



## Guidelines for Training and Management of Auditors



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# Operation Guideline for Korea Forest Certification Scheme

Enacted on 21. 11. 2018.

## Chapter 1 General Provisions

**Article 1 (Purpose)** The purpose of this guideline is to define necessary matters related to operation of the Korea Forest Certification Scheme run by the Korea Forestry Promotion Institute (hereinafter referred to as the "Kofpi") and the Korean Forest Certification Council under Article 7-2 (Forest Certification) of the 「Creation And Management Of Forest Resources Act」 and Paragraph 6 (Forestry Management Certification and Consulting) of Article 25-3 (Business of Korea Forestry Promotion Institute) from the 「Enforcement Decree Of Forestry and Mountain Villages Development Promotion Act」

**Article 2 (Scope of Application)** This guideline shall apply to the implementation and management of the curriculum related to the training of professional personnel to effectively operate the Korea Forest Certification Scheme (hereinafter referred to as "KFCC Scheme").

**Article 3 (Definition of Terms)** The definitions of terms used in these guidelines shall be as follows:

1. "Forest Certification Auditor"(hereinafter referred to as "Auditor" refers to a person who has completed and passed the training course operated by the Kofpi(Korea Forestry Promotion Institute) in order to audit the Certification

system.

2. "Professional Instructor for Auditors"(hereinafter referred to as "professional instructor") means a person appointed as a professional instructor by the President of Kofpi(Korea Forestry Promotion Institute), who has the necessary qualifications under Article 8 and is the President of the KFCC(Korea Forest Certification Council).
3. "Authorised Body" means the Kofpi that operates the KFCC.
4. "Secretary General" means the head of the division who operates the certifications system at the Kofpi.

## **Chapter 2 Training plan and Auditor approval**

**Article 4 (Establishment)** The Authorised body shall establish an annual training plan that includes the following matters for efficient training and management of professional instructor and auditors.

1. Training goals and objectives
2. Training target and number of people
3. Training schedule and place of training
4. Subjects
5. Training fee per person and required budget
6. Other general matters

**Article 5 (Training Plan Announcement and Promotion)** The Authorised Body shall announce the training plan to related organisations such as academics and associations, local governments and educational cooperation institutions, and promote the details of

the training plan.

**Article 6 (Implementation of Training)** The Authorised Body shall establish an annual training plan under Article 4 and provide training. For Auditor training, forest management certification, CoC certification, and maintenance training shall be conducted respectively.

**Article 7 (Auditor approval)** The Authorised body shall issue a certification of training to a person who has completed the curriculum of the auditor training and issue a certificate of acceptance to a person who has passed the test evaluation. To a person who meets the qualifications of an auditor under the Qualification Deliberation Committee, shall issue a certificate of an auditor.

### **Chapter 3 Professional Instructor Management**

**Article 8 (Professional Instructor Qualifications)** ① The qualification requirements for participation in training of professional instructor is as follows.

1. A person who is active as a certification system auditor
2. A person who has at least five years of working experience in the forest-related industries
3. Person in charge of certification system at the Authorised body
4. Others recognized by the President of Kofpi as qualified

**Article 9 (The Duties of a Professional Instructor)** ① Professional instructors shall endeavor to train auditors through the training activities

② Professional instructors must comply with the code of ethics in attached [Annex No.2 Form]

**Article 10 (Professional Instructor Management and Support)** ① Those who wish to work as a professional instructor shall submit the Professional Instructor Activity Pledge [Annex No.2 Form] and the Personal Information Collection and Use Agreement [Annex No.3 From]

② If it is necessary to train auditors, the President can dispatch a professional instructor to the training venue and support the instructor fee. The criteria for payment of instructor fees is in accordance with the "Budget Execution Guideline" of the Kofpi

③ The President shall manage professional instructors by monitoring the activities of the professional instructors and conducting regular evaluations

## **Chapter 4 Training and Management of Auditor**

**Article 11 (Subject for Training)** ① It is intended for those who want to act as auditors for Forest Management certification or CoC certification. However, the qualification criteria for auditors shall be in accordance with [Appendix Table 1 Qualification Criteria]

**Article 12 (Reception of Application for Training)** ① Those who wish to complete the training shall submit the application form in Annex No.4 From] and documents proving that they have paid the training fee to the Authorised body within the announced deadline.

