

## Glossar / Glossary

Begriff / Term	Definition	Referenz / Reference
AB	Abbreviation for Accreditation Body, Synonyms: Oversight Body	FAO (T4SD)
Accessibility	Assurance systems that are accessible help to support the sustainability objectives of the standards system. Accessible assurance systems are affordable to clients who fall within the scope, are culturally sensitive, comprehensible, and within reach of the target clients.	SSCT definition
Accountability	Obligation to demonstrate that work has been conducted in compliance with agreed rules and standards or to report fairly and accurately on performance results vis a vis mandated roles and/or plans. This may require a careful, even legally defensible, demonstration that the work is consistent with the contract terms.	IUCN, OECD
Accreditation	Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.	ISO/IEC 17000 (T4SD)
Accreditation body (AB)	Body that conducts and administers an accreditation system and grants accreditation. (Based on ISO Guide 2, 17.2)	FAO (T4SD)
Application Information	(see Accreditation Application Pack)	ASI
Approved agricultural certification system	The GGL approved material coming from different agricultural certification systems. The approved systems are laid down in the document named "Approved agricultural certification systems". Material coming from these sources is GGL approved material, provided that evidence (certificates) is presented.	GGL

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Approved forest management certification systems	The GGL approved material coming from different sustainable forest management systems. The approved systems are laid down in the document named "Approved forest management certification systems". Material coming from these sources is GGL approved material, provided that evidence (certificates) is presented.	GGL
Assessment schedule and itinerary	The equivalent of an audit plan for an ASI assessment.	ASI
Assessment scope	Extent and boundaries of an audit (ISO 19011:2002).  NOTE 1: The audit scope generally includes a description of the physical locations, organizational units, activities and processes, as well as the time period covered.  NOTE 2: ASI uses the terms 'audit scope' and 'assessment scope' as synonyms with respect to the boundaries of an assessment of a CAB.	ASI
Assurance	Demonstrable evidence that specified requirements relating to a product, process, system, person or body are fulfilled	(adapted from ISO 17000)
Assurance provider	Body that assesses compliance of a client with a standard. NOTE: In the context of this Code, an accreditation body is considered an oversight body rather than an assurance provider.	SSCT definition
Audit	Systematic, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.	(adapted from ISO 17000)
Audit report	A report on observations on the compliance of operations with the criteria. The report focuses on information on non-conformities. (ISO 9000)	PEFC

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Auditing body	<p>A person and /or legal entity that performs auditing services. Auditing bodies include:</p> <ul style="list-style-type: none"> <li>• companies/organisations</li> <li>• audit teams from buying/sourcing companies that are demonstrably independent of the company's commercial functions</li> <li>• industry or sector schemes and multi-stakeholder initiatives</li> </ul>	GSCP
Book & Claim	<p>COC model in which the certified material is completely decoupled from sustainability certificates. Certified and noncertified materials flow freely through the supply chain. Sustainability certificates are be issued by an independent issuing body and can be bought by market participants via a certificate trading platform.</p>	SSCT definition
CAB	<p>Abbreviation of Conformity Assessment Body: Body that performs conformity assessment services. This CAB can be the object of accreditation (ISO/IEC 17011:2004), but does not have to in cases of membership approaches of sustainability standards. Oftentimes, membership initiatives are standard-setting body and CAB at the same time.</p> <p>Synonym: Assurance provider</p> <p>NOTE 1: Whenever the word "CAB" is used in the text, it applies to both the "applicant and accredited CABs" unless otherwise specified.</p> <p>NOTE 2: The terms CAB and CB (certification body) are considered equivalent and ASI uses the terms interchangeably. ASI usage generally follows conventions adopted by scheme owners.</p> <p>[see also conformity assessment]</p>	ASI

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Certificate	Generic expression used to include all means of communicating that fulfilment of specified requirements has been demonstrated	(Adapted from ISO 17000)
Certification	A procedure by which a third party gives written assurance that a product, process, or service is in conformity with certain standards.	ISO Guide 2:1996
Certification Body	An impartial organization possessing the necessary competence to operate a certification program.	ISO
Certification Scheme Owner	The body who owns a certification program for which accreditation is offered, for example the MSC or the FSC.	ASI
Certification scope	Defines the certification granted in terms of the product, the production process, the management system and the standards to be applied.	HIVOS
Chain of Custody (CoC)	The custodial sequence that occurs as ownership or control of the material supply is transferred from one custodian to another along the supply chain.	WB, WWF Alliance for Forest Conservation and Sustainable Use, 2002
Claim	A claim here refers to a sustainability claim, defined as a message used to set apart and promote a product, process, business or service with reference to one or more of the three pillars of sustainability, namely social, economic and / or environmental.	ISEAL Claims Code of Good Practice
CoC	Abbreviation for Chain of Custody	WB, WWF Alliance for Forest Conservation and Sustainable Use, 2002
Complaint	Mechanisms are in place that provide stakeholders with recourse where they feel their position or point of view has not been adequately taken into account.	ISEAL - Credibility principles - Public draft for comment 0.1, May, 2010 (T4SD)

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Compliance	A judgment that a product or service meets the requirements of a specific standard.	ISO, TSPN
Conformity assessment	Any activity concerned with determining directly or indirectly that relevant requirements are fulfilled. Note: typical examples of conformity assessment activities are sampling, testing and inspection; evaluation, verification and assurance of conformity (supplier's declaration, certification); registration, accreditation and approval as well as their combinations.	ISO - ISO Guide 2, 12.2 (T4SD)
Conformity assessment body (CAB)	(also referred to as Certification Body) Body that performs conformity assessment services. This CAB can be the object of accreditation (ISO/IEC 17011:2004), but does not have to in cases of membership approaches of sustainability standards. Oftentimes, membership initiatives are standard-setting body and CAB at the same time.	FSC Source: FSC-STD-01-005 V1-0
Continuous Improvement	The recurring process of enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy (NOTE The process need not take place in all areas of activity simultaneously.)	ISO 14001, GSCP
Corrective Action	Process, or series of actions, designed to minimize or eliminate the likelihood that a problem will recur, or happen again; not to be confused with "correction".	ISO
Decision making body	The decision making body is the highest organizational body which has decision-making power over the strategic and managerial decisions of an organization.	SSCT definition
Full audit	In a full audit process, all requirements of the standard and the whole system of the client that is to be assessed are verified. This would usually include re-certification audits but not necessarily surveillance audits in case these are less rigorous. In the response, state the least possible frequency, i.e. if an interval	SSCT definition

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
	can be skipped for certain clients, e.g. based on a risk assessment, the frequency shall be reduced (see also criterion on risk-based audit frequency).	
Governance statutes	An organisation's founding legal documentation such as the constitution, articles of association or articles of incorporation, charters, <i>Gesellschaftsvertrag</i> etc.	SSCT definition
Group certification	Certification of an organized group of small-scale producers with similar farming and production systems. The criteria for group certification apply only to such groups when the certification applies to the group as a whole and when special inspection arrangements have been applied.	IFOAM
Identity preservation	The identity preservation model requires physical separation, tracking and documentation at every stage of the supply chain.	ITC
Identity preserved (IP, also called hard IP or track and trace)	COC model in which the monitored material (often certified) cannot be physically mixed with other material (non-certified). Material from different sources cannot be physically mixed and must be documented accordingly.	SSCT definition
ISO Type I label	A voluntary, multiple-criteria based, third party program that awards a license that authorises the use of environmental labels on products indicating overall environmental preferability of a product within a particular product category based on life cycle considerations	ISO 14024
Impact Assessment	The systematic assessment of the impact of some specific action or driver. Example: Environmental, social or economic impact assessment on an ecosystem, a community or society.	FAO Fisheries Glossary
Impact	Change in the condition Positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended. Impacts are sometimes realized after the formal project is completed.	IUCN

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Label	Any written, printed or graphic representation that is present on a product, accompanies the product, or is displayed near the product.	IFOAM
License (e.g. Criterion: "Duration of certificate / license")	An agreement or contract that grants a certified operator the right to use certificates or certification marks in accordance with the requirements of that program.	IFOAM
Licensing / labeling initiatives	Licensing and labeling initiatives are initiatives that licence and label products where compliance is met with certain standards. Examples of licensing and labeling initiatives are Rainforest Alliance, Max Havelaar, Transfair...	ITC
Monitoring and Evaluation System	An ongoing process through which an organization draws conclusions about its contribution to intended outcomes and impacts. A monitoring and evaluation system consists of a set of interconnected functions, processes and activities, including systematic collection of monitoring data on specified indicators and the implementation of outcome and impact evaluations.	ISEAL
Major non-compliance	<ul style="list-style-type: none"> <li>• A breach which represents a danger to workers / those on-site, and/or</li> <li>• A material breach of a code requirement / law, and/or</li> <li>• A systematic violation of a code requirement / law, and/or</li> <li>• A breach which represents a danger to the local environment.</li> </ul>	GSCP
Mass balance	COC model in which the physical mixing of monitored material (often certified) and not monitored material (not certified) material is allowed provided that the quantities are controlled in documentation. The volume of monitored material entering the operation is controlled and an equivalent volume of material leaving the operations can be sold as monitored (certified).	SSCT definition

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Monitoring (Criterion: "M&E Budget")	<p>A continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds.</p> <p>Related term: performance monitoring, indicator.</p>	OECD, IUCN,
Multi-site certification	One certification for an enterprise with multiple production sites that are centrally managed and are assessed as one client.	ISEAL, SSCT definition
Oversight	<p>Assessment of an assurance provider's demonstration of its competence to carry out specific assurance tasks. The oversight body is responsible for performing the assessment of assurance providers. In some schemes, oversight conducted by the scheme owner or the conformity assessment body, or is outsourced to a specialised body.</p> <p>Oversight body and accreditation body are sometimes used synonymously.</p>	ISEAL (adapted from ISO 17000), SSCT definition
Publicly available	Publicly available refers to the free availability of something without the need to ask for it. A document for free download from a website is considered publicly available. In turn, if you have to send a request in order to receive the document, this is considered as being available on request.	SSCT definition
Quality management	Decision making in an improvement process, comprising elements of policy, planning, implementation and operation, performance assessment, review, auditing and improvement. It coordinates activities of producer groups to assure the quality of their bulked product. QM includes a customer focus, leadership and a system approach to continual improvement.	HIVOS

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Review (Criterion: "Review and revision period for standards")	Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn.	ISO/IEC Guide 2:2004 (T4SD)
Revision (Criterion: "Review and revision period for standards")	introduction of all necessary changes to the substance and presentation of a normative document. (NOTE The results of revision are presented by issuing a new edition of the normative document.)	ISO Guide 2
Rigour	A rigorous assurance system is more likely to provide accurate results. The level of rigour refers to the intensity of the assurance process eg: how many clients are sampled, how often, and how thoroughly; intensity of surveillance; and the breadth of stakeholder engagement in the assurance process.	SSCT definition
Risk	The chance of something happening that will have an impact on objectives. It is measured in terms of a combination of the probability of an event and its consequence.	(adapted from ISO 31000)
Risk Analysis	<p>Analysis (and comparison) of the probability of negative outcomes of alternative actions foreseen in development, harvesting or management strategies.</p> <p>A process consisting of three components: risk assessment, risk management and risk communication</p> <p>An analytical technique in which the probabilities of occurrence of an adverse event (e.g., drought, hurricane, drop in the market price of a product) are estimated for each critical element of a project. Repeated calculations (normally by computer) are then made of a measure of the value of the project, with each element entering into successive computations according to the probability of its occurrence.</p>	FAO Fisheries Glossary

