

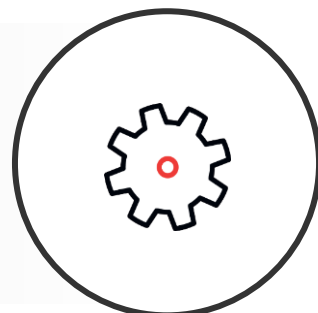


The first international
certification for wood chips.

GoodChips® Procedural Document

*GoodChips® Documentation
development*

GOODCHIPS® PD 1003:2018



Name of the Document: GoodChips® Documentation development

Title of the Document: GoodChips® PD 1003:2018

Approved by: President of Bioenergy Europe

Date: 09.11.18

Issue date: 13.11.18

Application date: 13.11.18

Copyright Notice

© Bioenergy Europe 2018

This document is copyright-protected. The document is freely available from the Bioenergy Europe/ GoodChips® website or upon request.

No part of the document covered by the copyright may be changed, amended, reproduced, or copied in any form or by any means for commercial purposes without the permission of Bioenergy Europe.

The only official version of the document is English. In case of doubts concerning translation of the document into other languages, the English version shall prevail.

Foreword

Bioenergy Europe is the voice of European bioenergy. It aims to develop a sustainable bioenergy market based on fair business conditions. Founded in 1990, Bioenergy Europe is a non-profit, Brussels-based international organisation bringing together more than 40 associations and 90 companies, as well as academia and research institutes from across Europe.

Bioenergy Europe is the governing body of the GoodChips® scheme and owner of the GoodChips® trademark. Bioenergy Europe develops requirements of the GoodChips® certification scheme and through the GoodChips® International Management it lists Certification and Testing bodies that are allowed to provide the GoodChips® certification, and licenses certified companies to use the GoodChips® logo.

Table of Contents

| | |
|---|-----------|
| Foreword..... | 3 |
| Introduction..... | 4 |
| 1. Scope..... | 5 |
| 2. Normative references..... | 5 |
| 3. Definitions | 5 |
| 4. Organisational arrangement of GoodChips® documentation development .. | 6 |
| 5. Development of the GoodChips® Documentation..... | 7 |
| 6. Technical corrigenda and amendments..... | 10 |
| 7. Revision of the GoodChips® Documentation..... | 11 |
| 8. Appeals and complaints..... | 11 |
| 9. Records on the development process..... | 11 |
| Bibliography | 12 |
| Annex A - Structure of the GoodChips® Documentation | 13 |

Introduction

The GoodChips® quality certification scheme provides harmonisation of wood chips and hog fuel production and trade. It is a third-party certification, where an impartial Certification Body ensures that the certified wood chips and hog fuel meet the GoodChips® quality requirements.

Open, transparent and consensus-based participation of directly stakeholders who are affected by the GoodChips® certification is an essential element in the development of the GoodChips® certification scheme.

This document is based on ISO/IEC Guide 59.

The term "shall" is used throughout this document to indicate mandatory requirements. The term "should" is used to indicate guidance/recommendation that, although not mandatory, is provided as a recognised mean of meeting the requirements. The term "may" is used to indicate permission.

1. Scope

- 1.1. This document covers procedures for the development, revision and maintenance of the GoodChips® Documentation. It ensures objectivity, efficiency, transparency, and consensus built amongst the participating interested stakeholders.
- 1.2. This document also outlines the structure of the GoodChips® Documentation, that is given in Annex A of the document.

2. Normative references

- 2.1. The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.
 - GoodChips® PD 1002, Complaint and appeal procedures in the GoodChips® scheme;
 - ISO/IEC Guide 2, Standardization and related activities - General vocabulary.
- 2.2. All the GoodChips® documentation is available at <https://goodchips.eu/resources/technical-documentation.html>.

