

SBP

Sustainable Biomass Program

SBP Standard-setting Procedure

www.sbp-cert.org



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For further information on the SBP Framework and to view the full set of documentation see www.sbp-cert.org

Document history

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1 Introduction

This Procedure specifies the steps to be followed for the development and revision of SBP documentation related to the application of the SBP requirements. This Procedure specifically covers SBP Standards, including Instruction Documents, Process Documents, Guidance Documents, and Interpretative Documents.

2 Decision to draft new documentation or revise existing documentation

2.1 The Secretariat will make the decision to draft new documentation or revise existing documentation.

2.2 The decision shall be taken on the basis of an identified need for the additional documentation.

2.3 Documentation shall be reviewed by the Secretariat at least annually and revised at least every five (5) years.

3 Drafting of documentation

3.1 The Secretariat shall draft the documentation.

3.2 Drafting shall involve adequate technical expertise and should be undertaken in consultation with stakeholders.

3.3 If required, a Working Group will advise on the drafting of the documentation and should approve the draft documentation before submission to the Stakeholder Committee.

4 Approval of Standards

- 4.1 Drafting of Standards, whether new or revised, shall include a formal public consultation of no less than 30 days.
- 4.2 The Secretariat shall be proactive in contacting stakeholders.
- 4.3 Following the consultation the Secretariat shall publish the draft Standard/s on the SBP website for no less than 30 days and proactively invite stakeholder comment.
- 4.4 The Secretariat shall review all comments received and revise the draft Standard/s as appropriate.
- 4.5 The draft Standard/s shall be approved by the Stakeholder Committee before submission to the SBP Board.
- 4.6 The Board shall formally endorse the Stakeholder Committee's approval.

5 Approval of Instruction Documents, Process Documents, Guidance Documents and Interpretative Documents

5.1 Draft Instruction Documents, Process Documents; Guidance Documents and Interpretative Documents shall be approved by the Stakeholder Committee.

5.2 Approval by the SBP Board is not required.

6 Determination of document classification

6.1 In approving any documentation the Stakeholder Committee shall confirm that the documentation meets the definition set out in section 6 and consequently if approval by the SBP Board is required.

7 Definition of documentation

7.1 Standards: Documents that provides, for common and repeated use, rules, guidelines or characteristics for products or related processes and production methods. There are currently six (6) SBP standards.

7.2 Instruction Documents¹: Documents that instruct how the Standards are to be applied.

7.3 Process Documents: Documents that set out a series of actions or steps taken in order to achieve a particular end. Process Documents include Procedures and Work Instructions an example of which is the Appeals Procedure.

7.4 Guidance Documents: Documents that provide non-normative information on the application of the Standards. An example is the SBP Guidance Document: Meeting SBP criteria in relation to protecting exceptional conservation values in the southern US.

7.5 Interpretive Documents: Documents that provide normative information on the application of the Standards. Interpretive Documents include the Normative Interpretations.

¹ Instruction Notes is the term for Instructions included in Standards at the time of the Publication in March 2015. They are synonymous with Instruction Documents.