**RESPONSIBLE WOOD**

# Policy 01

# Responsible Wood Management System

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# Comments/Abstract

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# 1 Introduction

This policy identifies the essential elements of the AFSL Management System (MS) that has been established in order to control the development and maintenance of all documents by Responsible Wood and the Australian Forestry Standard Ltd.

The objectives regarding the implementation, maintenance and improvement of the Management System are:

- To identify and manage the many inter-related industry expectations and business activities using a process based MS Model;
- To develop an effective, easy to navigate, cohesive Management System that will enable Responsible Wood to:
  - improve operational efficiency in the development of Forestry Industry Standards.
  - retain accreditation as a Standards Development Organisation; and
- Where practical to integrate the requirements of the ISO 9001 Quality Standard into Responsible Wood business processes; and
- To provide ongoing control between the individual business processes, as well as over their combination and interaction.

The Management System will provide the framework within which planning, development, monitoring and analysis will occur to produce a consistent quality of standards.

# 2 Scope

The Management System has been developed to:

- Identify the processes needed to control essential business activities where the absence of a documented process may cause the organisation to not meet industry needs and expectations;

- Record those Performance Indicators that will demonstrate that the process is working efficiently and effectively;

- Ensure that the information and resources required to support the operation and monitoring of processes are readily available;

- Regularly monitor, measure and analyse all processes; and

- Ensure preventive and corrective action as necessary to continually improve processes.

# 3 Management and Responsibility

## 3.1 Management System Policy

The Management System (MS) complies with the SDAC requirements defined in "*Requirements for Accreditation of Standards Development Organisations*". The organsation has adopted the Process Model from ISO 9001 as the framework for the Management System.

Maintenance of the Management System is focussed on improving the effectiveness and efficiency of all operations and SDAC compliance.

## *3.2 Management Commitment*

The organisation is committed to implementing, maintaining and continually improving this MS.

The Board has adopted the management system and contributed by way of providing support to the continuous improvement and implementation of policies and procedures to ensure completeness and comprehensive documentation and record keeping is in place within the organisation.

## *3.3 Responsibility*

The CEO is also responsible for:

- ensuring that the Management System is established, implemented and maintained in accordance with the SDAC and the Board's requirements;

- the analysis of trends relating to deficiencies and reviewing the effectiveness of corrective and preventive measures; and

- reporting on the performance of the management system to the Responsible Wood Board.

# 4      Information Resources

The aim of Information Management is to:

- Identify key knowledge for the organisation;
- Catalogue and store this knowledge and make it available to interested parties; and
- Communicate changes to interested parties who have a requirement to utilise the information.

# 5      Documentation Requirements

The Management System documentation will consist of manuals, policies, procedures and process records.  These will be supported by Guidance Notes, Templates, Plans and Work Instructions.

# 6      Fail Safe Control

The entire electronic file system will be backed up to off-site storage on a nightly basis.

The integrity of the backup system will be tested by requesting reinstatement of a file every 6 months or if requested.

# 7      MS Model

The MS is made up of policies and individual procedures that will specify inputs, control mechanisms, and outputs for business activities.  The integrity of the MS will be controlled through a regular cycle of Internal Audits and Management Reviews.