3. Definitions

- 3.1. For the purposes of this document, the following definitions apply:
 - 3.1.1. Consensus
General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus does not necessarily imply unanimity (ISO/IEC Guide 2).
 - 3.1.2. Enquiry draft
A proposed document that is available for public or stakeholder consultation.
 - 3.1.3. Final draft
A proposed document that is available for formal approval.
 - 3.1.4. Revision
Introduction of all necessary changes to the substance and presentation of a document. The results of the revision are presented by issuing a new edition of the document (ISO/IEC Guide 2).
 - 3.1.5. Review
Activity of checking a document to determine whether it is to be reaffirmed, changed or withdrawn (ISO/IEC Guide 2).
 - 3.1.6. Stakeholder
A person, group or organisation with an interest in the subject of the documentation development.
 - 3.1.7. Technical Committee
Body which purpose is to build consensus on the content of the GoodChips® Documentation between Bioenergy Europe, its members and materially affected stakeholders.
 - 3.1.8. Technical Committee draft
A proposed document that is generally available for comments or voting.

4. Organisational arrangement of GoodChips® documentation development

4.1. President of Bioenergy Europe

4.1.1. President's responsibilities within the GoodChips® Documentation development process shall be:

- a) Approval of the development and/or revision of the GoodChips® Documentation;
- b) Formal approval of the GoodChips® Documentation.

4.1.2. The President may mandate the Secretary General to fulfil these responsibilities.

4.2. GoodChips® International Management

4.2.1. GoodChips® International Management shall be responsible, inter alia, for the implementation of these procedures. For this purpose, GoodChips® International Management arranges communication among the Technical Committee, the stakeholders, GoodChips® National Partners and the President of Bioenergy Europe.

4.2.2. GoodChips® International Management is part of the Bioenergy Europe's Secretariat.

4.2.3. In particular, GoodChips® International Management shall be responsible for:

- a) Preparation of the GoodChips® Documentation development process;
- b) Establishment and dissolution of the Technical Committee, appointment of its members and Chair;
- c) Providing secretarial and administration support to the Technical Committee;
- d) Communication relating to the development process;
- e) Administration of the public and stakeholder consultations;
- f) Publication of the approved GoodChips® Documentation.

4.3. Technical Committee

4.3.1. The Technical Committee is a body that shall be established by GoodChips® International Management for the purposes of building consensus on the content of the GoodChips® Documentation between Bioenergy Europe, its members and materially affected stakeholders.

4.3.2. The Technical Committee composition shall provide balanced representation of stakeholders that are materially affected by the GoodChips® certification scheme, including Bioenergy Europe, members of Bioenergy Europe, GoodChips® National Partners, wood chips and hog fuels producers, traders and consumers, and Conformity Assessment Bodies.

4.3.3. The Technical Committee may establish Task Forces for specific tasks.

4.3.4. The Technical Committee decides by a 2/3 majority of its members who are present at the meeting or who have delegated another member as proxy. Any negative vote which represents sustained opposition of an important part of the concerned interests to a substantive issue shall be addressed by discussion and negotiation within the Technical Committee or between the concerned stakeholders.

5. Development of the GoodChips® Documentation

5.1. Project approach

5.1.1. The GoodChips® Documentation shall be developed on the basis of a project approach. The project approach is outlined below by reference to the tables I, II and III.

Table I

Development process stages and associated documents

| Development process stage | Associated Documents | |
|---------------------------|---|---|
| | Name | Abbreviation |
| Proposal stage | Project proposal | PP |
| Preparatory stage | Working draft | WD |
| Technical Committee stage | Technical Committee draft | SCD |
| Enquiry stage | Enquiry draft | ED |
| Approval stage | Final draft | FD |
| Publication stage | GoodChips® Standards and/or other document ¹ | GoodChips® ST GoodChips® GD GoodChips® PD |

Table II

Development process stages and associated responsibilities

| Project stages | | Responsibility |
|---------------------------|--|--|
| Proposal stage | Project development | GoodChips® International Management |
| | Project approval | Bioenergy Europe's President |
| Preparatory stage | Public announcement | GoodChips® International Management |
| | Technical Committee establishment | GoodChips® International Management |
| | Development of a working draft | GoodChips® International Management |
| Technical Committee stage | Consideration of comments and building consensus | Technical Committee |
| Enquiry stage | Consultation of Bioenergy Europe's Members and National Partners | GoodChips® International Management Technical Committee |
| | Public consultation | GoodChips® International Management |
| Approval stage | Documentation development report | GoodChips® International Management |

¹ Structure and identification of the GoodChips® Documentation are included in Annex A.

| | | |
|-------------------|-----------------|---|
| | Formal approval | GoodChips® International Management Bioenergy Europe's President |
| Publication stage | | GoodChips® International Management |

Table III

GoodChips® Documentation and associated stages of the development process

| Project stages | | GoodChips® Standards | GoodChips® Guidance Documents | GoodChips® Procedural Documents |
|---------------------------|--|----------------------|-------------------------------|---------------------------------|
| Proposal stage | Project development | x | x | x |
| | Project approval | x | x | x |
| Preparatory stage | Public announcement | x | | |
| | Technical Committee establishment | x | | |
| | Development of a working draft | x | x | x |
| Technical Committee stage | Consideration of comments and building consensus | x | | |
| Enquiry stage | Members and National Partners' consultation | x | x | x |
| | Public consultation | x | | |
| Approval stage | Doc. development report | x | x | x |
| | Formal approval | x | x | x |
| Publication stage | | x | x | x |

5.2. Proposal stage

5.2.1. GoodChips® International Management shall prepare a project proposal for the development or revision of the GoodChips® Documentation based on a request from the Bioenergy Europe's Board of Directors/President, Bioenergy Europe's members, GoodChips® National Partners or as its own initiative. The Project proposal shall be approved by Bioenergy Europe's President.

5.2.2. The Project proposal shall cover the following issues:

- a) clear identification of the issue (development of a new document/new part/revision of an existing document);
- b) proposal for establishment of the Technical Committee;
- c) requirements for representation of Bioenergy Europe's members and interested stakeholders and their balanced representation;
- d) description of the project development stages and expected timetable;
- e) resources required for the development work and their sources.

5.3. Preparatory stage

- 5.3.1. GoodChips® International Management shall carry out a stakeholder mapping with the aim of identifying stakeholders relevant to the GoodChips® Documentation development, their needs as well as expectations.
- 5.3.2. The start of the development work shall be announced by suitable media as appropriate to afford Bioenergy Europe's Members, GoodChips® National Partners and interested stakeholders an opportunity to provide meaningful contribution to the development work.
- 5.3.3. GoodChips® International Management shall invite the Bioenergy Europe's Members, GoodChips® National Partners and relevant stakeholders to nominate members of the Technical Committee.
- 5.3.4. GoodChips® International Management shall consider all received nominations and shall appoint members of the Technical Committee following chapter 4.3.
- 5.3.5. GoodChips® International Management shall prepare a working draft of the relevant GoodChips® document(s).

5.4. Technical Committee stage

- 5.4.1.1. The Technical Committee stage shall be the principal stage at which comments from Bioenergy Europe's Members, GoodChips® National Partners and interested stakeholders are taken into consideration, with a view to achieving consensus on the content of the Technical Committee's draft.

5.5. Enquiry stage

5.5.1. Consultation of Bioenergy Europe's Members and GoodChips® National Partners

- 5.5.1.1. The Enquiry draft shall be circulated to the Bioenergy Europe's Members and GoodChips® National Partners for a four-week consultation period.
- 5.5.1.2. Received comments and views shall be considered in an open and transparent way. Summary of the received comments as well as proposed changes to GoodChips® document(s) shall be communicated in a timely manner to the Bioenergy Europe's Members and GoodChips® National Partners through e-mail communication, intranet or other appropriate means.

5.5.2. Public consultation

- 5.5.2.1. The Enquiry draft shall be made available through the GoodChips® website and upon request by other appropriate means to interested stakeholders and to the public for a sixty-day public consultation.
- 5.5.2.2. The invitation to the public consultation, including its start and end, shall be made in timely matter through its announcement on the GoodChips® website, by e-mail distribution and in suitable media.
- 5.5.2.3. The public consultation should be supported, as appropriate, by seminars, presentations or conferences aimed at encouraging the submission of comments on the Enquiry draft.

5.5.2.4. The received comments and views shall be considered in an open and transparent way by the Technical Committee. Summary of the received comments as well as proposed changes to GoodChips® document(s) shall be made available in a timely manner through the GoodChips® website or upon request.

5.6. Approval stage

5.6.1. The Final draft shall be presented for the formal approval stage together with a Documentation development report which provides information on the development process and its compliance with the procedures of this document.

5.6.2. Bioenergy Europe's President shall formally approve the Final draft of the GoodChips® Documentation.

5.6.3. Bioenergy Europe's President may mandate the Secretary General to approve the Final draft of the GoodChips® Documentation.

5.6.3.1. Where the Final draft has not received a sufficient number of votes to be formally approved, the Bioenergy Europe's President (or the Secretary General if mandated to, as in 5.6.3) shall decide if:

- a) return the document to the previous development stages, or
- b) cancel the project.

5.7. Publication stage

5.7.1. Within four weeks from the formal approval of the GoodChips® document, GoodChips® International Management shall correct any errors in the formally approved document, distribute the document amongst the Bioenergy Europe's Members and GoodChips® National Partners and make it publicly available at the GoodChips® International Management website.

6. Technical corrigenda and amendments

6.1. A published GoodChips® document may subsequently be modified by publication of:

- a) a technical corrigendum (or a corrected republication of the current edition);
- b) an amendment.

6.2. A technical corrigendum may be issued to correct either:

- a) a technical error or ambiguity in the GoodChips® document which could lead to incorrect or unsafe application of the GoodChips® document, or
- b) information that has become outdated since publication, provided that the modification has no effect on the technical normative elements of the GoodChips® document.

6.3. The technical corrigenda shall be formally approved by GoodChips® International Management, if necessary in consultation with the respective Technical Committee.

6.4. An amendment may be issued to alter and/or add to previously agreed technical provisions in an existing GoodChips® document.

6.5. The procedures for developing and publishing an amendment shall follow the stages outlined in chapters 5.4, 5.5, 5.6, and 5.7.

7. Revision of the GoodChips® Documentation

7.1. The GoodChips® Documentation shall be periodically reviewed and subsequently revised in a timely manner. The procedures for the review and revision of the technical documentation shall follow the stages outlined in chapter 5.

8. Appeals and complaints

8.1. Any substantive or procedural complaints or appeals shall be resolved using the complaint and appeal procedures outlined in GoodChips®PD 1002.

9. Records on the development process

9.1. GoodChips® International Management shall maintain records of the project development process, including:

- a) Minutes of the Technical Committee meetings;
- b) Bioenergy Europe's members' and GoodChips® National Partners comments and results of their consideration;
- c) Public comments and results of their consideration;
- d) Documentation development report;
- e) Complaints and appeals resolutions.

Bibliography

- ISO/IEC Guide 59, Code of good practice for standardization .

Annex A

Structure of the GoodChips® Documentation

Table IV
Structure of the GoodChips® Documentation

| Document category | Identification | Approved by | Mandatory status | Document availability | Document setting |
|---------------------------------------|---|------------------------------|------------------|-----------------------|---|
| GoodChips® Standard | GoodChips® ST xxxx: year | Bioenergy Europe's President | Mandatory | Public | Consensus building amongst GoodChips® International Management, Bioenergy Europe's Members, GoodChips® National Partners and relevant stakeholders Public consultation |
| GoodChips® Guidance Document | GoodChips® GD xxxx: year ¹⁾ | Bioenergy Europe's President | Not mandatory | Public | Consensus building amongst GoodChips® International Management, Bioenergy Europe's Members, GoodChips® National Partners Members consultation |
| GoodChips® Procedural Document | GoodChips® PD xxxx: year | Bioenergy Europe's President | Mandatory | Public | Consensus building amongst GoodChips® International Management, Bioenergy Europe's Members, GoodChips® National Partners Members consultation |



The first international
certification for wood chips.

GoodChips® is the first international certification scheme for wood chips
and hog fuel. From production to delivery, our label certifies quality
levels adapted to every consumer.

GoodChips® c/o Bioenergy Europe
Place du Champ de Mars 2
1050 Brussels, Belgium
✉ info@goodchips.eu
☎ +32 2 319 47 35

www.goodchips.eu