

# SFI FIBER SOURCING SELF-ASSESSMENT FOR PROSPECTIVE ORGANIZATIONS



**The SFI Fiber Sourcing (FS) Standard is for organizations that do not own or manage land but do procure wood directly from forests. This Standard ensures that SFI-certified organizations' raw material in their supply chain comes from legal and responsible sources, whether the forests are certified or not.**

The following document provides an overview of the questions and processes to consider before pursuing certification to the SFI 2022 Fiber Sourcing Standard

## GETTING STARTED

- 1. Download and read the SFI Fiber Sourcing Standard.** Obtain and read through the SFI 2022 Fiber Sourcing standard and the Guidance to the SFI Standards. In the Guidance document, focus on Parts 2, 4, and 6, which are relevant to the SFI 2022 Fiber Sourcing Standard and its requirements. Both documents are posted on [SFI's website](#) – and linked below:
  - [SFI 2022 Fiber Sourcing Standard](#)
  - [Guidance to SFI 2022 Standards and Rules, Parts 2, 4, and 6.](#)
- 2. Determine staff involvement.** Identify staff who will manage and implement the Fiber Sourcing system to ensure everyone is included in relevant training and scoping of the Fiber Sourcing system. Staff members with roles and responsibilities related to fiber procurement, management, and sales should be considered.
- 3. Review your supply chain.** Identify your supply area (state or region) and suppliers. Are you procuring wood in a single state/province or multiple? Is there a SFI Implementation Committee (SIC) in your procurement area?
- 4. Participate in your local SFI Implementation Committee.** A requirement of SFI Fiber Sourcing Certification is to support, including financial, the SFI Implementation Committees. A good starting point is to join an SIC meeting to better understand what Standard requirements are being met through an SIC. You can find more information on SIC work here:
  - [forests.org/sic/](https://forests.org/sic/)



## SFI FIBER SOURCING AUDIT PREPARATION CHECKLIST

### Step 1: Review SFI Implementation Committee work in your State/Province or Region.

5. **Choose a Certification Body.** Determine which **Certification Body** your organization will work with.

- We recommend getting multiple quotes from different Certification Bodies so you can find the best fit for your organization.
- Once you have selected a Certification Body, determine a date for the initial certification audit.
- *Note:* Implementing your Fiber Sourcing system and conducting an internal audit can take a few months, on average, before an external audit with a certification body can take place.
- *Note:* Once you pass your initial certification audit, you will be required to undergo an annual surveillance audit for the next 4 years to maintain your certification. After that time you will undergo recertification audit after 5 years.

Once you determine that SFI Fiber Sourcing is right for you, you can begin to prepare for your initial certification audit. Your Certification Body will provide you with guidance on the required processes and documentation.

- Several SICs work can help your organization meet the requirements of SFI Fiber Sourcing Certification. Specifically, around:
  - Objective 1. Biodiversity
  - Objective 3. Use of Qualified Logging Professionals.
  - Objective 5. Forestry Research
  - Objective 6. Training and Education
  - Objective 7. Community Involvement and Landowner Outreach.

Note: if the SIC doesn't perform work around these standards companies your organization will need a program to meet these requirements.

### Step 2. Create a program to meet individual standard requirements.

- While some FS Certification requirements can be met by your SIC, others will need to be completed by your organization. These can include:
  - Objective 4. Legal and Regulatory Compliance.
  - Objective 6. Training and Education
    - Written commitment
    - Roles and responsibilities
    - Staff education and training sufficient to their roles and responsibilities.
    - Contractor education and training sufficient to their roles and responsibilities.
  - Objective 8. Public Land Management Responsibilities (if applicable)
  - Objective 9. Communications and Public Reporting.

### Step 3: Establish a Management Review and Continual Improvement system.

- Establish a management review system to examine findings and progress in implementing the SFI 2022 Fiber Sourcing Standard, to make appropriate improvements in programs, and to inform their employees of changes.

For more information, connect with the team or visit us at [forests.org/standards](https://forests.org/standards) to learn more.



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