**Article 13 (Qualification(Knowledge) Test)** The qualification test for auditors shall be conducted on the last day of the training

1. Written tests include optional and write-in tests
2. Refresher training of SFM auditor training is not included in the qualification test

**Article 14 (Acquisition and Maintenance of Qualification)** ① A person who wants to become an auditor shall complete the auditor training conducted by Kofpi in order to cultivate the necessary basic knowledge and practical skills and obtain a score of 60 or more in Qualification(Knowledge) Test. However, the attendance rate for training shall be 90% or higher

② In accordance with Paragraph 1, successful applicants should submit related documents in accordance with [Appendix 1 Qualification Criteria] and register as an auditor according to the results of the Qualification Deliberation Committee

③ Applicant who do not pass the test should retake the test only twice within one year. If applicant who do not pass the re-test, they shall complete the entire curriculum again and take the test

④ Auditors shall conduct refresher training at least once every two years

**Article 15 (Qualification Deliberation Committee)** ① The Authorised Body shall hold a qualification deliberation committee only for applicant who have passed the qualification(knowledge) test. Members of qualification deliberation committee shall deliberate and evaluate in accordance with [Appendix 1 Qualification Criteria]. The secretary general will chair the committee

**Article 16 (Certificate of Acceptance and Administration)** ① The President issues a



certificate of training completion [Annex Form 5] to those who have completed the curriculum, and issues certificate of Acceptance [Form 6] to those who have passed the test, and certificates of an auditor [Form 7] are issued to those who are registered as auditors through the committee

② If an applicant has passed through corruption and other illegal means, the result may be revoked

③ In case of cancelling the registration of auditors, the reason shall be specified and notified to the auditors

## **Chapter 5 Training Fee Collection and Execution**

**Article 17 (Collection of Training Fee)** ① The President may collect the educational expenses required for training, such as the cost of printing textbooks, of purchasing practical materials, and the instructor's allowance

② The President shall refund the training fee in the following cases

1. When an educational institution is unable to provide training due to force majeure reasons

2. In the event that the applicants or the company(institution) to which the applicant belongs submits the reason for giving up the training 7 days before the start of the training

③ When the President refunds the training fee, shall notify the applicants and the company(institution) to which the applicants belong, and return it to the account in the name of the depositor

## **APPEND<21. 11. 2018.>**

This rule shall take into effect from the date when it is approved by the chairman.

## Qualification Criteria

- Certification Auditor Registration Requirements: A person who has met all the qualification for certification auditor <Attached 1, 2>
  - Details regarding the registration of certification auditors will be announced at the end of the training course
- ☺ Completion of the training course is the minimum requirement for registration as an accredited auditor(Registration as an accredited auditor is possible only when all additional qualification requirements are satisfied after completion of the training course and passing the test)

## <Attached Form 1> FM auditor qualification requirements

1. **Educational of Practical experience Requirements:** Any of the following must be satisfied

- (1) At a 4-year university, majoring in forestry-related fields, with at least 2 years of forest-related work experience
- (2) A two-year university majoring in forestry-related departments with at least 4 years of forest-related work experience
- (3) After graduating from high school (non-majors), at least 6 years of forest-related work experience

Educational Requirements	Practical Experience Requirements
4-year university, majoring in forestry-related fields	at least 2 years of forest-related work experience
two-year university majoring in forestry-related departments	at least 4 years of forest-related work experience
After graduating from high school (non-majors)	at least 6 years of forest-related work experience

※ **Practical experience shall satisfy the following requirements.**

1. Directly responsible for and performing forest management tasks in forest-related industries (including public affairs)
2. Implementation of forest-related research work
3. Certification audit or consulting for forest management, etc.

