


Base Standard Program		
SFI 2015-2019 Forest Management and Fiber Sourcing (excluding Appendix 1) CB Transition Application		
FA 5037	Authority: Accreditation Manager	Effective: 2016/07/15

Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

Email:

Transition Application fee: \$500 (assumes application can be accepted with one review; if additional reviews are required, ANAB will invoice the CB for additional hourly fees)

Fees are payable when purchasing application

Application and all supporting documents shall be submitted in English.

Application shall be obtained through ANAB’s Enterprise Quality Manager (EQM) database at <http://anab.jadian.com>. Existing EQM users can select Applications, Access to Applications, and follow steps 2 through 4 as for any application process. Select SFI 2015-2019 in the standard dropdown menu under step 2.

This application is for CBs already accredited by ANAB for SFI 2010-2014. CBs applying for initial ANAB accreditation for SFI 2015-2019 shall follow the initial accreditation process outlined at <http://anab.org/programs/isoiec-17021/ms-accreditation-programs/forestry-sfi-atfs>.

Section 2: SFI 2015-2019 CB Transition Requirements

Provide evidence to support the CB's [SFI 2015-2019](#) transition process.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Refer to Supporting Documents Including Specific Section References	Comment/Response	Comment/Response
1. SFI 2015-2019 has two scopes: <ul style="list-style-type: none"> • Forest Management • Fiber Sourcing (excluding Appendix 1) Will CB continue to use both scopes and therefore is seeking accreditation for both scopes?	Initial Response		
			Approved?
	Second Response		
			Approved?
Requirement: SFI 2015-2019 Standards and Rules Sections 2 and 3	Final Response		
		Approved?	
2. Provide CB's transition plan, including at a minimum: <ul style="list-style-type: none"> • Process for transitioning existing clients to SFI 2015-2019 • Communication plan with existing clients (including timeline, means of communication, and determination of effectiveness) • Process for initial (or transfer) of new clients to SFI 2015-2019 • Internal changes necessary to implement an effective and efficient transition process • Revisions in current processes to manage the SFI 2015-2019 certification program 	Initial Response		
			Approved?
	Second Response		
			Approved?
Requirement: SFI 2015-2019 Standards and Rules Section 6, clause 15	Final Response		
		Approved?	
3. Provide updated CL 5300 highlighting documentation revised to support the SFI 2015-2019 certification program. Note: ANAB will review key documentation to support SFI 2015-2019 in response to item 4 below.	Initial Response		
			Approved?
	Second Response		
			Approved?
Requirement: SFI 2015-2019 Standards and Rules Section 6, clause 15	Final Response		
		Approved?	
4. Provide documentation that was revised and referred to on CL 5300 in item 3 above. Requirement: MA 5000, 3.1.1	Initial Response		
			Approved?
	Second Response		
			Approved?
Requirement: MA 5000, 3.1.1	Final Response		
		Approved?	
5. Explain process by which CB will ensure that auditors will be deemed competent for SFI 2015-2019 prior to	Initial Response		
			Approved?

any transition or new certification audit being performed by the auditors. Requirement: ISO/IEC 17021, 7.1.2	Second Response			Approved?
	Final Response			Approved?
6. Explain process by which CB will ensure that all other relevant personnel (including certification decision makers) will be deemed competent for SFI 2015-2019 prior to any task performed as it relates to transition or new certification activities. Requirement: ISO/IEC 17021, 7.1.2	Initial Response			Approved?
	Second Response			Approved?
	Final Response			Approved?
7. Explain process for audit duration for SFI 2015-2019 transition audits, including separate transition audits and transition audits conducted with a surveillance or recertification audit. Requirement: ISO/IEC 17021, 9.1.4.1	Initial Response			Approved?
	Second Response			Approved?
	Final Response			Approved?
8. Explain process for managing control of certificates to the new standard, specifically issuing certificates to SFI 2015-2019 only after the client has been audited and ANAB management staff has made transition decision. Requirement: SFI 2015-2019 Standards and Rules Section 6 – clause 15	Initial Response			Approved?
	Second Response			Approved?
	Final Response			Approved?
				Approved?
9. Provide sample of certification documents for SFI 20145-2019 Forest Management and/or Fiber Sourcing (for example, certificate). Requirement: ISO/IEC 17021, 8.2.	Initial Response			Approved?
	Second Response			Approved?
	Final Response			Approved?

Section 3: CB Personnel Endorsement

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.jadian.com>). Existing EQM users can select Applications, Access to Applications, and follow step 4 as for any application process.
3. The transition (off-site) application review takes approximately two weeks from assignment and will be conducted by the CB's EATL or an SFI technical assessor.
4. The CB will be notified when the review is complete.

5. Implementation will be verified at the next office assessment.

CB personnel who completed the application:

Name:

Title:

Date:

CB management who reviewed the information and determined that it meets all applicable requirements and application requests prior to submission to ANAB:

Name:

Title:

Date: