
TFCC Documented Information Procedure

Thailand Forest Certification Council - TFCC

The Federation of Thai Industries



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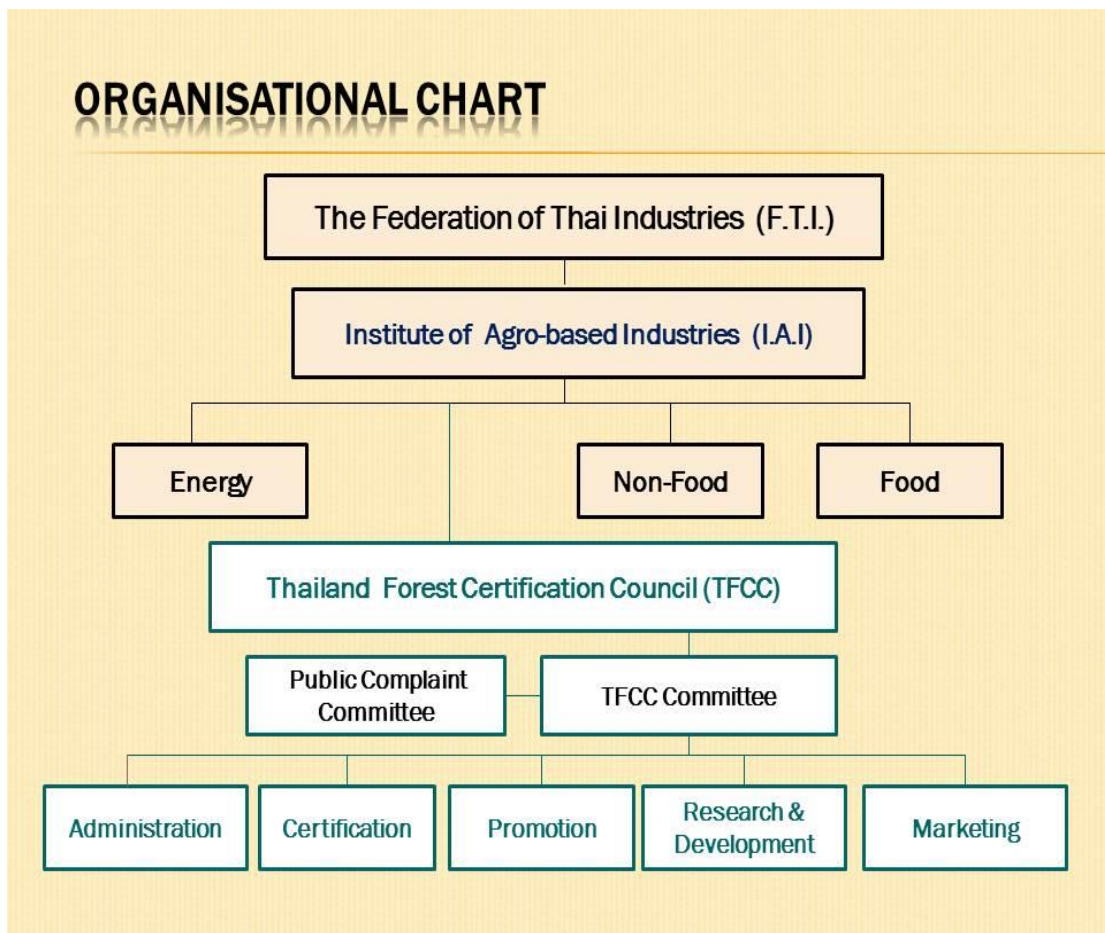
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Foreword

TFCC (Thailand Forest Certification Council) is a national organisation, promoting sustainable forest management through Forest Management certification, Chain of Custody certification and labeling of forest based products. Products with TFCC claim and /or label deliver confidence that raw material originates in sustainably managed forest.

In Thailand, F.T.I. (The Federation of Thai Industries) is acting on the PEFC Council's behalf as PEFC authorised body, based on an administration contract signed with the PEFC Council.

In terms of the organisational chart, TFCC is acting as both an authorized body of F.T.I. and a focal point of Institute of Agro-based Industries (I.A.I) on behalf of PEFC Council



Introduction

TFCC works and procedures are based on documented information with a broad spectrum of users ranging from users of TFCC system, organisational developing forest certification system, TFCC members as well as TFCC's itself. The broad range of the documented users therefore increases the needs for TFCC documented information such as:

- a) to define clear and unambiguous provisions,
- b) to be uniform of structure, of style and terminology to ensure homogeneity,
- c) to be consistent within the complete corpus of TFCC documented information.

1 Scope

The documented information covers requirements for identification, status (mandatory or voluntary provisions). The development and public availability of the documented information has developed and governed by TFCC.

2 Normative references

- PEFC GD 1001:2008, Structure of the PEFC technical documentation – general requirements
- PM-GN-008, Documented Information Control, F.T.I.
- PM-GN-009, Record Control, F.T.I.

3 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

3.1 Documented information

- information required to be controlled and maintained by TFCC and the medium on which it is contained. Documented information can be in any documents, formats and medias, and from any sources.
- classified into categories such as: Procedures, Work Instructions, Forms or others

3.2 Structure of TFCC documented information

Classified into main functions as shown in Chapter 6 Documented information identification,

3.2.1 Standard

Documents, established and approved by a recognised body, that provides, for common and repeated use, such as standards, rules, requirements or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

NOTE: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

[ISO/IEC Guide 2:2004, definition 3.2]

3.2.2 TFCC standards and requirements

Standard that is adopted by TFCC and made available to the public.

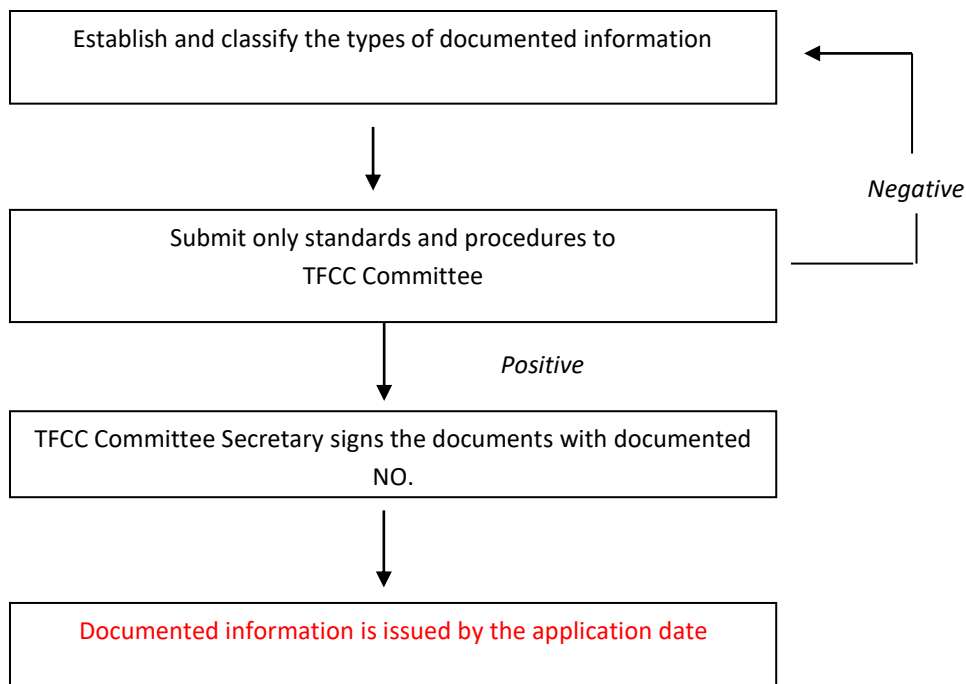
3.2.3 TFCC procedure documents

Documents published by TFCC specifying mandatory procedures to be followed by the TFCC in order to satisfy TFCC status, mission and objectives.

3.2.4 TFCC other documents

Documents published by TFCC specifying mandatory or voluntary in terms of systematic or supplementary documents for implementing and evaluating systems such as work instructions, guidelines, manuals, forms, reports, multimedia and external documents.

4. Documented information process



4.1 The revision period

The revision period shall be every 5 years or just in case of necessary from internal factors, administrative management system and stakeholder recommendations.

4.2 The transition period

documents published by TFCC have 3 months for transition period or just in case of limitation from internal factors, administrative management system and stakeholder recommendations.

4.3 The documented information system

TFCC staffs shall identify, gather and index types of documented information clearly and understandingly, maintaining into the folder classification systematically.

4.4 The documented information accession

TFCC staffs shall be available to access documented information with operating on their responsibilities for both documentation and soft files. However, documented information to use outside TFCC boundaries shall call for the permission of TFCC Committee Secretary.

4.5 The documented information confidentiality

TFCC staffs shall assure that customer information shall be protected with high confidential level, only using for TFCC functions and authorities. In case of confidential violation, TFCC staffs shall bring into the Investigation and Resolution of Public Complaints and Appeals, according to TFCC PD 007: 2017.

5. Documented information approval and control

Documented categories	Approved by	Signed by	Performed, Revised and Controlled by	Cancelled and Shredded by	Documented Types	Revision period
Standards & Requirements	TFCC Committee	TFCC Committee Secretary	TFCC Staffs	TFCC Committee Secretary	Documents & Soft Files	5 years or updated
Procedures	TFCC Committee	TFCC Committee Secretary	TFCC Staffs	TFCC Committee Secretary	Documents & Soft Files	5 years or updated
Other Documents						
- work instructions	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents & Soft Files	5 years or updated
- guidelines	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents & Soft Files	5 years or updated
- operational manuals	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents & Soft Files	5 years or updated
- forms	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents & Soft Files	1 year
- reports	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents & Soft Files	1 year
- multimedia	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents & Soft Files	1 year
- external documents	TFCC Committee Secretary	TFCC Committee Secretary	TFCC Staffs	TFCC Staffs	Documents	5 years or updated

6. Documented information identification

Documented category	Identification	Approved by	Mandatory status	Document availability	Document setting
TFCC standards and requirements	TFCC SD xxx:year	TFCC Committee	Mandatory	Public	Data accumulation, Gap assessment TFCC technical group consultation
TFCC procedure documents	TFCC PD xxx:year	TFCC Committee	Mandatory	Public	Data accumulation TFCC technical group consultation
TFCC other documents	-	TFCC Committee Secretary	Mandatory/ Voluntary	Public	Data accumulation Consensus building amongst members and experts TFCC technical group consultation
- work instructions	TFCC WI xxx.year				
- guidelines	TFCC G xxx.year				
- operational manuals	TFCC OM xxx.year				
- forms	TFCC F xxx.year				
- reports	TFCC R xxx.year				
- multimedia	TFCC M xxx.year				
- external documents	Depends on external organisations				