☐ **Requirement for working experience related to forestry**

1) Businesses that can help to understand and develop some or all of the following:

- ① Forest-related technology and management
- ② Management and operation of forest-related facilities and facilities
- ③ Domestic forest-related laws and international agreements
- ④ Development, establishment and operation of forest management
- ⑤ Development of forest-related standards
- ⑥ Forest-related certification examination procedures, processes and techniques

2) Practical experience in the forest-related field according to the provisions of 1) is based on the knowledge of forest management or forest management experience affecting knowledge and proficiency/skills must be within 10 years of applying for certification.

3) A person who has a Professional Engineer qualification according to the National Technical Qualification Act or a doctorate in the forestry field those who have obtained a degree are exempt from the requirement for working experience regardless of their academic background.

4) A person who has a qualification as an engineer in the field of forestry or a person who has obtained a master's degree in the field of forestry, The work experience can be shortened to 1 year.

5) Applicants must submit proof of practical experience

**<Guidelines for Interpretation of Forest-related Practical Experience Requirements>**

1. Interpretation guidelines for practical experience requirements in forestry-related fields are as follows

Category	Major work experience	Related details(example)
Forest related Tech., Management	<ul style="list-style-type: none"><li>· Forest management technology development, forestry and environment impact assessment, etc.</li><li>· Establishment of basic policies or action plans related forest management</li></ul>	<ul style="list-style-type: none"><li>· Research/report preparation related to forest-related technology development</li><li>· Write an impact assessment report on the forest sector</li><li>· Design and manufacture of forest-related facilities and facilities</li><li>· Conducting research on forestry</li></ul>

Forest related facility management and operation	<ul style="list-style-type: none"> <li>• Forest-related facility operation work</li> </ul>	
Domestic forest-related laws and international agreements	<ul style="list-style-type: none"> <li>• Investigations and research related to forest-related laws or ordinances</li> <li>• Tasks related to the conclusion of forest-related agreements</li> <li>• Establishment and preparation of domestic and foreign standards for forest management</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of domestic forest-related laws</li> <li>• Signed international forestry-related agreements and acted as a representative of Korea</li> <li>• Appointment and activity as a member of government-related committees such as the Korea Forest Service</li> <li>• Conducting research on domestic countermeasures and impacts related to international forestry-related agreements</li> </ul>
Establishment and operation of forest management system	<ul style="list-style-type: none"> <li>• Tasks related to the establishment of a forest management system and promotion of activities</li> <li>• Tasks related to the introduction and implementation of forest management support</li> <li>• Establishment of standards for forest management, establishment and preparation of management system</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of forest management systems such as KFCC and FSC</li> <li>• Implementation of forest system introduction and diffusion by governments and organizations</li> </ul>
Development of standards related to forest management	<ul style="list-style-type: none"> <li>• Development of national and international forest-related standards and related work</li> </ul>	<ul style="list-style-type: none"> <li>• Active as an expert in forestry and as an expert committee member at home and abroad (continuous participation in</li> </ul>

		meetings)
Forest-related certification examination procedures, processes and techniques	. Tasks related to certification audits, certification procedures and techniques in forest-related fields	. Forest-related certification audit and technique development

2. Specific examples of "forest-related practical experience" are as follows:

- (1) Forest management and practical experience of being appointed as a "manager" for forest management and performing it as the main task
  - (2) Practical experience in which "forest-related duties" are clearly described in the organization regulation of the department to which the person belongs, and the room where the person performs his/her duties is confirmed
  - (3) In the case where "forest-related duties" are partially described in the organization regulations of the department to which they belong, work experience that is reasonable and valid to recognize that the department has been assigned to work for reasons such as major department or certification.
  - (4) Experience in forest management and forest-related certification review or consulting
  - (5) Other experience recognized by the head of KFCC as working experience related to forestry
3. Experience of performing forest management or forest-related advisory services for more than 72 days per year may be recognized as one year of practical experience. In this case, the applicant must submit the following evidence.
- Advisory experience summary, advisory experience confirmation or advisory contract ((start date and end date, etc.) - Copy of supplier's factory registration certificate (business registration certificate)
  - Statement of deposit for advisory (guidance) fee (passbook or tax invoice, etc.)
4. Experience of performing forest management or forest-related certification examinations more than 30 times per year can be recognized as one year of practical experience. In this case, the applicant must submit the following evidence (in the case of conducting an examination for 4 hours or more and less than 8 hours per day, the number of examination days is calculated as 0.5 days).
- Certification audit experience summary, certification audit confirmation (name and date of certification audit organization, etc.) - Copy of supplier's factory registration certificate (business registration certificate)
  - Statement of payment of certification examination fee (passbook or tax invoice, etc.)
5. For research and development related to forestry, in the case of research institutes specializing in forestry, previous experience is used as practical experience, and in the

case of other research institutes, actual research period in the field of forestry is used as practical experience.

