

Tier 2
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Environmental Management System

1.0 Purpose:

To describe the process for documenting, investigating and correcting identified or potential non-conformances with the SFI® Standard, the EMS and / or legal or other requirements.

2.0 Scope:

This procedure applies to Overlapping License Holders (OLLS) and contractors.

3.0 Responsibilities:

- 3.1 ORC Operations Forester or Designates
- 3.2 ORC Silviculture Forester or Designates
- 3.3 All Contractors and Sub-Contractors for ORC and OLL
- 3.4 Overlapping License Holder or Designates (OLL)

4.0 Procedure

All Contractors and Sub-Contractors for ORC and Overlapping License Holder (OLLS) or Designates must follow the policies and procedures set out in their company's own Corrective Action SOP where that SOP meets or exceeds legal requirements and the requirements set out in the ORC's SOP. In the absence of a company's own SOP the following practices must be followed:

1. ORC will issue a Corrective or Preventive Action Report (CAR/PAR) upon noticing or being notified of an actual or potential non-conformance or non-compliance with any of the following:
 - SFI® 2015-2019 Standard
 - ORC's Environmental Management System (EMS)
 - Any legal or other requirement
 - Significant non-compliances in FOIP (FOIP non-compliances requiring a corrective action report are to be determined in consultation with the General Manager and generally include instances where a Root Cause Analysis would be beneficial)
2. Individuals initiating a CAR/PAR (Initiator) will complete the CAR/PAR form. Individuals may assign CAR/PAR's to themselves or to another appropriate individual (Assignee). The Initiator will ensure the General Manager is notified of the CAR/PAR for tracking purposes.
3. CAR/PAR initiator shall leave a copy with the supervisor on site, and if the supervisor. Alternately, the CAR/PAR can be emailed to the supervisor.

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4. The General Manager will ensure that CAR/PAR's are assigned a unique tracking number and are documented in a central system

5. The General Manager will review and approve all CAR/PAR's.

6. The General Manager will ensure that a summary of CAR/PAR's is prepared and presented during Management Review. CAR/PAR's will be used in part to determine future years training needs and monitoring requirements.

References

Document / Form	I.D.#
CARPAR FORM	

Revisions

#	Purpose	Prepared by	Approved by	Date
N/A	Original version	EMS Team	Chantal Alkins Certification Coordinator	November 23, 2016
A				
B				
C				
D				
E				

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Procedural Documentation **CARPAR Action**

