

TECHNICAL GUIDELINES FOR REMOTE SVLK AUDIT



Background

The current Covid-19 pandemic has resulted in many changes in the structure of human life, including in the process of certification for the Timber Legality Assurance System (SVLK). The Indonesian government has issued a Presidential Decree on the Establishment of a Covid-19 Public Health Emergency. This policy was followed up by the National Accreditation Committee (KAN) by establishing policies related to the certification and verification process during the pandemic, including SVLK certification. This policy was taken by KAN to ensure that the process of certification and verification activities can continue, in order to meet the needs of stakeholders in accordance with the provisions of laws and regulations and international norms as well as a clear reference for KAN and Certification Bodies (CBs). During the pandemic, CBs can carry out the SVLK audit process using the remote audit method, both for initial certification, recertification and surveillance activities. This policy is in effect from April 16, 2020 until the emergency status of Covid19 is declared to have ended. This is reinforced by the issuance of a Circular Letter of the Director General of Sustainable Production Forest Management, Ministry of Environment and Forestry regarding the implementation of a remote audit of performance assessment of sustainable production forest management and verification of timber legality

Legal Basis

- 1) Presidential Decree Number 11/2020;
- 2) Regulation of the Minister of Environment and Forestry No. P.21/2020;
- 3) The National Accreditation Committee Policy No.004/2020;

- 4) Regulation of the Director General of Sustainable Production Forest Management, MoEF No SK.62/2020;
- 5) Circular Letter of the Director General of Sustainable Production Forest Management, MoEF No. 05/2020;
- 6) IAF MD 4:2018 about IAF Mandatory Document for The Use of Information and Communication Technology (ICT) for Auditing/Assessment Purpose;
- 7) IAF ID 3: 2011 about IAF Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations;
- 8) IAF ID 12:2015 about Principles on Remote Assessment

Requirements

- 1) Approve the use of information and communication technology for remote SVLK audit including information security and data protection measures;
- 2) Providing all the necessary infrastructure so that the remote SVLK audit process can take place properly, such as: internet connection, computer or smartphone, video conference application, and others;
- 3) Having personnel capable of using information and communication technology facilities and infrastructure;
- 4) Sending audit documents in accordance with the audit plan sent by the auditor team;
- 5) Creating an integrity pact that is signed by the leadership of the company and with a stamp duty, related to the accuracy of the data verified by the auditor.

Flowchart of Remote SVLK Audit Implementation