6. In order to be recognized as practical experience in forestry-related fields, the applicant's forestry-related work must fall under the main task. However, in the case of performing forest-related tasks partially included in the organization regulation of the department or department head in the capacity of a manager, such as a head of a department or a factory manager, if he/she has performed forest-related tasks, even if forest-related tasks are not the main tasks It can be recognized as practical experience in forestry-related fields.
7. The standards for business processing for master's and doctoral degrees are as follows.
  - (1) If the master's or doctoral degree is acquired in the same period as the forest-related work experience, only one of the reduction of the period and career recognition by the degree is allowed depending on the wishes of the applicant.
  - (2) Those with a master's or doctoral degree who wish to receive a reduction in working experience must submit their degree or thesis to KFCC to be recognized for their relevance to forestry.
8. Those who hold the "National Technical Qualification Act" or other qualifications in forest-related fields are as follows.
  - (1) Professional Engineers in forest related fields:
  - (2) Engineers related to forestry:
9. If you have completed the training course for practical experience in the field of forestry in accordance with the guidelines set by KFCC, it is considered that you have met the requirements for working experience in the field of forestry.
10. If 3 years have elapsed after passing the exam, the deadline for applying for certification as an auditor may be extended only once for 3 years. In this case, it must be proven that the auditor's refresher training supervised by KFCC has been completed.
11. Forest management implemented by KFCC within 1 year from the date of revocation of the pass certificate in case the pass certificate is revoked because the qualification as an examiner (assistant) is not registered even after the test pass certificate is extended for three years only once in accordance with the "C" clause You can take the certification examining exam once, and you must register as an assistant auditor within 6 months from the passing date.



2. **Certification auditor training course completion and Qualification(knowledge) Test:** Complete the following certification auditor training course and pass the qualification test

Course	Criteria
FM certification training	<ul style="list-style-type: none"><li>- Completion of the certification auditor training course conducted by the Authorised body, or</li><li>- Complete training for certification auditors of educational institutions designated by the Authorised body</li></ul>
Qualification(knowledge) test	<ul style="list-style-type: none"><li>- Complete the certification auditor training and pass the qualification test conducted by Authorised body</li></ul>

3. **Certification audit experience requirements:** If all requirements of No.1 ~ No.2 are satisfied, the certification auditor(assistant) shall have at least two certification audit experiences

4. **Requirements for maintaining the qualifications of certification auditors:** Certification auditors shall complete refresher training at the operating institution at least once every two years

## <Attached Form 2> CoC auditor qualification requirements

1. **Educational of Practical experience Requirements:** Any of the following must be satisfied

(1) A two-year university majoring in forestry-related departments with at least 2 years of forest-related work experience

(2) After graduating from high school (non-majors), at least 3 years of forest-related work experience

\* The number of years of total work experience may be reduced by one year if the auditor has performed, as auditor-in-training, four chain of custody audits under the leadership of a qualified auditor

Educational Requirements	Practical Experience Requirements
two-year university majoring in forestry-related departments	at least 2 years of forest-related work experience
After graduating from high school (non-majors)	at least 3 years of forest-related work experience

※ **Practical experience shall satisfy the following requirements.**

1. Directly in charge and perform tasks in forestry or timber-related industries(including public organisation work)
2. Implementation of forest-related research work
3. Certification audit or consulting for forest or timber-related, etc.
4. CoC certification auditor work

\* Accreditation of experience in process certification-related certification audits

☐ **Requirement for working experience related to forestry**

1) Businesses that can help to understand and develop some or all of the following:

- ① Forest or timber-related technology and management
- ② Management and operation of forest or timber-related facilities and facilities
- ③ Domestic forest or timber-related laws and international agreements
- ④ Development, establishment and operation of forest or timber related quality system
- ⑤ Development of forest or timber-related standards
- ⑥ Forest or timber-related certification examination procedures, processes and techniques

2) Practical experience in the forest or timber-related field according to the provisions of 1) is based on the knowledge of forest management or forest management or timber experience affecting knowledge and proficiency/skills must be within 10 years of applying for certification.

3) A person who has a Professional Engineer qualification in forest or timber-related area according to the National Technical Qualification Act or a doctorate in the forestry field those who have obtained a degree are exempt from the requirement for working experience regardless of their academic background.

4) A person who has a qualification as an engineer in the field of forestry or timber-related or a person who has obtained a master's degree in the field of forestry or timber, etc, The work experience can be shortened to 1 year.

5) Applicants must submit proof of practical experience

**<Guidelines for Interpretation of Forest-related Practical Experience Requirements>**

1. Interpretation guidelines for practical experience requirements in forestry-related fields are as follows

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Forest related facility management and operation	<ul style="list-style-type: none"> <li>• Forest-related facility operation work</li> </ul>	
Domestic forest-related laws and international agreements	<ul style="list-style-type: none"> <li>• Investigations and research related to forest-related laws or ordinances</li> <li>• Tasks related to the conclusion of forest-related agreements</li> <li>• Establishment and preparation of domestic and foreign standards for forest management</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of domestic forest-related laws</li> <li>• Signed international forestry-related agreements and acted as a representative of Korea</li> <li>• Appointment and activity as a member of government-related committees such as the Korea Forest Service</li> <li>• Conducting research on domestic countermeasures and impacts related to international forestry-related agreements</li> </ul>
Establishment and operation of forest management system	<ul style="list-style-type: none"> <li>• Tasks related to the establishment of a forest management system and promotion of activities</li> <li>• Tasks related to the introduction and implementation of forest management support</li> <li>• Establishment of standards for forest management, establishment and preparation of management system</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of forest management systems such as KFCC and FSC</li> <li>• Implementation of forest system introduction and diffusion by governments and organizations</li> </ul>
Development of standards related to forest management	<ul style="list-style-type: none"> <li>• Development of national and international forest-related standards and related work</li> </ul>	<ul style="list-style-type: none"> <li>• Active as an expert in forestry and as an expert committee member at home and abroad (continuous participation in</li> </ul>

		meetings)
Forest-related certification examination procedures, processes and techniques	<ul style="list-style-type: none"> <li>• Tasks related to certification audits, certification procedures and techniques in forest-related fields</li> </ul>	<ul style="list-style-type: none"> <li>• Forest-related certification audit and technique development</li> </ul>
CoC certification auditor work	<ul style="list-style-type: none"> <li>• CoC certification(process certification) auditor work</li> </ul>	<ul style="list-style-type: none"> <li>• Including international CoC certification system such as MSC, GOTS Global Gap</li> </ul>

2. Specific examples of "forest-related practical experience" are as follows:

- (1) Forest management and practical experience of being appointed as a "manager" for forest management of timber work and performing it as the main task
- (2) Practical experience in which "forest of timber-related duties" are clearly described in the organization regulation of the department to which the person belongs, and the room where the person performs his/her duties is confirmed
- (3) In the case where "forest of timber-related duties" are partially described in the organization regulations of the department to which they belong, work experience that is reasonable and valid to recognize that the department has been assigned to work for reasons such as major department or certification.
- (4) Experience in forest management and forest of timber-related certification review or consulting
- (5) Other experience recognized by the head of KFCC as working experience related to forestry

3. Experience of performing forest management or forest of timber-related advisory services for more than 72 days per year may be recognized as one year of practical experience. In this case, the applicant must submit the following evidence.

- Advisory experience summary, advisory experience confirmation or advisory contract ((start date and end date, etc.) - Copy of supplier's factory registration certificate (business registration certificate)
- Statement of deposit for advisory (guidance) fee (passbook or tax invoice, etc.)

