

FSC® Group Certification Toolkit

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Document code: A 1

Document title: **Applicable laws and regulations**

Examples of applicable laws, regulations and nationally-ratified international treaties, conventions and agreements.

1. Legal rights to harvest	
1.1 Land tenure and management rights	Legislation covering land tenure rights, including customary rights as well as management rights, that includes the use of legal methods to obtain tenure rights and management rights. It also covers legal business registration and tax registration, including relevant legally required licenses.
1.2 Concession licenses	Legislation regulating procedures for issuing forest concession licenses, including the use of legal methods to obtain concession licenses. Bribery, corruption and nepotism are particularly well-known issues that are connected with concession licenses.
1.3 Management and harvesting planning	Any national or sub-national legal requirements for Management Planning, including for conducting forest inventories, having a forest Management Plan and related planning and monitoring, impact assessments, consultation with other entities, as well as approval of these by legally competent authorities.
1.4 Harvesting permits	National and sub-national laws and regulations regulating procedures for issuing harvesting permits, licenses or other legal documents required for specific harvesting operations. This includes the use of legal methods to obtain the permits. Corruption is a well-known issue that is connected with the issuing of harvesting permits.
2. Taxes and fees	
2.1 Payment of royalties and harvesting fees	Legislation covering payment of all legally required forest harvesting specific fees such as royalties, stumpage fees and other volume-based fees. This includes payment of the fees based on the correct classification of quantities, qualities and species. Incorrect classification of forest products is a well-known issue that is often combined with bribery of officials in charge of controlling the classification.
2.2. Value added taxes and other sales taxes	Legislation covering different types of sales taxes which apply to the material being sold, including the sale of material as growing forest (standing stock sales).
2.3 Income and profit	Legislation covering income and profit taxes related to profit derived from the sale of forest products and harvesting activities. This category is also related to income from the sale of timber and does not include other taxes generally applicable for companies and is not related to salary payments.
3. Timber harvesting activities	
3.1 Timber harvesting regulations	Any legal requirements for harvesting techniques and technology including selective cutting, shelter wood regenerations, clear felling, transport of timber from the felling site, seasonal limitations, etc. Typically this includes regulations on the size of felling areas, minimum age and/or diameter for felling activities, and elements that shall be preserved during felling, etc. Establishment of skidding or hauling trails, road construction, drainage systems and bridges, etc., shall also be considered as well as the planning and monitoring of harvesting activities. Any legally binding codes for harvesting practices shall be considered.
3.2 Protected sites and species	International, national, and sub national treaties, laws, and regulations related to protected areas, allowable forest uses and activities, and/or rare, threatened, or endangered species, including their habitats and potential habitats.
3.3 Environmental requirements	National and sub national laws and regulations related to the identification and/or protection of environmental values including but not limited to those relating to or affected by harvesting, acceptable levels for soil damage, establishment of buffer zones (e.g., along water courses, open areas and breeding sites), maintenance of retention trees on the felling site, seasonal limitations of harvesting time, environmental requirements for forest machineries, use of pesticides and other chemicals, biodiversity conservation, air quality, protection and restoration of water quality, operation of recreational equipment, development of non-forestry infrastructure, mineral exploration and extraction, etc.
3.4 Health and safety	Legally required personal protection equipment for persons involved in harvesting activities, implementation of safe felling and transport practices, establishment of protection zones around harvesting sites, safety requirements for machinery used, and legally required safety requirements in relation to chemical usage. The health and safety requirements that shall be considered relevant to operations in the forest (not office work, or other activities less related to actual forest operations).
3.5 Legal employment	Legal requirements for employment of personnel involved in harvesting activities including requirements for contracts and working permits, requirements for obligatory insurance, requirements for competence certificates and other training requirements, and payment of social and income taxes withheld by the employer. Also covered are the observance of minimum working age and minimum age for personnel involved in hazardous work, legislation against forced and compulsory labor, and discrimination and freedom of association.

