

Document: SFI Implementation Schedule

Document # PLC-SFI-17

Document Owner: Jimmy Clay

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Last Revised: 10/19/07

## **SFI Implementation & Certification Schedule Parton Lumber Company**

A formal schedule for completing specific SFI Standard tasks facilitates implementation, as well as achieving SFI Standard Certification. Each of the recommended sequential steps in the process, and a tentative time-line, are outlined below. Some steps can occur concurrently to expedite the process, and some steps may be dropped if not applicable or appropriate.

- |   |         |
|---|---------|
| 1. Organize SFI Implementation Team                           | 10/07   |
| -Procurement staff  |         |
| -Management representative                                    |         |
| 2. Develop SFI Indicators and Evidence Manual                 | 10/07   |
| -Identify scope of organization                               |         |
| -Select any additional indicators and evidence                |         |
| -Identify additional supporting evidence/documentation        |         |
| 3. Make Team Assignments for Gathering Evidence               | 11/07   |
| -Contact trade associations                                   |         |
| -Access FIA Database  |         |
| 4. Periodic SFI Implementation Team meetings                  | Ongoing |
| -Assess progress in filling gaps in SFI Handbook and Evidence |         |
| -Identify any additional resource needs                       |         |
| -Refine schedule as appropriate                               |         |
| 5. Refine SFI Indicators and Evidence                         | 11/07   |
| -Finalize SFI Indicators & Evidence Manual!                   |         |
| -Identify additional evidence                                 |         |
| -Fill remaining gaps  |         |
| 6. Self-declare Conformance to SFI Standard                   | 12/07   |
| 7. Send RFP to Selected SFI Audit                             | 1/08    |
| -Check qualifications of lead-auditor                         |         |
| -Look for proposals consistent with SFI Standard              |         |
| -Invite firms for phone interviews                            |         |
| 8. Select SFI Audit Firm and Sign Contract                    | 1/08    |
| -Check acceptance of "Verifiable Monitoring Program"          |         |
| -Ensure use of SFI Indicators and Evidence Manual             |         |
| -Negotiate 18 month surveillance audit schedule               |         |
| 9. Conduct Internal First-party SFI Verification              | 1/08    |

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- Finalize SFI documentation
  - Script staff, contractors, others?
  - Conduct internal, but "independent" audit
  - Formalize findings and make recommendations for improvement
9. Refine Indicators/Evidence Based on Internal Audit 1/08
    - Complete all training
    - Complete SFI Management Review Process
    - Complete SFI Annual Report
    - Fulfill all other requirements!
  10. Readiness Review Conference Call with Lead Auditor 2/08
    - Finalize audit plan and acceptance of SFI Indicators
    - Select audit team members
    - Schedule 3<sup>rd</sup>-party audit
    - Select field sites for audit
    - Obtain "Determination of Readiness" from lead auditor
    - If satisfactory, proceed with plans for the certification audit
  12. Complete Final Preparations for SFI Field Audit 2/08
    - Final scripting of staff/mill managers/contractors
    - Final edit of documents
    - Notify the SFB prior to undertaking the audit
  13. One-Day SFI Certification Audit 3/08
    - Opening meeting
    - Daily briefings
    - Closing meeting (resolve all issues/disputes)
  14. Review and Comment on Draft SFI Certification Report 3/08
    - Ensure it meets content requirements of Audit Plan
    - Submit any additional evidence/resolve misunderstandings
  15. Prepare Summary of Final Report 3/08
    - Negotiate summary with lead auditor
  16. Receive Final Report and Certificate of SFI Conformance 3/08
    - Submit Summary Report to the SFB
  17. Implement Communications/Public Relations Plan 3/08
    - Send Summary Report to interest groups/customers
    - Issue Press Releases to trade press/local media
  18. Label Products with SFI Label (If Applicable) 3/08
    - Complete application to the SFI Office of Label Use

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-Use Certified Participant, Fiber Sourcing Label

19. Conduct Periodic (12 month) Surveillance Audits

Over 4 Yrs

-First Surveillance Audit in 6/09

-Second Surveillance Audit in 11/10

-Third Surveillance Audit in 6/12