

PROJECT FOR THE DEVELOPMENT AND INSTITUTIONALISATION OF A PAFC CERTIFICATION SYSTEM FOR THE CONGO BASIN



Procedure for the indexing of PAFC Congo Basin documents

PAFC/PROC-006-2020



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1. Scope of the procedure

The purpose of this procedure is to structure the indexing of documents relating to the development of PAFC standards for the Congo Basin.

2. Types of documents and their content

The various types of documents relating to the development of PAFC standards in the Congo Basin are as follows:

- Procedures: these documents describe the processes (development of standards, administration, follow-up of complaints, etc.) that govern the PAFC Congo Basin system;
- Requirements: these documents detail PAFC requirements in terms of forest management, chain of custody and group certification in the Congo Basin. These are the standards;
- Reports: these documents are all of the reports that are to be produced within the framework of PEFC's acknowledgement of the system;
- Project documents: these documents are produced during the development of the project and will be submitted to PEFC as part of the acknowledgement process.

3. Document indexation

3.1. Procedures

The procedures are indexed as follows:

PROC – PROCEDURE NUMBER – YEAR – VERSION NUMBER

The procedure number is specific to the scope of the procedure.

The version number is incremented each time the procedure is revised.

For example: the version of the PAFC Congo Basin standards development procedure developed in 2019 for stakeholder validation has been indexed as follows:

PROC-001-2019-1

3.2. Requirements

The requirements are indexed as follows:

NORM – STANDARD NUMBER – YEAR – VERSION NUMBER

The standard number is specific to the scope of the standard.

The version number is incremented each time the standards are revised.

For example: the version of the PAFC Congo Basin forest management standards developed in 2019 for stakeholder validation has been indexed as follows:

NORM-001-2019-1



3.3. Reports

The reports are indexed as follows:

RAP – REPORT NUMBER – YEAR – VERSION NUMBER

The report number is specific to the report.

The version number is incremented if a report is revised.

3.4. Project documents

Project documents will be indexed as follows:

DOC – DOCUMENT NUMBER – YEAR – VERSION NUMBER

The document number is specific to the document.

The version number is incremented if a report is revised.