4. Experience of performing forest management or forest of timber-related certification examinations more than 30 times per year can be recognized as one year of practical experience. In this case, the applicant must submit the following evidence (in the case of conducting an examination for 4 hours or more and less than 8 hours per day, the number of examination days is calculated as 0.5 days).

- Certification audit experience summary, certification audit confirmation (name and date

- of certification audit organization, etc.) - Copy of supplier's factory registration certificate (business registration certificate)
- Statement of payment of certification examination fee (passbook or tax invoice, etc.)
5. For research and development related to forestry, in the case of research institutes specializing in forestry, previous experience is used as practical experience, and in the case of other research institutes, actual research period in the field of forestry is used as practical experience.
  6. In order to be recognized as practical experience in forestry-related fields, the applicant's forestry of timber-related work must fall under the main task. However, in the case of performing forest of timber-related tasks partially included in the organization regulation of the department or department head in the capacity of a manager, such as a head of a department or a factory manager, if he/she has performed forest-related tasks, even if forest of timber-related tasks are not the main tasks It can be recognized as practical experience in forestry of timber-related fields.
  7. The standards for business processing for master's and doctoral degrees are as follows.
    - (1) If the master's or doctoral degree is acquired in the same period as the forest of timber-related work experience, only one of the reduction of the period and career recognition by the degree is allowed depending on the wishes of the applicant.
    - (2) Those with a master's or doctoral degree who wish to receive a reduction in working experience must submit their degree or thesis to KFCC to be recognized for their relevance to forestry.
  8. Those who hold the "National Technical Qualification Act" or other qualifications in forest of timber-related fields are as follows.
    - (1) Professional Engineers in forest of timber related fields:
    - (2) Engineers related to forestry of timber:
  9. If you have completed the training course for practical experience in the field of forestry in accordance with the guidelines set by KFCC, it is considered that you have met the requirements for working experience in the field of forestry or timber.
  10. If 3 years have elapsed after passing the exam, the deadline for applying for certification as an auditor may be extended only once for 3 years. In this case, it must be proven that the auditor's refresher training supervised by KFCC has been completed.

2. **Certification auditor training course completion and Qualification(knowledge) Test:** Complete the following certification auditor training course and pass the qualification test

Course	Criteria
FM certification training	<ul style="list-style-type: none"><li>- Completion of the certification auditor training course conducted by the PEFC, or</li><li>- Complete training for certification auditors of educational institutions designated by the PEFC</li></ul>
Qualification(knowledge) test	<ul style="list-style-type: none"><li>- Complete the certification auditor training and pass the qualification test conducted by PEFC</li></ul>

3. **Certification audit experience requirements:** If all requirements of No.1 ~ No.2 are satisfied, the certification auditor(assistant) shall have at least two certification audit experiences
4. **Requirements for maintaining the qualifications of certification auditors:** Certification auditors shall complete refresher training at the operating institution at least once every two years

## **Code of Ethics for Professional Instructor**

### **Chapter 1 General Provisions**

Article 1 (Purpose) This code is to prescribe ethical value judgments and behavioral standards that professional instructors(hereinafter referred to as “Instructor”) commissioned by the Korea Forestry Promotion Institute(hereinafter referred to as “Kofpi”) shall comply.

Article 2 (Scope of Application) This applies to Instructor who have been commissioned in accordance with the Forest certification auditors training and management guidelines of the Kofpi

Article 3 (Obligation and Responsibilities) ① Instructor shall understand and comply with the Code, and necessary measures, such as dismissal, may be taken against instructors who have committed acts in violation of this Code

② The Secretary General is responsible for training instructors and managing and supervising whether instructors comply with the Code

③ The President of Kofpi(hereinafter referred to as the “President”) shall collect a Professional Instructor Activity Pledge [Annex No.2 Form] when receiving documents for training instructors to ensure a mature sense of ethics and responsibility

④ The President shall continuously supplement and develop the contents of this Code in accordance with the direction of training and management of instructors and changes in the social ethics environment

### **Chapter 2 Duties of Instructor**

Article 4 (Basic Ethics) ① A Instructor shall have pride as a professional instructor commissioned by the Kofpi, and not engage in acts that impair their dignity as a instructor  
You must not engage in an act that damages your dignity as a lecturer.

② Instructors pursue expertise in order to meet the purpose of the training and accurately deliver the contents of the training in a sincere manner



Article 5 (Professional Development) ① A Instructor shall accurately understand and the theories, government policies and laws related to auditors

② In order to provide the best training, instructors do their best to strengthen their expertise, such as developing knowledge, teaching competency and techniques

Article 6 (Obligation to sincere fulfillment) ① An Instructor, as commissioned instructors by Kofpi, shall observe courtesy and training hours

② Instructors shall thoroughly prepare in advance for the requested training and faithfully carry out the training

③ Instructors shall actively participate in training and activities conducted by Kofpi

Article 7 (Prohibition of Sexual Harassment) ① Instructors shall not sexually harass each other or participants

② The term “Sexual Harrassment” in Paragraph 1 includes physical, verbal and visual sexual harassment, as well as other verbal and behaviors that cause sexual humiliation and disgust according to social norms

③ If there are sexual jokes or sexist remarks made by participants, training will be stopped immediately

Article 8 (Prohibition of Information Leakage) ① Instructors shall not divulge the information of Kofpi and personnel information of participants acquired in connection with the performance of their duties to a third party without prior approval from the President

② When using cases during training, be careful not to expose the names of victims or perpetrators or related institutions and do not use cases under investigation or trial

Article 9 (Prohibition of False Statements) Instructors shall not make false statements on the following public matters:

1. Experience (Including affiliation and position)
2. Academic background
3. Training field
4. Instructor fee

Article 10 (Prohibition of Receiving Unfair Profits) Instructors shall not use the position of instructor commissioned by Kofpi to obtain unfair profits or allow others to obtain unfair profits

Article 11 (Prohibition of Unauthorized Use of Data from Others) Instructors shall indicate the correct source or citation if they intend to use the materials of others that have already been published in the production of training materials. However, civil and criminal matters such as intellectual property rights are the responsibility of the professional instructor

### **Chapter 3 Ethics for Participants**

Article 12 (Respect for Participants) ① Instructors shall respect the intention of participants and consider their positions as much as possible

② Instructors shall respect the right not to infringe on the personality and privacy of participants and the right to self-determination

Article 13 (Participants Satisfaction) ① Instructors shall make every effort to accurately understand the needs and expectations of participants and reflect them in the training courses

② Instructors shall listen to the opinions and suggestions of participants and deal with participants's complaints promptly and fairly

Article 14 (Protection of Participants's Interests) ① Instructor shall value information, assets, etc. of Participants and shall not infringe on the interests of participants due to immoral conduct

② Instructors shall provide the facts that participants need to know or need to be informed accurately and promptly

### **Chapter 4 Handling of Violations, etc.**

Article 15 (Report of Violation) ① When a instructor becomes aware of a violation of this Code, anyone may report it to the head of the department in charge

② If the violation reported pursuant to Paragraph 1 is confirmed to be true, the head of the department in charge shall report it to President, and in this case, the explanatory material submitted by the relevant instructors may be attached

Article 16 (Guarantee of the reporter's status) The President of the head of the department in charge shall guarantee confidentiality of the reporter under Article 15, and shall ensure that the reporter does not receive any disadvantages due to the report

Article 17 (Handling of the Violations) ① The President may take necessary measures, such as dismissal, for instructors who have committed acts in violation of this Code

② The President shall ensure that the identity of the instructor who committed the violation is not disclosed until the handling of paragraph 1 is decided

## Forest Certification Auditor' s Instructor

### Activity Pledge

After being appointed as a Forest Certification Auditor's Instructor by Kofpi, I \_\_\_\_\_ pledge to faithfully engage in training activities by observing the following contents.

1. As a Instructor who trains forest certification auditors, I will comply with the forest certification auditor training and management guidelines of Kofpi.
2. I will not use my position as a Instructor for forest certification auditors to conduct training activities related to commercial purposes.
3. I will do my best to comply with the statutory mandatory training hours and deliver accurate information to participants.
4. In addition to above, I will strive to maintain my dignity as an Instructor who trains forest certification auditors.