4. Third parties' rights	
4.1 Customary rights	Legislation covering customary rights relevant to forest harvesting activities, including requirements covering the sharing of benefits and indigenous rights.
4.2 Free prior and informed consent	Legislation covering "free prior and informed consent" in connection with the transfer of forest management rights and customary rights to The Organization in charge of the harvesting operation.
4.3 Indigenous peoples' rights	Legislation that regulates the rights of indigenous people as far as it is related to forestry activities. Possible aspects to consider are land tenure, and rights to use certain forest related resources and practice traditional activities, which may involve forest lands.
5. Trade and transport	
NOTE: This section covers requirements for forest management operations as well as processing and trade.	
5.1 Classification of species, quantities, qualities	Legislation regulating how harvested material is classified in terms of species, volumes and qualities in connection with trade and transport. Incorrect classification of harvested material is a well-known method to reduce or avoid payment of legally prescribed taxes and fees.
5.2 Trade and transport	All required trading permits shall exist as well as legally required transport documents which accompany the transport of wood from forest operations.
5.3 Offshore trading and transfer pricing	Legislation regulating offshore trading. Offshore trading with related companies placed in tax havens, combined with artificial transfer prices is a well-known way to avoid payment of legally prescribed taxes and fees to the country of harvest and is considered to be an important source of funds that can be used for payment of bribery and black money to the forest operation and personnel involved in the harvesting operation. Many countries have established legislation covering transfer pricing and offshore trading. It should be noted that only transfer pricing and offshore trading, as far as it is legally prohibited in the country, can be included here.
5.4 Custom regulations	Custom legislation covering areas such as export/import licenses and product classification (codes, quantities, qualities and species).
5.5 CITES	CITES Certificates (the Convention on International Trade in Endangered Species of Wild Fauna and Flora, also known as the Washington Convention).
6. Due diligence / due care	
6.1 Due diligence / due care procedures	Legislation requiring due diligence/due care procedures, including, e.g., due diligence/due care systems, declaration obligations, and/or the keeping of trade related documents etc.
7. Ecosystem Services	
Legislation covering ecosystem services rights, including customary rights as well as management rights that include the use of legal methods to make claims and obtain benefits and management rights related to ecosystem services. National and subnational laws and regulations related to the identification, protection and payment for ecosystem services. Also includes legal business registration and tax registration, including relevant legal required licenses for the exploitation, payment, and claims related to ecosystem services (including tourism).	

Document code: A2

Document title: **Applicable fees and taxes**

Examples of relevant fees and taxes

I. **For private individual land owner**

1. land tax
2. income tax on revenues from timber sales

I. **For self employed entrepreneurs**

1. social tax
2. salary
3. social insurance
4. income tax
5. land tax

I. **For companies**

1. land tax
2. value added tax
3. social tax
4. social insurance
5. salaries and respective taxes

Document code: B 1

Document title: **Environmental requirements for forest management¹**

Before logging:

Find the most suitable time for logging, considering soil and road conditions. For example in northern Europe, in case of wet soil, logging should only take place when soil is frozen to avoid soil damage. Also try to avoid logging within the period from the beginning of April to the end of July when many bird species are nesting, animals breeding and vegetation is in its initial growing phase.	
If possible report about planned fellings to the owner of neighboring forest lands	

Prepare the logging site:

Visually and clearly mark compartment borders	
Visually mark all trees that will be preserved during logging for biodiversity purposes so that they are easy to identify when actual felling starts. Usually the number of retention trees per hectare is defined by the national FSC standard or legislation. Preferred are large, wind resistant trees. Dead trees and trees with bird nests should always be left.	
In case you decide to leave seed trees, mark all the seed trees.	
In some cases buffer zone needs to be left. This includes leaving a strip of trees and bushes along water bodies, open landscapes like crop fields and roads.	
Walk the felling area to discover any potential places with special environmental, social or cultural value.	
When you walk through the felling area, mark on the map any places with high risk of erosion or other areas, which need special attention when doing felling work.	

¹ The environmental requirements for management differ according to national FSC standards so this document should be taken only as an example from northern Europe and adjusted to local conditions as well as the applicable national FSC forest management standard.

