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1. Scope

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This normative document defines the the basic and fundamental terms relating to forest certification and the certification of the chain of custody.

2. Definitions

- **accreditation:** A procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks. (ISO Guide)
- **accreditation body:** A body that conducts and administers an accreditation system and grants accreditation. (ISO Guide 2)
- **audit:** Systematic and objective activity to find out the extent to which requirements related to an agreed subject matter are fulfilled, performed by one or more persons who are independent of what is audited. (ISO 9000)
- **auditee:** A forest owner, an organisation, or a group of forest owners, organisations and other actors operating in a defined forest area, to be audited. (ISO 9000)
- **audit evidence:** Verifiable observations, information, records or statements of fact that establish the basis for conformance assessment. (ISO 9000)
- **auditor:** A person who has the qualification to perform audits. (ISO 9000)
- **audit report:** A report on observations on the compliance of operations with the criteria. The report focuses on information on non-conformities. (ISO 9000)
- **certificate:** A document issued under the rules of a certification system, providing confidence that a duly identified product, process, or service, is in conformity with a specified standard or other normative document. (ISO Guide 2)
- **certification:** A procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. (ISO Guide 2)
- **certification body:** An independent third party that assesses and certifies organizations with respect to forest management or chain of custody standards and any supplementary documentation required under the system.
- **Certified area :** the forest area covered by a group forest certificate representing the sum of forest areas of the participants
- **certified forest:** A forest area to which an independent certification body has granted certification.
- **chain of custody of forest based products:** All the changes of custodianship of forest based products, and products thereof, during the harvesting, transportation, processing and distribution chain from the forest to the end-use.
- **conformance:** Respect of a requirement (ISO 9000, version CD2, 1999);

- **consensus:** general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity. (ISO Guide 2)

- **criterion:** Requirement against which conformity assessment is made.
- **dispute settlement body:** A body charged with handling appeals of decisions, disputes and complaints.
- Document confirming participation in group forest certification = attestation : a document issued to an individual participant that refers to the group forest certificate and that confirms the participant as being covered by the scope of the group forest certification.
- **environment:** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation (ISO 14004)
- **FMU** : Forest Management Unit
- **forest certification:** A procedure to assess the quality of forest management in relation to the criteria of a forest management standard.
- **forest certification scheme:** Set of standards, guidelines and rules covering forest management criteria, chain of custody of wood requirements (where applicable), certification arrangements and procedures and requirements for certification bodies.
- **forest manager:** An individual or organisation that is responsible for the management planning and supervision of operations in a forest area.
- **forest owner:** An individual or organisation that has the registered property rights over a forest area. (state, industry or private)
- **group entity = regional entity:** is a legal entity (individual or organisation) that represents the participants, with overall responsibility for ensuring the conformity of forest management in the certified area to the sustainable forest management standard and other applicable requirements of the forest certification scheme.
- **group forest certificate** : a document confirming that the group organisation complies with the requirements of the sustainable forest management standard and other applicable requirements of the forest certification scheme.
- **group forest certification:** Certification of forest management of a group of small and medium sized forest owners under one certificate
- **group chain of custody certification:** Certification of chain of custody of a group of small and medium size enterprises under one certificate.
- **Group organisation** : a group of participants represented by the group entity for the purposes of implementation of the sustainable forest management standard and its certification.

- **indicator:** A quantitative or qualitative parameter which can be assessed in relation to a criterion. It describes objectively and unambiguously a relevant element of a criterion.
- **label:** A claim which indicates certain aspects of a product.
- **labelling:** Usage of labels (on- or off-product labels) in connection of products in order to communicate their properties.
- **non-conformity:** Situation in which the audit evidences indicate that operations are not carried out in compliance with a certification criterion.
- **normative document:** a document that provides rules, guidelines or characteristics for activities or their results. It covers such documents as standards, technical specifications, codes of practice and regulations.
- **off-product label:** Information conveyed by a supplier by documentary means other than an on-product label, concerning the nature or classification of the material in a batch.
- **on-product label:** A merchandising label attached to a product or a package of products.
- **organisation:** Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration (ISO 14004).
- **Participants :** A forest owner/manager or other entity covered by the group forest certificate, who has the legal right to manage the forest in a clearly defined forest area, and the ability to implement the requirements of the sustainable forest management standard in that area.
- **PEOLG:** Pan-European recommendations for sustainable forest management at the operational level connected with the interpretation of the results from the audit carried out on the indicators;
- **periodic review of a standard:** Complete revision of the standard within a defined time frame to ensure that the current knowledge is taken into consideration in the standard and that it is well adapted to the local/regional conditions.
- **recycled wood and wood fibre:** Recycled wood/fibre in the form of either reclaimed pre-consumer by-products from processes in manufacture where these are not traceable to virgin wood raw material sources, or reclaimed post-consumer wood/fibre which after reclamation is recycled into the chain of commercial supply and reduced to a raw material form. Normally classified in a list of Standard Grades
- **regional forest certification:** Certification of the forests within delimited geographic boundaries, being applied for by the authorised organisation for the specified region and providing voluntary access for the participation of individual forest owners and other actors.
- **single issue-label:** A label, which states something only on one property of the product (e.g. management of the forests which are origins of the wood raw material used in the product)

- **stakeholder, interested party:** An individual or group of individuals with a common interest, concerned with or affected by the operation of an organisation (ISO 14004)
- **standard:** A document established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. (ISO Guide 2)
- **surveillance audit:** An audit carried out to verify that the corrective action requirement has been implemented.
- **sustainable forest management (SFM):** The stewardship and use of forests and forest land in a way and at a rate, that maintains their biodiversity, productivity, regeneration capacity, vitality and their potential to fulfil now and in the future, relevant ecological, economic and social functions, at local, national and global levels and does not cause damage to other ecosystems. (MCPFE)
- **technical expert:** A person who provides specific knowledge or expertise to the audit team, but who does not participate as an auditor.
- **third party:** person or body that is recognized as being independent of the parties involved, as concerns the issue in question (ISO Guide 2)
- **virgin wood/fibre:** Wood/fibre, whether in the form of round wood, chips, sawdust, fibrous wood, not yet subjected to industrial processing.
- **wood based raw material:** Raw material or intermediate product based on wood (e.g. round wood, chips, sawdust, sawn wood, wood based panels, pulp, paper, cork, bark, resin)