

<i>Normative Document</i>		
PEFC Terms and Definitions	27 October 2006	Annex 1

PEFC Terms and Definitions

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1. SCOPE AND FIELD OF APPLICATION

This Annex was adopted by the General Assembly of the PEFC Council on 22 November 2002 and amended on 29 October 2004 and 27 October 2006.

This Annex defines the basic and fundamental terms relating to forest certification and the certification of the chain of custody of forest based products, as they apply for the preparation and use of forest certification standards and for mutual understanding in international communication. This list is not exhaustive and some more detailed definitions are provided in the definitions sections of the Annexes where applicable.

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 2)

accreditation body: A body that conducts and administers an accreditation system and grants accreditation. (ISO Guide 2)

amendments to standards induced by the National Governing Bodies: When PEFC endorsed standards are further elaborated at the national level, the amendments made shall be informed to the PEFC Council, who decides on their endorsement.

amendments to standards induced by the PEFC Council: When the PEFC Council amends or elaborates its requirements for standards or standard setting, the National Governing Bodies shall make the respective amendments to the national standards and get them approved according to the national rules on standard setting. The revisions made are submitted to the PEFC Council for approval.

applicant: is a legal entity (individual or organisation) that has the right to submit an application.

Note: the term “applicant” is used throughout the PEFC documentation to indicate a legal entity applying for (i) forest management certification, (ii) chain of custody certification or (iii) endorsement of a national or sub-national scheme.

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

audit team: A group of auditors, or a single auditor, designated to perform a given audit. The audit team may also include technical experts and auditors-in-training. (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 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.

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)

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.

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

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

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

forest based product: Product which includes raw material originating in forests.

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 forest certification: Certification of forest management of a group of small and medium sized forest owners under one certificate

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).

life cycle analysis : An analysis concerning consecutive and interlinked stages of a product system, from raw material acquisition or generation of natural resources to the final disposal ("from the cradle to the grave"). It includes production of raw materials, the production, processing, storage, transport of materials, and use, recycling and disposal.

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).

physical separation: A procedure in which various raw material types of different origin are kept separate so that the origin of the raw material used in making a product is known.

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 supply and other uses.

recycled wood and fibres: Post consumer wood and fibres and pre-consumer by products.

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.

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)

3. LITERATURE

ISO/IEC Guide 2:1996 (EN 45020:1998) *Standardization and related activities - General vocabulary*

ISO 14004:1996 *Environmental management systems. General guidelines on principles, systems and supporting techniques.*

ISO 9000:2000 *Quality management systems - Fundamentals and vocabulary*

*MCPFE Ministerial Conferences on Protection of Forests in Europe, Resolution H1,
Helsinki 1993*