During logging (this section should also be handed out to contractors if you are not carrying out the work yourself):

Soil must not be damaged. When soil is too soft to carry the machinery, place branches (several layers if necessary) on the roads. It helps if you compact every layer of branches by driving over it before putting the next one. The same applies for snow. In winter, in case the soil is not frozen you can gather layers of snow on the road, it is vital then to compact the snow often.	
All marked trees need to be left standing and should not be damaged. Never cut down trees with bird nests or any large dead trees, unless they are so likely to fall down that they pose clear danger for people. In case you need to cut them down, leave them on the ground as deadwood.	
Make sure that dead wood (trunks of wood that are lying on the ground) is preserved.	
Be careful not to harm the bark, tops, branches, roots or anything else of the trees that will be left standing. Trees can be primarily damaged by machinery (harvesters, forwarders etc.) or by other falling trees. Qualification of the workers plays a major role here, especially in cases of harvester operators.	
When the site has deciduous undergrowth, try to leave small patches of deciduous trees and bushes growing to increase biodiversity	
When doing thinning, try to leave also other species besides the main species for biodiversity purposes	
Make sure that no residual wood or other material is put in ditches or water bodies	

In forest regeneration:

Try to use or promote natural regeneration where possible. This can be done using seed trees and preparing the ground so that naturally spreading seeds are more likely to start to grow.	
When planting seedlings, try to imitate natural regeneration. This means that you have to use species suitable for the growth site type. Also do not plant seedlings in straight rows but more randomly to imitate natural processes.	
If possible use also some deciduous tree species ecologically suitable for the site type.	

Document code: B 2

Document title: Health and safety requirements for forest workers

Loggers must have the following safety equipment:

Helmet with ear and eye protection	
High-visibility jacket or vest	
Trousers with strengthened sleeves	
Steel toe safety boots	
First aid kit (small basic kit attached to the worker's belt at all times, main kit available on worksite)	
Mobile phone or equivalent device for emergencies	

All workers must have

Relevant certificate of skills in the field they are working (e. g. harvester operator, chain-saw operator etc.)	
Proper instructions for emergency situations	
Information about the location of nearest hospital	
Mobile phone or other communication device required also for workers working in machinery, (e.g. forwarders, harvesters)	

Document code: B 3

Document title: **Forest machinery and equipment requirements**

Chainsaws:

Oil and gas refilling may only be done on the absorbent blanket	
Connecting pipe must be used for all refilling purposes	
It is preferable to use biodegradable oil for chainsaws	

All heavy machinery:

Must have valid technical inspection certificates to prove compliance with existing legal requirements	
Must be supplied with the following safety equipment:	
• First aid kit	
• Fire extinguisher	
• Pollution control kit (including absorbent, bag for collecting polluted material and shovel)	
Means of communication to contact Rescue Service in case of emergencies	
No leaks of oil or fuel may exist from machinery	
Refuelling may only be done above absorbent blanket and using connecting pipes	
Fuel and oil refill canisters should be safely stored, away from open fire, tightly sealed to avoid leaks and placed on absorbent blankets	
Preference should be given to wide tire low impact machinery (especially when works are carried out in sensitive soils)	
It is recommended to use biodegradable oil	

Temporary edifices:

In case fuel, oil or any other substance is stored in temporary housing in the forest, a pollution control kit and fire extinguisher must be available inside or near the building.	
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Document code: B 4

Document title: **CoC requirements**

Introduction to CoC procedures:

Chain-of-custody (CoC) refers to the complete process by which wood is transformed from a tree in the forest to a final product provided in a wholesale or retail market; e.g. from the forest, to a sawmill, to a processing facility, to the market shelf. The purpose of CoC certification is to ensure that the final products carrying an FSC logo and/or being advertised as products made from FSC certified timber are actually made of certified timber and to make it possible to trace the origin of wood from a final product back to the stumps in the forest.

Below is a detailed description of CoC requirements for a company who is buying certified wood and wants to sell it after processing also as certified. Not all the requirements here apply to forest managers. This material is provided to give you a better, in-depth view of the CoC system. Vital requirements for each forest manager are presented in the main toolkit.

To allow CoC certification for a company requesting it and to ensure that the above-mentioned purposes are fulfilled, the following requirements need to be followed at different levels of production and handling:

CoC System Responsibilities:

The organization shall appoint a management representative that has overall responsibility and authority for the organization's conformity with all applicable certification requirements. The organization shall define the personnel responsible for each procedure, together with the qualifications and/or training measures required for implementation of said procedure. This should include designated persons at the following points/levels:

- first "out-of-forest" concentration point, e.g. concentration yard;
- primary sawmill or processing point;
- secondary processing unit;
- wholesale or retail storage yards, stores, or other facilities; and
- many other intermediate point at which product is stored, separated, packaged, or handled.

