

Procedure

MFCC SOP 8 IOO

2019-11-29

v01.00

MFCC Procedure for Internal Office Order (CARs)

MYANMAR FOREST CERTIFICATION COMMITTEE



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1 Policy Background

1.1 Introduction

This procedure is used for the attachment with Certification Body Requirement and Certification Body Additional Guideline.

It is aimed to offer the procedures for managing the corrective action requests (CARs) by Myanmar Forest Certification Committee (MFCC).

1.2 Scope

This document is applicable to MFCC employees for evaluation and monitoring purposes, and to existing and potential Certification Bodies.

1.3 Normative References

MTLAS P2 Certification Bodies Requirements
MFCC G 1 Certification Bodies Requirements Additional Guidance

1.4 Definitions

For the purposes of this procedure, the relevant definitions given in MTLAS P 2 CBR: Certification Body Requirements and Certification Body Requirement Additional Guidance will apply.

2 General Procedures

2.1 *Maintaining*

When the audit process, certification body can occur the NCOs and CB must submit the CARs to the relevant organisation, FD and MTE. In response to corrective action requests (CARs) issued by certification bodies, the relevant body, Myanmar Forest Department or Myanma Timber Enterprise, formulate a management and action plan in response to the CARs.

Once agreed the plan and related requirements are disseminated as an “internal office order” (IOO) to state/regional levels for further internal circulation, and execution.

2.2 *Recording*

An internal office order can cover more than one corrective action. And MFCC will be required to collect and record the order from MTE and FD.

MFCC will prepare the master list for registration of the internal office order and after that these orders will be put in master list. MFCC will need to update the master list of internal office order.

2.3 *Publication*

MFCC will make the master list publically available. Prior to a forest audit the certification body will ensure they have all applicable internal office orders.

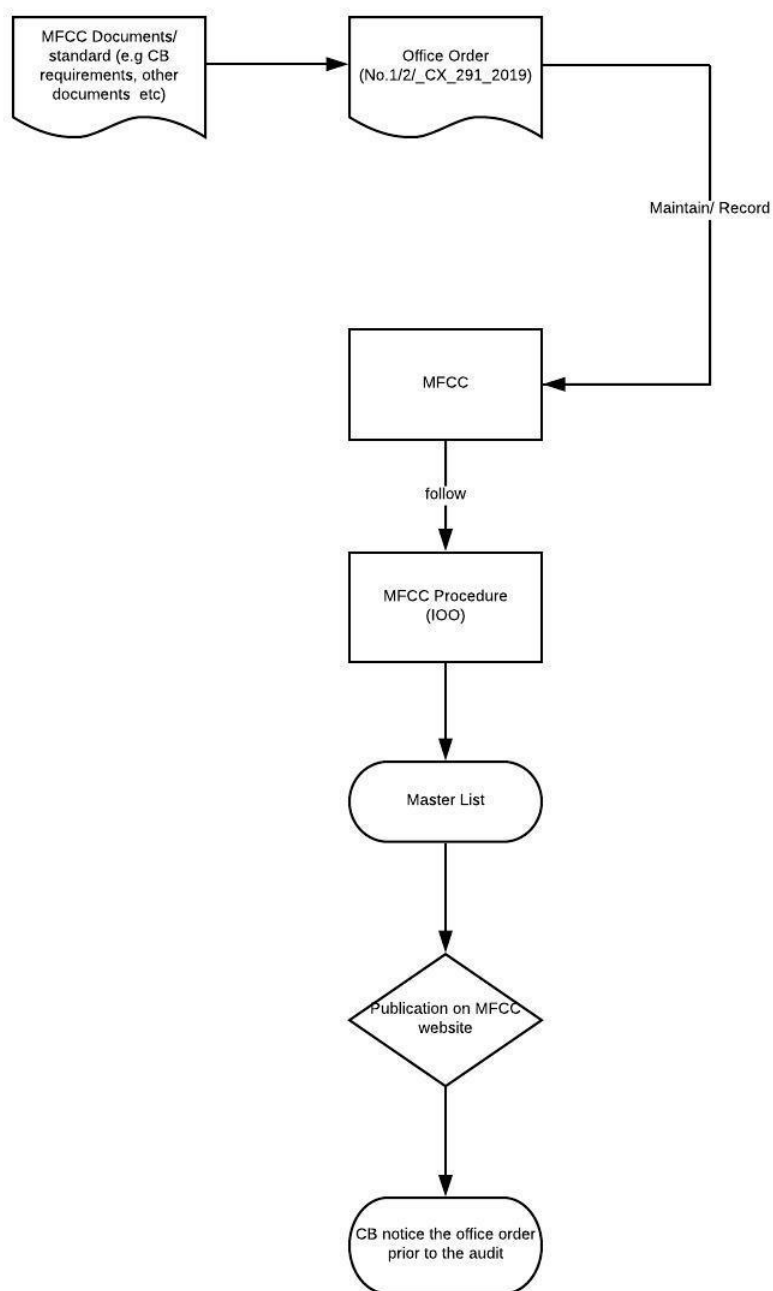
The required action(s) contained in internal office orders will be applicable beyond the location or entity of a given forest audit.

For instance, a certification body may raise a corrective action request following a limited audit of one forest management unit. However, the resulting corrective action, issued through an internal office order, will be applicable, in terms of official requirements, to all forest units specified (often nationwide).

Certification bodies will need to check compliance to internal office orders following their release in all applicable entities.

Certification Body can download the master list of internal office order on MFCC website (www.mfcc.org.mm).

2.4 Internal Office Procedure



3 Document History

Date of Amendment:	Version	Approval date:	Requested by:	Nature of Change	Approved by: