

PKS Certification System: Requirements Guidelines  
Approved by the Third-Party Standards Review Committee

PKS Certification System:  
**Requirements Guidelines**

Issued on: July 9, 2021

Drafted by

The Agricultural Resources Certification Council

Relevant standards

Policy P01

Organizational Requirements ST01

Due Diligence System Requirements ST02

Third-Party Certification Body Requirements ST03

Organizational Requirements ST01		
Number	Requirements	Guideline
1	<p>2.2. Management</p> <p>The organization shall at least manage the subject entities of the:</p> <ul style="list-style-type: none"> <li>1) supply chain;</li> <li>2) segregation management;</li> <li>3) information on the volume of trading;</li> <li>4) internal audit, education, and training.</li> </ul>	<p>2.2. Management</p> <ul style="list-style-type: none"> <li>1) The supply chain should be documented in a manner as detailed as possible.</li> <li>2) Section 2.3 allows only SG as the method of segregation management. Other segregation management methods shall not be adopted.</li> <li>3) The amount of PKS traded by the organization shall be recorded. If records related to supply, collection, storage, and transportation are stored by entities or individuals in the supply chain, those records shall be accessible by the organization, if necessary (e.g., if there is a doubt about the volume of the trade).</li> <li>4) Education and training shall be recorded as per requirements.</li> </ul>
2	<p>3. Traceability</p> <p>The organization shall establish the traceability method for PKS and operate according to the established method. The scope of traceability is the</p>	<p>3. Traceability</p> <p>Key characteristics of traceability include, for example, lot number, contract number, and customer number.</p>

	supply chain from CPO mills at the point of occurrence to the organization, and the key characteristics of traceability shall be clarified in all entities involved in trading.	
3	<p>4.1. Calculation of greenhouse gas (GHG) emissions</p> <p>The organization shall calculate GHG emissions within the calculation range (boundary) specified in the requirements.</p>	<p>4.1. Calculation of greenhouse gas (GHG) emissions</p> <p>The organization should consider the results of the LCA and plan to minimize the total greenhouse gas emissions in the scope of certification.</p> <p>At the judgment of each company, it is possible to use other certification systems and individual GHG emission calculation results. However, even when they are adopted, LCA methods such as data quality, boundary, and draft rules need to be confirmed and cannot be used if there are doubts.</p>
4	<p>6. Education and Training</p> <p>The organization shall provide education and training to all relevant personnel within the scope of certification to maintain compliance with the requirements of this standard. The organization shall evaluate the effectiveness of the education and training provided.</p>	<p>6. Education and Training</p> <p>The organization should appropriately conduct education and training at least for the:</p> <ol style="list-style-type: none"> <li>1) FIT system in Japan;</li> <li>2) Requirements of the standard;</li> <li>3) Documented procedures and records of the organization;</li> </ol>

		<p>4) DDS and methods for conducting DD as specified in the procedure;</p> <p>5) Implementing LCA;</p> <p>6) Conducting internal audits.</p> <p>The same education may be conducted in multiple parts until the education is provided for all relevant personnel.</p> <p>Education and training may be conducted not only by internal personnel but also by external educational institutions, organizations, and experts.</p>
<p>5</p>	<p>7. Internal Audit</p> <p>The organization shall conduct internal audits to ensure that the operation of the supply chain conforms to the requirements of this standard and the procedures established by the organization. Internal audits shall be conducted at least once a year.</p>	<p>7. Internal Audit</p> <p>Internal audits include document audits conducted without visiting sites within the scope of certification and site audits in which auditors visit sites to conduct internal audits. Internal audits should be conducted in accordance with ISO 19011:2018 “Guidelines for auditing management systems.”</p>

Due Diligence System Requirements ST02		
Number	Requirements	Guideline
6	<p>1. Organizational Structure</p> <p>The organization shall identify the person in charge and build a due diligence system (DDS) in order to perform due diligence (DD) to identify the following risks:</p> <ul style="list-style-type: none"> <li>1) risk of planting area concerned;</li> <li>2) other risks that already exist or are likely to occur.</li> </ul> <p>DD can be conducted by multiple organizations with a common supply chain if the responsible person and the person in charge of DD among those organizations can be appointed.</p>	<p>1. Organizational Structure</p> <p>The flow of due diligence generally occurs as follows.</p> <ul style="list-style-type: none"> <li>1) Information gathering: Gathering of information on PKS, production areas, etc.</li> <li>2) Risk assessment: Assessment of information about the area in which the procurement is planned is gathered by the organization according to criteria.</li> <li>3) Reduce the risk: Take steps to conduct further investigations or stop transactions on materials that cannot be confirmed to be low risk.</li> </ul> <p>Other methods, including hearings, interviews, and literature references may be used in order to gather sufficient information. The requirement ensures that the planting area in which procurement is planned is not at least an unacceptable source. This also requires the organization to implement DD for other risks that have arisen or may occur.</p>

7		<p>The organization should refer to the following materials as it implements DD.</p> <ul style="list-style-type: none"><li>● FSC-PRO-60-002 2nd-0th Edition (former NRA);</li><li>● FSC-PRO-60-002 3rd-0th Edition (new NRA);</li><li>● International NGO FoE Japan "Timber Due Diligence System Guidance (1st Edition)" December 2019;</li><li>● International NGO FoE Japan "Wood Due Diligence System Guidance Practice (1st Edition)" December 2019.</li></ul>
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