Chain of Custody requirements:

a) Purchasing and Receiving of Certified Inputs:

- Specify FSC-certified material when ordering/purchasing inputs.
- Maintain an up-to-date record of all suppliers who are supplying materials used for FSC product groups (supplier name, supplier certification code, supplied product types and supplied material categories).
- Verify the validity and scope of the supplier's FSC-certificate.
- Verify the certified status and claim, percentage of FSC-certified content, and volume of received inputs.
- Where necessary to ensure that only eligible inputs are used in FSC certified production and/or to avoid unintended mixtures of materials during production, transport, and/or storage, the organization shall use a segregation method. Utilize a distinguishing mark on certified products: e.g. color code, FSC certification code.
- Record certified inputs in inventory system.

b) Certified Product Processing:

- Maintain physical separation of FSC-certified from non-certified products during each stage of processing, e.g. batch runs.
- The organization shall maintain a list of product groups included in the scope of the certificate. Maintain distinguishing marks on certified products.
- Utilize production records indicating certified products for each stage of processing.
- The organization shall prepare annual volume summaries covering the period since the last annual volume reporting period.
- The annual volume summaries shall demonstrate that the quantities produced and/or sold with FSC claims are compatible with the quantities of inputs from different material categories, their associated percentage or credit claims, and the conversion factor(s).

If the company deals with products of a mix of certified and non-certified wood:

- The company must conform to the “FSC chain of custody standard for companies supplying and manufacturing FSC-certified products”. An outline of the Company’s process and percentages shall be provided.

c) Certified Product Shipping:

- Store final certified products separate from non-certified.
- Utilize distinguishing marks/logos and the Company FSC certification code on certified product packages.
- Record certified outputs in the inventory system.
- Specify the certified status, claim and FSC-certified percentage if applicable, and the FSC CoC certification code on sales and shipping/transport documentation.

d) Personnel Training:

- Train the staff to ensure that all applicable certification requirements and the measures defined in the documented procedures are correctly implemented.
- Provide written instructions on CoC handling procedures and policies for certified products.

e) Certified Product Records:

- Maintain records of all inputs, processing, and outputs of certified products for a minimum of 5 years.

f) Marketing, Advertising, and Public Information:

- All public representation of certified products must be consistent with FSC policies as well as the type of certification being granted (exclusive vs. non-exclusive).
- All public information referencing the FSC must be reviewed and approved by the CB prior to use to ensure consistency with guidelines.
- This includes product labels, catalogues, brochures, mailings, letters, manifestations to investors, etc.
- The company must maintain a file with all marketing, advertising, and public information pertaining to certified products.

g) Control of non-conforming products

- The organization shall define the controls and related responsibilities and authorities for dealing with non-conforming products.

Document code: B 5

Document title: **Indigenous peoples' rights**

Securing indigenous peoples rights has always been one of the key elements of sustainable and socially acceptable forestry in the FSC system. The background for recognizing and upholding the rights, customs and culture of indigenous people comes from the United Nations Declaration on the Rights of Indigenous Peoples (2007) and ILO Convention 169 (1989). In the FSC system, these rights are more defined in relation to the use of forests and their products. As a forest manager, the first step is always identifying the indigenous peoples who exist within the management area or are affected by management activities. The second step is to take contact and through friendly, cooperative negotiations identify their rights of tenure, access to the forest, use of forest resources and ecosystem services and sites which are of special cultural, ecological, religious or spiritual significance and for which these people hold legal or customary rights. When mutual understanding and agreement for these rights and sites have been reached, they should be written down, marked in the forestry maps and recognized in the management.

Below is a list of steps you need to take as a group manager. The list may be changed if you have agreed to share responsibilities between the group manager and group members differently.

