserves the right to charge for any costs incurred.

### 2.3 Public Comments and Feedback

#### **Comments submission:**

Formal public feedback on publicly available documents will be carried out through a public consultation process in accordance to Policy 08: Stakeholder Engagement.

In addition interested parties can comment on documents at any time. To enable this the CertiSource website will at a minimum contain a comment form with clear directions for submission.

At least one alternative means, with clear instructions of the process, for comment submission will be provided on the CertiSource website.

Comments and feedback, at either formal time of consultation or less formal processes, will never be subject to any restrictions or consultation bias.

#### Comment acknowledgment

Policy 08: Stakeholder Engagement prescribes CertiSource's policy for feedback/comment acknowledgement and processing throughout a formal consultation period.

Any comments/feedback received outside of a formal consultation period will be recorded and an acknowledgement emailed to the sender (where and email contact does not exist it is at CertiSource's discretion to acknowledge the comment/feedback).

CertiSource will withhold acknowledgement at its own discretion. Such cases include (but are not limited to):

1. Comments/feedback that is, in CertiSource's view, not serious;
2. Comments/feedback that is deliberately offensive (with profanity for example).

## 2.4 Document Quality and Control

CertiSource will endeavour to ensure that all documents publically available are of the highest possible quality, and available in their most current version.

Prior to release documents will have undergone a control process so that:

- Public documents are released without errors;
- Only the most current versions are available;
- Public documents that have been revised or are new are made available as soon as practically possible after finalization and approval.

## 3. Related Information

### 3.1 Related Policies and Documents

This policy has connections to the following CertiSource Policy Statements.

Policy 08: Stakeholder Engagement

### 3.2 Policy Review

To ensure that this policy statement remains relevant it will be reviewed regularly at a minimum frequency of every six months. Revisions will be made when necessary to provide solutions to any practical problems encountered.

## 4. Document History

Version	Date Approved	Description
2.00	1 October 2014	<ol style="list-style-type: none"><li>1. Document history added (i.e. this section).</li><li>2. Programme Manager changed to Programme Director.</li><li>3. 2.1 point 5 added (register of sawmills needed);</li><li>4. Reference (section 3.2) to SOPs deleted;</li><li>5. In the “approvals” space the date of the next revision is deleted. This is to avoid confusion as to whether or not a policy is still valid (e.g. the date of the next revision in the past failed to be changed after a review if nothing was changed in a policy);</li><li>6. Register of sawmills and traders added.</li></ol>
2.01	15 August 2015	<ol style="list-style-type: none"><li>1. Update contact details and general review.</li></ol>
2.02	30 June 2016	<ol style="list-style-type: none"><li>1. Transfer to new template.</li></ol>
3.00	1 August 2017	<ol style="list-style-type: none"><li>1. Overall check on continuing validity and relevance.</li><li>2. Up-dated to v3.00 (round number) to streamline with other revisions during this annual review.</li><li>3. Included effective date.</li></ol>