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**Forest Certification Vocabulary**

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**PEFC Finland**

Sitratie 7, FI-00420 HELSINKI  
FINLAND  
Tel: +358 400 765 437  
Fax: +358 9 5630 329  
Email: office@pefc.fi

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**Document name:** Forest Certification Vocabulary

**Document title:** PEFC FI 1000:2009

**Approved by:** PEFC Finland      **Date:** 8.7.2009

**Issue date:** 9.11.2009

**Application date:** 1.1.2010

**Transition date:** one year from the official announcement of the PEFC re-endorsement decision (for the certificates issued before the Application date)

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## 1. Introduction

This standard is part of a series of seven Finnish PEFC forest certification standards. The series follows the SMS standard series drafted in 1997 and 1998 and FFCS standard series drafted in 2002 and 2003. Finnish PEFC standard series will be implemented after the endorsement of the PEFC Council taking into consideration the timelines of the transition periods.

Other standards of the Finnish PEFC standard series cover implementation and criteria, certification procedures and criteria setting.

PEFC Finland manages the Finnish PEFC standard series and owns the standards.

## 2. Purpose and Scope of Application

This English translation is based on the original Finnish PEFC forest certification standard PEFC FI 1000:2009 that was approved by PEFC Finland on 8.7.2009. The Finnish original standard applies in case of interpretational dispute.

The original Finnish standard and its English and Swedish translations are available from PEFC Finland website or upon request.

The standard includes the terminology on forest certification.

## 3. References

This standard is used together with other standards belonging to the Finnish PEFC certification system:

- PEFC FI 1000:2009; Forest Certification Vocabulary
- PEFC FI 1001:2009; Implementation Levels of the Forest Certification System
- PEFC FI 1002:2009; Criteria for Group Certification; Level of a Forestry Centre or a Forest Management Association
- PEFC FI 1003:2009; Criteria for Certification; Level of Forest Holdings of Individual Owners
- PEFC FI 1004:2009; Regional Committees of Forest Certification
- PEFC FI 1005:2009; Qualification Criteria for Certification Bodies and Certification Procedures
- PEFC FI 1006:2008; Standard Setting Process for Forest Certification

## 4. Terms and Definitions

The definitions of terms marked with an asterisk (\*) have been written on the basis of definitions found in SFS standards on quality and environmental systems and their auditing.

**accounting of material flows:** A procedure with which the origins of various raw material types that have been used in making a product can be determined based on accounts concerning wood flows during the procurement and industrial processing.

**accreditation body:** An organisation that assesses the qualifications and capabilities of certifiers to operate independently and reliably, verifies competence, and controls the operation of the certification body. The national accreditation body in Finland is FINAS - the Finnish Accreditation Service.

**accreditation:** A procedure in which the qualifications of a certification body are assessed and verified.

**applicant:** An applicant is a legal person (an individual or an organisation) that applies for a forest management certificate or a certificate for the verification of chain of custody for wood.

**audit criteria \*:** Set of policies, procedures or requirements used as a reference.

**audit evidence \*:** Verifiable observations, information, records or statements of fact that establish the basis for conformance assessment.

**audit findings \*:** Results of the evaluation of the collected audit evidence against audit criteria.

**audit object \*:** Defined action, happening, condition, system and/or information being audited.

**audit plan:** A plan prepared jointly by the applicant and certification body for carrying out an audit.

**audit report:** A report on observations on the compliance of operations with the criteria. The report focuses on information on non-conformities.

**audit team \*:** A group of auditors, or a single auditor, designated to perform a given audit.

**audit \*:** Systematic and independent investigation for determining whether procedures and their results conform to the planned arrangements, whether these arrangements have been effectively carried out and whether they are adequate for meeting the objectives.

**auditee:** A forest owner, a forest organisation, or a group of forest owners, organisations and other actors operating in a defined forest area, to be audited.

**auditor \*:** A person with the competence to conduct an audit.

**certificate:** A document issued by a third party providing assurance that forests are managed or the chain of custody for wood system is implemented in conformity with the set requirements.

**certification audit:** Systematic and independent audit to verify whether operations and related results are in conformity with standard requirements.

**certification body** \*: Verifier of conformance.

**certification**: A procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements.

**certified forest**: A forest area to which an independent certification body has granted certification.

**chain of custody (CoC)**: Continuous control of the raw wood material supply chain that records 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.

**consensus**: An agreement made in mutual understanding with no fundamental opposition from any relevant stakeholder group. In the elaboration of a consensus agreement the aim is to take the views of all stakeholder groups into consideration and to reconcile conflicting opinions. (ISO Guide 2).

**continual improvement**: A process of enhancing the management system and performance to achieve improvements in economical, environmental and social aspects of forest management.

**criterion**: Requirement against which conformity assessment is made.

**dispute settlement body**: A body charged with handling appeals of decisions, disputes and complaints.

**environmental impact**: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services (ISO 14004).

**environmental management system**: That part of the overall management system that includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy of an organisation (ISO 14004).

**environment**: Surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation (ISO 14004).

**follow-up audit** : An procedure carried out to verify that the corrective actions have been implemented.

**forest certification scheme**: Set of standards, guidelines and rules covering the use and management of forest, verification of chain of custody for wood (where applicable), certification arrangements and procedures and competence requirements for certification bodies.

**forest certification**: A procedure, including a written third-party assurance, on the conformity of forestry operations to the criteria of a forest management standard.

**forest owner**: An individual or an organisation that has the registered property rights over a forest area.

**group forest certification**: Certification of forest management that is practised by more than one forest owner under one certificate.

**indicator:** A quantitative or qualitative parameter which can be assessed in relation to a criterion or a part of a criterion.

**information on the origin:** Detailed or general information about the origin of a specific piece, compilation or batch (or similar) of raw material, raw material type or product (or similar).

**labelling:** Usage of labels (on- or off-product labels) in connection with products in order to communicate their properties.

**label:** A label/logo (expressing a claim) attached to a product or product package with the purpose of promoting marketing (on-product label). A label not attached to a product (off-product label) conveys information on the quality and classification of a product batch through documents related to the product.

**lead auditor \*:** A person with the competence to lead and conduct an audit.

**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.

**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.

**origin:** The source of raw material, raw material type, product or similar (e.g. forest, logging site, storage site, organisation or country).

**PEFC notification:** An agreement between a certification body and PEFC organisation that specifies the administrative tasks PEFC requires the certification body to implement.

**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.

**production forest:** A forest which is available for wood and other forest products supply.

**regional forest certification:** Certification of the forests within delimited geographic boundaries, where forest owners and other actors related to the forest have a possibility to participate in forest certification.

**stakeholder group:** an individual or a group being influenced or concerned by organisation activities (ISO 14001 Standard).

**standard:** A generally recognized public document that provides requirements for activities.

**surveillance audit:** An audit carried out at regular intervals to review compliance with the requirements.

**sustainable forestry:** Management and use of forests and forest lands in a way that preserves their biodiversity, productivity, regeneration capacity, vitality, and potential to implement relevant ecological, economic and social functions in local, national and global level today and in the future; as well as in a way that does not cause harm to other ecosystems (MCPFE – Ministerial Conference on the Protection of Forests in Europe).

**technical expert \*:** A person who provides specific knowledge or expertise to the audit team, but who does not participate as an auditor.

**third party:** A person or body that is recognised as being independent of the parties involved, as concerns the issue in question (EN 45020).

**verification of the origin of wood raw material:** A procedure in which the origin of wood used in making a product can verifiably be established.