As a group manager you should:

- Identify the indigenous peoples that exist within the management unit or are affected by forest management
- Take contact and through engagement identify their rights and significant sites in the area
- Arrange a meeting where you plan forest management activities together with the delegation of indigenous people through free, prior and informed consent
- Make a binding agreement over management activities (The agreement should also define its duration, provisions for negotiation and monitoring for the indigenous people, as well as renewal, termination and other terms and conditions.)
- Make sure that all the things in the negotiations and in the agreement are recognized in the forest management and informed to all the group members
- Make an agreement with the group members on how you handle and document issues regarding indigenous people (e.g. contacts, negotiations, management, monitoring, conflicts)
- Keep up-to-date records for all the communication and agreements made with the indigenous people

Document code: B6

Document title: **Group manager's responsibilities**

Clarification:

The following list of responsibilities is provided as an example. It is important that the division of responsibilities between group manager and group members will be clear so that all necessary areas are covered and no gaps remain. Depending on the actual role of the group manager, you may want to shift some of the responsibilities in this list to the group member contracts, indicating that the members are responsible for that specific issue. Alternatively you may also shift some responsibilities from the group member contract to the group manager contract.

As part of the contract between a group manager and group member or as a separate document, the group manager should draw up a consent declaration between the group manager and group member. The declaration shall include a commitment to comply with all applicable certification requirements, acknowledge and agree to the obligations and responsibilities of the group manager and group member, agree to membership of the scheme and authorize the group manager to be the primary contact for certification and apply for certification on the member's behalf.

As stated in the toolkit, the group manager can either act merely as a group manager or as a resource manager. In the latter case, the resource manager manages other people's forest properties. Also the group manager may have forest herself or himself and manage it on her or his own. When the group manager is a resource manager, all the group member responsibilities naturally apply also to her/him in addition to the group manager's responsibilities listed below.

The group manager as an administrator and coordinator of FSC certification activities is responsible for the following areas:

- I. Including and excluding members of the certified group. For this the manager shall:
 - i. Check the compliance of the activity of all potential members to FSC P&C using the toolkit checklists, discussions with the potential member and field audits
 - ii. Inform the CB about planned acceptance of new members
 - iii. Ensure that a contract and consent declaration is signed with all group members
 - iv. Establish and maintain written procedures for group membership, including:
 - a. a) description of organizational structure
 - b. b) responsibilities of the group manager and members
 - c. c) rules regarding eligibility for membership to the group
 - d. d) rules regarding withdrawal of members from the group
 - e. e) clear description of the process to fulfill CARs issued internally or by the certification body (timelines, implications if CARs are not complied with etc.)
 - f. f) documented procedures for the inclusion of new group members
 - g. g) complaints procedure for group members
 - v. Based on the audit results, ensure that the non-conformances are addressed and solved immediately
 - vi. If problems are related to certain group members and cannot be solved, exclude the group member from the certified group by ending the contract in question, and report the exclusion to the CB
- II. Collecting all relevant information from the group members to have an overview of all activities and to

enable effective auditing by the CB. For this the manager shall:

- i. Maintain complete and up-to-date records covering requirements of FSC group certification standard. These shall include:
 - a. a) list of names and contact details of group members, together with dates of entering and leaving the group, reason for leaving and the type of forest ownership per member
 - b. b) records of FSC related training provided to staff or group members
 - c. c) maps or supporting documentation showing the location of the member's forest properties
 - d. d) evidence of consent of all group members
 - e. e) documentation regarding recommended practices for forest management (silvicultural systems)
 - f. f) records demonstrating the implementation of internal control monitoring systems (internal inspections, non-conformances identified and corrective actions taken)
 - g. g) records of the estimated annual overall FSC production and sales of the group
 - ii. Specify the information that group members need to submit in the group accession contracts
 - iii. Ensure that the information is submitted regularly and in a timely manner
 - iv. Check the accuracy of submitted information by field audits and discussion with group members
 - v. Prepare an annual summary of the activities of whole group and each member based on the information collected from group members.
- III. Provide group members with advice, help and necessary information to help them maintain compliance with all FSC Principles. For this the manager shall:
- i. Ensure that all group members are aware of the results of certification and audits and receive the certification reports.
 - ii. Instruct group members to implement corrective actions when necessary
 - iii. Give advice to group members if they have questions related to certification.
 - iv. Provide each group member with documentation or access to important group documentation. This documentation includes:
 - a. a) copy of the applicable FSC standard
 - b. b) explanation of the certification body's process
 - c. c) explanation of the evaluation and monitoring processes (e.g. certification body's and FSC's rights to access the group members forests and documentation)
 - d. d) description of requirements with respect to publication of information
 - e. e) explanation of group membership obligations (e.g. maintenance of information for monitoring, systems for tracking forest products, requirements for sales and marketing, cost of membership)
 - v. Define training needs and implement training activities relevant to the applicable FSC standards

