

<b>Subordinate Standard Program</b>		
<b>American Tree Farm System (ATFS) CB Transition Application</b>		
<b>FA 5038</b>	Authority: Accreditation Manager	

**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 ATFS 2015-2020 in the standard dropdown menu under step 2.

This application is for CBs already accredited by ANAB for ATFS 2010-2015. CBs applying for initial ANAB accreditation for ATFS 2015-2020 shall follow the initial accreditation process outlined at <http://anab.org/programs/isoiec-17021/ms-accreditation-programs/forestry-sfi-atfs>.

## Section 2: ATFS 2015-2020 CB Transition Requirements

Provide evidence to support the CB's [ATFS 2015-2020](#) 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. Provide CB's transition plan, including at a minimum: <ul style="list-style-type: none"> <li>• Process for transitioning existing clients to ATFS 2015-2020</li> <li>• Communication plan with existing clients (including timeline, means of communication, and determination of effectiveness)</li> <li>• Process for initial (or transfer) of new clients to ATFS 2015-2020</li> <li>• Internal changes necessary to implement an effective and efficient transition process</li> <li>• Revisions in current processes to manage the ATFS 2015-2020 certification program</li> </ul> Requirement: <a href="#">2015-2020 ATFS Standards of Sustainability: Transition Timeline and Process</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
2. Provide updated <a href="#">CL 5300</a> highlighting documentation revised to support the ATFS 2015-2020 certification program.  Note: ANAB will review key documentation to support <a href="#">ATFS 2015-2020</a> in response to item 3 below.	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
3. Provide documentation that was revised and referred to on <a href="#">CL 5300</a> in item 3 above.  Requirement: <a href="#">MA 5000, 3.1.1</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
4. Explain process by which CB will ensure that auditors will be deemed competent for ATFS 2015-2020 prior to any transition or new certification audit being performed by the auditors.  Requirement: <a href="#">ISO/IEC 17021, 7.1.2</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
5. Explain process by which CB will ensure that all other relevant personnel (including certification decision makers) will be deemed competent for ATFS 2015-	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?

2020 prior to any task performed as it relates to transition or new certification activities. Requirement: <a href="#">ISO/IEC 17021, 7.1.2</a>		Approved?
	<b>Final Response</b>	
6. Explain process for audit duration for ATFS 2015-2020 transition audits, including separate transition audits and transition audits conducted with a surveillance or recertification audit. Requirement: <a href="#">ISO/IEC 17021, 9.1.4.1</a>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
7. Explain process for managing control of certificates to the new standard, specifically issuing certificates to ATFS 2015-2020 only after the client has been audited and ANAB management staff has made transition decision. Requirement: <a href="#">2015-2020 ATFS Standards of Sustainability: Transition Timeline and Process</a>		Approved?
	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
		Approved?
		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 ATFS 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: