

IUCN National Committee UK Peatland Programme (IUCN UK PP UK PP)
c/o Royal Society of Wildlife Trusts

Quality Policy

This Policy has come into effect on 5th December and approved by the Executive Board

1. Introduction:

The IUCN is a democratic membership union which brings together various organisations in a combined effort to conserve nature and accelerate the transition to sustainable development. The IUCN UK Peatland Programme (**IUCN UK PP**) is a project, governed by the IUCN UK National Committee, and currently hosted by the Royal Society of Wildlife Trusts, intended to promote peatland restoration in the UK.

The Peatland Code is a voluntary standard for UK peatland restoration projects wishing to market the climate benefit of peatland restoration. It is produced (along with associated guidance) by the IUCN UK PP and managed by an Executive Board. It sets out a series of good practice requirements, including a standard method of greenhouse gas ("**GHG**") quantification, which when validated and verified by an independent body will give assurance to buyers that their purchase will return verifiable climate benefits over the project duration.

2. Policy Statement:

The IUCN UK Peatland Programme is committed to continuous improvement and have established a Quality Management System aligned with, ISO 9001, and ISO 31000 standards which provides a framework for measuring and improving the process and procedures for the Peatland Code. This policy applies to all staff and activities within the IUCN UK PP, which is hosted by the Royal Society for Wildlife Trusts (RSWT). Any Information and document that are shared must ensure that it is shared responsibly and in accordance with GDPR and RSWT policies.

3. Objectives: The IUCN UK Peatland Programme is committed to ensuring the following objectives are met:

- i. The quality management system and quality objectives are aligned with the ISO 9001 Framework and any new iterations of the ISO requirements to ensure continuous improvement going forward.
- ii. Ensure that processes and procedure consider risk as defined by ISO31000 and use a risk-based thinking.
- iii. Ensuring the importance of effective quality management is communicated to the wider team.
- iv. Creating an environment of continuous improvement through regular annual audits, assessments and following best practice.

4. Responsibility:

Each member of IUCN UK PP staff has a responsibility of adherence to the quality process and quality policy.

The Peatland Code Development Manager will be the overall lead for maintaining and evaluating our quality system with support from the main programme team. They will ensure that:

- i. New documents are logged in our document register and version controlled.
- ii. Documents and information are made available for any internal/external audits.
- iii. The IUCN UK PP website has the correct versions of Peatland Code documentation.
- iv. There is training for the wider team on the quality management policy and the role the staff have in maintaining quality control on documents.

5. Quality Metrics

The IUCN UK PP has a variety of metrics to assess quality of programme outputs:

- i. Feedback and Surveys for the IUCN UK PP annual conference
- ii. 10-day turnaround time for, registration, validation and verification reviews for the Peatland Code.
- iii. Public consultation for changes to the Peatland Code methodology or Peatland Code version
- iv. Quarterly reviewing the IUCN UK PP risk register

6. Monitoring and Evaluation

The IUCN UK Peatland Programme will constantly review and improve our services including the delivery of the Peatland Code. This will be done by:

- i. Systematic annual review of our documents.
- ii. Collate relevant parties feedback from events and webinars,
- iii. Sharing annual review results to Technical Advisory Board.
- iv. Improving standards if the quality hasn't been met.

This Quality Policy will be reviewed periodically to ensure that it remains current and will be part of the quality document control and revision process.

7. Version Control

Each internal document, template, policy or form has a unique serial number which is logged in the document log. Any updated versions or archived files are also logged, along with the date changes were made. Further details can be found in QMS_003_Creating, Updating & Managing Peatland Code Documents.

8. Document retention

Each document type is retained for a defined period based on its purpose, relevance, and classification. The document retention periods for all internal documents are outlined in QMS_003_Creating, Updating & Managing Peatland Code Documents.

8.1 Third Party Documents

As part of the Peatland Code process all project must be registered on the S&P Global Registry and all documents uploaded as part of a Peatland Code project fall under the S&P Global data retention policy, detailed in Section 22.9 (Data Retention) of T&S [UK Land Registry TCs.pdf](#). S&P Global complies with GDPR requirements and maintains strict data security policies. Project documents remain publicly visible for the duration of the project and for an additional five years after project completion.

The S&P Global platform has defined roles and responsibilities. Only validation and verification bodies are authorised to amend or remove project documents, and only for the purpose of ensuring that the latest version of each document is available on the platform.

Related Documents:

[T&S UK Land Registry TCs.pdf](#).

QMS_003_Creating, Updating & Managing Peatland Code Documents.