I pledge to comply with the above and follow the decision in accordance with the Kofpi's guidelines for training and management of auditors in the event of any related problems.

Day Month Year

Pledger Name: \_\_\_\_\_ (Signature)

Dear The President of Kofpi,

## Agreement of Personal Information Collection and Use

Category	Detailed items
강사관리 및 위촉장발급	Name, Date of birth, Affiliated institution, Department and Position, Address, Phone number, E-mail address, Signature

### <Guidance on the Collection and Use of Personal Information>

#### Collection and use of personal information

◎ (Purpose of collection and use)

- Collecting and reporting information on participants in the training of instructors for forest certification
- Follow-up management of instructors for forest certification auditor
- Identification procedures, information storage, etc.

◎ (Collected Items) Detailed above

◎ (Scope of use) Forest certification auditor instructor information, follow-up management

◎ (Retention/Use Period) Until the instructor qualification is revoked

◎ (Information on the right to refuse consent) You have the right to refuse to provide and utilize personal information

In accordance with Article 15(1) of the Personal Information Protection Act(Collection and use of personal information), I understand the above and agree to the collection and use of personal information.

- ☐ I agree to collect and use personal information.  
☐ I disagree with the collection and use of personal information

Day      Month      Year

Name:

Signature:

Application for Training of Forest Certification Auditor			
신청과정	<input type="checkbox"/> FM auditor training(Initial) <input type="checkbox"/> FM auditor training(short-term) <input type="checkbox"/> CoC auditor training(Initial) <input type="checkbox"/> CoC auditor training(short-term) <input type="checkbox"/> FM auditor training(Refresher) <input type="checkbox"/> CoC auditor training(Refresher)		
Name		Date of birth	00.00.00
Depositor		Department and Position	
Company		E-Mail	※ 교육 안내자료 송부 및 세금계산서 발행 예정
Phone			
<p>Apply for training as above.</p> <p style="text-align: center;">Day      Month      Year</p> <p style="text-align: center;">Applicant (Signature)</p> <p style="text-align: center;">Dear The President of Kofpi</p>			

How to apply for training and pay for training fee
<p>① Submit a training application form to Kofpi (E-mail, FAX, Mail)</p> <p>② Deposit the Training Fee into the bank account of Kofpi</p> <ul style="list-style-type: none"> <li>▶ Application for training is closed on a first-come, first-served basis. If you applied by fax or mail, please call the reception desk to confirm whether the application has been received</li> <li>▶ As the paid training fee is non-refundable after the training has started, if you are unable to attend the training, please notify us of the reason at least 7 days in advance</li> <li>▶ Training locations and detailed schedules are subject to change</li> </ul>

제 20xx-xx-Axxxxx호

## 수료증

성명 :

교육과정 :

교육기간 :

교육시간 :

위 사람은 한국임업진흥원에서 실시한  
상기 교육과정을 수료하였으므로 이 증서를  
수여합니다.

년 월 일

한국임업진흥원장 이 강



**Kofpi** 한국임업진흥원  
Korea Forestry Promotion Institute

제 20xx-xx-Bxxxx호

## 합 격 증

성 명 :  
교 육 과 정 :  
교 육 기 간 :  
교 육 시 간 :

위 사람은 한국임업진흥원에서 실시한  
상기 교육에 대한 시험에 합격하였기에  
이 증서를 수여합니다.

년 월 일

한국임업진흥원장 이 강



**Kofpi** 한국임업진흥원  
Korea Forestry Promotion Institute



제 20xx-xx-Fxxxx호



## 자 격 증

성 명 :

취 득 자 격 :

위 사람은 산림경영인증심사원 교육을 합격하고  
자격심의위원회의 심사를 통과하였으므로 위 자격  
을 부여합니다.

인증심사원 자격기준에 따라 인증심사원 유지조건을 만족하지 못할 경우  
자격이 취소 될 수 있습니다.

년 월 일

한국임업진흥원장 이 강



**Kofpi** 한국임업진흥원  
Korea Forestry Promotion Institute