IV. Maintain continuous compliance of all group member activities to all FSC P&C. For this the group manager shall:

- i. Implement a documented monitoring and control system for forest management
- ii. Define criteria to be monitored at each internal audit (according to the group characteristics, risk factors and local circumstances)
- iii. Carry out field audits in all group member forests according to the monitoring strategy and timeplan (see detailed instructions below).
- iv. Issue CARs to address non-conformances identified during auditing
- v. Document and implement a system for tracking and tracing of forest products to be sold as FSC certified (including a sales protocol for the group, instructions for using the FSC trademark and marking required information to invoices)

Document code: B 7

Document title: **Monitoring strategy and planning**

Preparing a monitoring strategy and timeplan:

The monitoring timeplan and strategy depend on the number of group members and also on the average forest property size of group members. According to the minimum requirements for monitoring, the group manager should organize at least one audit per year and secondly ensure to visit all group members at least once during the five year period while the group certificate is valid.

For monitoring purposes, the group manager should use the same stratification into sets of similar forest management units (FMU) as the certification body in their evaluation. The visits should be made in different members' forests than the ones selected for evaluation by the certification body, unless there is some compelling reason to choose the same units (risk factors, pending CARs).

The minimum sample to be visited annually by the group manager depends on the group type. Type 1 groups with mixed responsibilities shall apply a minimum sampling of $x = \sqrt{y}$ for normal FMUs and $x=0.6 * \sqrt{y}$ for FMUs < 1,000 ha. Sampling should be increased if HCVs are threatened or land tenure or use rights disputes are pending within the group. In resource manager groups (type 2) the group manager may define the required internal sampling intensity at his/her own discretion. In both types, the group manager should include random selection techniques.

Additional internal audits shall be planned when potential problems arise or the group manager receives information about violation of FSC P&C in group member's forests. These audits shall not count as the planned compliance audits. See also E 18.

Pre-harvest checklist C 01

NB! A copy of this checklist should also be given to the contractor / forest worker to help guide the field work.

General information				
Group name:				
Group manager	Name:	Phone:	Phone2:	
Forest owner	Name:	Phone:	Phone2:	
Forest manager	Name:	Phone:	Phone2:	
Checklist filled:	By:	Date:	Time:	
Forest				
Forest area location	County	Parish	Village	
	Land unit name		Cadastral nr	
Stand description				
General	Timber volume	Area	Value class	Site type
Main species	Spruce	Pine	Birch	Other
Site conditions	Dry	Slightly wet	Wet	Extremely wet
Felling type				
Main felling	Clear felling	Total volume	Thinning	Volume to be cut
Maintenance felling	Precommercial thinning	Volume to be cut	Sanitary felling	Volume to be cut
Site specific features				
	Object	Y/n	Description	
Safety risks	Power lines			
	Public roads			
	Frequent public use			
	Dangerous terrain			
	Railway			
	Other			
Natural features	Slopes			
	Rivers			
	Creeks			
	Wet areas			
	Nests or caves			
	Other			
Known protected species	Fungi			
	Animals			
	Plants			

Other values	Cultural value		
	Heritage value		
	Other		
Other	Condition of roads		
	Nearest hospital		
	Nearest communications		

Pre-harvest activity checklists

	Y	N	Na	Description
Borders clearly marked				
Biodiversity trees marked				Number
Seed trees marked				Number
Deadwood present				Volume/amount
Buffer zones marked				Location/area
Protection areas marked				Location/area
Nest trees marked				Location/number
Extraction roads marked				
Log landing sites visible				Number/area

Technological drawing of the felling area

<p>Please draw the felling area to the space on the right.</p> <p>The drawing should include all necessary information to guide field activities, including:</p> <ul style="list-style-type: none"> • Shape, borders and position of the felling area • Length of the felling area borders in meters • Location of forwarding roads • Location of log storage areas • Location of protection values and size of buffer zones if applicable • Location of special features such as electrical lines, suggested location of temporary bridges over watercourses, technological establishments etc. 	
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The content of this checklist has been introduced to the contractor

The forest owner/manager has shown the site to the contractor and informed him/her about all site specific conditions and features.

