



## Guidelines for Group Forest Management Certification



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**Korea Forest Certification Council(KFCC)**

TEL : 02-6393-2760

Fax : 02-6393-2649

HP : <https://kfcc.kofpi.or.kr>

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# Guidelines for Group Forest Management Certification

Enacted on 22 Dec 2015

## 1. Scope

This document defines the general requirements for forest certification schemes which include group forest management certification and allows the certification of a number of forest owners/managers under one certificate.

Group forest management certification requires establishing a specific management structure that includes the individual forest owners/managers. This entity represents the individual owners/managers in forest certification in order to ensure the correct implementation of the sustainable forest management standard and provide a sufficient level of confidence in sampling-based certification activities.

## 2. Normative references

PEFC ST 1002:2010 *Group Forest Management Certification – Requirements.*

ISO/IEC Guide 2:1996 *Standardisation and related activities – General vocabulary.*

## 3. Terms and definitions

### 3.1 Certified area

The forest area covered by a group forest certificate.

### 3.2 Group entity

An entity that represents the Group Members, with overall responsibility for ensuring

the conformity of forest management in the certified area to the sustainable forest management standard in Korea.

### **3.3 Group forest certification**

The forest management certification conducted on the certified forest area covered by a group entity.

### **3.4 Group forest certificate**

A document confirming that the group entity complies with the requirements of the sustainable forest management standard in Korea.

### **3.5 Group Manager**

A person with delegated responsibility for administering the rules of the group, responsible for managing all the works and implementing all the procedures for group forest management certification.

### **3.6 Group Member**

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 sustainable forest management standard in Korea.

### **3.7 Document confirming participation in group forest certification**

A document issued to members by a group entity after forest certification is granted, which confirms that the group forest certificate covers the members.

### **3.8 Forest Management Cooperative Body**

A cooperative organization organized for efficient forest management.

### **3.9 Leading Forest Management Complex**

A large scale of management area introduce to overcome the small size of forest ownership and the long term of forestry.

*Note: Creation and Management of Forest Resources Act [Enforcement Date 03. Jun, 2017.] [No. 14360, 02. Dec, 2016., Partial Amendment] Article 37, (3)*

### **3.10 Farming Corporation**

A corporation established for the purpose of improving productivity through the corporate forest management and the facilitating forest work.

### **3.11 Forestry Cooperative**

An independent organization of forest owners and forestry workers established for sustainable forest management.

### **3.12 Forest Management Company**

A Company established for the purpose of profit-making for forest management.

### **3.13 Forest Management Associations or Non-governmental Organizations (NGOs)**

Association and Non-governmental organisation established for the purpose of distributing new information & technology and forest management.

## **4. Group Forest Certification**

(1) Group forest certification is based on the KFCC-S-01 Forest Management Certification Standard.

(2) Group entities can be, but not limited to, one of the following:

- a) Forest Management Cooperative Body;
- b) Leading Forest Management Complex;
- c) Farming Corporation;
- d) Forestry Cooperative;
- e) Forest Management Company;
- f) Forest Management Associations or Non-governmental Organizations (NGOs);
- h) Other Governmental Organizations or Government-approved Forest Management Organizations

## **5. Responsibilities of Group Entities**

### **5.1 General Requirements**

- (1) Group entities shall sign contracts with all group members, and conclude legally-binding contracts with all the certification bodies and other required bodies. In addition, they shall designate group manager with responsibilities to supervise all the details related to group forest management certification.
- (2) Group entities shall define the roles and responsibilities required for group members and group managers to manage and implement the procedures for group forest management certification.
- (3) Group entities shall provide the procedures for the participation and withdrawal of group members.
- (4) Group entities may develop appropriate information materials regarding the various policies, procedures and rules of the group to help better the understanding of the existing or aspiring participants.

### **5.2 Function and responsibilities of group entities**

- (1) Group entities shall satisfy the following requirements.
  - a) Demonstrating that they are abiding by the requirements of the forest management standard and other applicable forest certifications;
  - b) Establishing a written code of procedures for the management of group entities;
  - c) Keeping records of:
    - The group entity and members' conformity with the requirements of the sustainable forest management standard, and other applicable requirements of the forest certification scheme,
    - Forest property and the size of such property of all members, including their contact details,

- the certified area,
  - the implementation of an internal monitoring program, its review and any preventive and corrective actions taken;
- d) Establishing the relevance of all members based on a written agreement including the fact that all of them are comply with the forest management standard;
  - e) Providing all members with information and guidance required for the effective implementation of the forest management standard and other applicable forest certification schemes;
  - f) Operating an annual internal monitoring program that provides for the evaluation of the members' conformity with the certification requirements;
  - g) Operating a review of conformity with forest management standard of group members, including the review of the result of the internal monitoring program, assessment of certification bodies, post-evaluation and the evaluation of effectiveness of the corrective measures taken;
  - h) Keeping records of new members of the group, whose conformity for the Korea forest management scheme and commitment to complying with the rules of group members have been found to meet the requirements. Group entities shall keep such records properly.
  - i) Keeping records of any member who sells his/her land for any reason and intends to withdraw from the group, and excluding such members from the list of group members, and, following certain procedures to expel members who fail to deliver the required corrective measures properly within the requested period of time or is not showing any commitment to do so.
  - j) Conducting periodic internal evaluations, which must be done through a third party. Internal evaluations can be conducted as preparatory actions for certification or external evaluations, and are intended to prevent serious unconformity with regards to the certification requirements. When necessary, a sampling method for an effective monitoring can be determined.



- (2) Group entities shall designate the managers, group members, and interviewers that will conduct on-site evaluations, and have them participate in those activities. They should confirm in advance whether the members can conduct evaluations, have access to the regions for on-site evaluations, and can make necessary preparations. Group entities and the members selected must provide the certification authorities and evaluators guidance and needed assistance.
- (3) During the evaluation period, group entities shall ensure through communication that:
  - a) evaluations proceed as planned;
  - b) points of evaluations have been documented;
  - c) all conflicts have been properly resolved; and
  - d) the entire evaluations have been conducted in accordance with the established procedures.
- (4) Group entities must guarantee that all members satisfy the regulations, the Korea forest certification scheme, and the requirements of forest management standard.
- (5) Group entities shall establish the procedures to resolve the expected conflicts between group entities and members, or among members, or among other stakeholders and keep related records.

## **6. Responsibilities of group participants**

### **6.1 General Requirements**

- (1) Group members must be fully aware of the significance of forest management and the necessity of Korea forest certification system.
- (2) Group members must recognize the conditions for group organizations to join the groups and all other certification requirements, and make efforts to observe them at all times.

## **6.2 Function and responsibilities of members**

- (1) Participants shall provide the group entities with a written agreement, including a commitment on conformity with the requirements of the forest management standard and other applicable forest certification schemes.
- (2) Group members are responsible for implementing all the requirements of the Korea forest management scheme and all the policies and rules as well as procedures set by the group entities.
- (3) Group members must effectively respond to the requests made by the group entities or certification authorities regarding data, documents and other information, access to the forest and other facilities, and certification, internal evaluations or reviews, for which they should also provide full assistance and help.
- (4) Group members shall implement relevant corrective and preventive actions established by the group entities.