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Risk-based	Applied when management capacity is limited in relation to the number of objectives and related problems to be addressed. The limited management capacity is focused on solving priority problems. Thus, management capacity is not diluted over too many problems. It introduces a stepwise approach in which low-risk problems are addressed in a later phase.	HIVOS
Sampling	Provision of a sample of the object of conformity assessment, according to a procedure (ISO 17000:2004)	ASI
Scheme	The scheme is the overarching framework of the standards system. It comprises the objectives, the scope, rules to operate and the standards against which the conformity with the scheme will be assessed.	ISEAL
Scheme owner	Organisation that is responsible for developing and maintaining the standard and the assurance scheme. The scheme owner sets the objectives and scope of the scheme, as well as the rules for how the scheme will operate. NOTE: The scheme owner can be the standards owner, assurance provider, a governmental authority, trade association, group of assurance providers or other body	(adapted in part from ISO 17067)
Scope of accreditation	Specific tasks for which accreditation is sought or has been granted (ISO/IEC 17011:2004).	ASI
Second-party assurance	Assurance activity that is performed by a person or organization that has a user interest in the object of assurance NOTE: Persons or organizations performing second-party assurance activities include, for example, purchasers or users of products, or potential customers seeking to rely on a supplier's management system, or organizations representing those interests.	(Adapted from ISO 17000)
Segregation	The segregation model ensures that compliant products are kept segregated from non-compliant products during all stages of the supply chain.	ITC

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
Segregation (also called bulk commodity or soft IP)	COC model in which the monitored material (often certified) cannot be physically mixed with other material (non-certified). Physical mixing of monitored material coming from different sources is allowed and must be documented accordingly.	SSCT definition
Stakeholder	Individual or group that has an interest in any decision or activity of an organization.	(ISO 26000)
Supplier/ subcontractor	An organisation which provides the company with goods and/or services integral to and utilised in or for the production of the company's goods and/or services.	SA8000
Surveillance (Criterion: "Audit frequency")	<p>Set of activities, except reassessment, to monitor the continued fulfilment by accredited CABs of requirements for accreditation (ISO/IEC 17011:2004).</p> <p>NOTE: Surveillance includes both surveillance on-site assessments and other surveillance activities, such as the following:</p> <ul style="list-style-type: none"> <li>a) enquiries from the accreditation body to the CAB on aspects concerning the accreditation;</li> <li>b) reviewing the declarations of the CAB with respect to what is covered by the accreditation;</li> <li>c) requests to the CAB to provide documents and records (e.g. audit reports, results of internal quality control for verifying the validity of CAB services, complaints records, management review records);</li> <li>d) monitoring the performance of the CAB (such as results of participating in proficiency testing).</li> </ul> <p>(see also surveillance assessments)</p>	ASI
Sustainability	The management and conservation of the natural resource base, and the orientation of technological and institutional change in such a manner as to ensure the attainment and continued satisfaction of human needs for present and future generations. Such sustainable development (in the agriculture,	FAO

## Sustainability Standards Comparison Tool (SSCT)

Begriff / Term	Definition	Referenz / Reference
	forestry, and fisheries sectors) conserves land, water, plant and animal genetic resources, is environmentally non-degrading, technologically appropriate, economically viable and socially acceptable.	
Third Party Audit	Third Party Audit is carried out by an individual or organisation who/which is independent of the supplier being audited.	FLO-CERT
Top decision-making body	Is the highest body that is responsible for the overall governance and standard development of a sustainability scheme.	Adopted from RSB & SSCT
Traceability	The ability to trace the history, application or location of a product and, in some cases, service by means of recorded identifications. Traceability may refer to: a product, a calibration and its relationship to the measuring equipment and the national or international standards, primary standards, basic physical constants, properties or references materials. Traceability requirements should be specified for some stated period of history or to some point of origin.	ISO
Transparency	Assurance systems that are transparent are under the scrutiny of stakeholders so have less risk of corruption or conflict of interest. Transparency also builds confidence in an assurance system as the public is more trusting of institutions that are open.	SSCT definition
Verification	Act or process of establishing (confirming) the accuracy or existence of something; in the quality field, verification is a systematic, objective, and documented process of confirming that a product or service conforms to various requirements (customer, regulatory, etc.).	ISO