The contractor agrees not to damage any marked trees, conservation areas, roads, soil and other objects marked in this checklist and follows all requirements presented to him/her by the forest owner/manager.

Signed on [date].....

by Forest Owner/Manager

Contractor

.....

.....

¹ In case you answer yes in the yellow boxes, description is required (e.g. number, volume, location)

Ongoing operation checklist C 02

General information				
Checklist filled:	By:	Date:	Time:	
Previous visits during work	Number of	Dates		
Pre-operation checklist:	Filled	Date:	Not filled	Not applicable
Work done by:	Self employed	Name	Phone	
	Contractor	Name	Contact person	Phone
	Other	Name	Phone	
Location	County	Parish	Village	
	Land unit name		Cadastral nr	
Work progress	Beginning	Middle	End	
	Work started on (date):		Expected to finish on (date):	
Type of operation				
Main felling	Clear felling	Total volume	Thinning	Volume cut
Maintenance felling	Precommercial thinning	Volume cut	Sanitary felling	Volume cut
Extraction	Forwarding	Skidding	Other	
Regeneration	Soil preparation	Planting	Sowing	
Tending	Stand age		Stand height	
Road construction	Details:			
Drainage	Restoration		Establishment	

Worker inspection				
Points	Y	N	N/A	Notes
All responsible workers are equipped with accurate and high quality technological maps				
Qualification documents present				
Informed about nearest hospital and emergency procedures				
Helmet with ear and eye protection				
High-visibility jacket or vest				

Trousers with strengthened sleeves				
Steel toe safety boots				
First aid kit (on the belt)				
First aid kit elsewhere				
Mobile phone or equivalent device for emergencies				
Workers are aware that they work in certified forest				
Workers use connection pipes and absorbent blankets				
Other remarks	Drug or alcohol use			
	Attitude			
	Other			

Equipment and machinery inspection

Equipment used:	Chainsaw			Harvester	Forwarder	Other
Points	Y	N	N/A	Notes		
Absorbent blanket present						
Refuelling/ refilling canisters equipped with connecting pipes						
Other absorbent material present						
Bag for collecting polluted substance present						
Shovel present						
Machinery is equipped with fire extinguisher						
Machinery is equipped with first aid kit						
No leakage can be seen						
Machinery has valid technical inspection documents						
Biodegradable oil is used						

Visual site inspection

Points	Y	N	N/A	Notes
Borders of logging area are respected				
No trees marked for preservation have been cut				
Deadwood has been preserved				
Buffer zones and protected areas are not damaged or logged				

Machinery only moves on the designated roads				
Logs have been stored in designated areas				
No material has been put in watercourses				
No garbage is left in the forest				
Remaining trees are not damaged in any way				
Extraction and skidding roads are not damaged				
No soil damage can be observed				
Warning signs are put up on public roads				
Hazard area is marked with warning signs				

If non-compliances appeared, the form should be signed by forest owner as well as by the person or representative of the person who carried out the felling, to indicate that the discovered non-compliances are recognized by both sides. If it is possible to alleviate the mistakes, also agree on actions to be taken (or use the special corrective action form (C04) if more detailed actions are required.

To address the problems, the contractor agrees to

..... Signed on [date]
 by

Forest Owner / Manager

Contractor / Forest Worker

.....

.....

Post-operation checklist C 03

General information									
Checklist filled:			by:		dates:		time:		
Previous visits during work			number of		dates				
Pre-operation checklist:			filled		date:		not filled	not applicable	
Work done by:	Self employed		name				phone		
	Contractor		name		contact person				
Location		county			parish		village		
		Land unit name			cadastral nr				
Work progress		beginning			middle		end		
		Work started on (date):			expected to finish on (date):				
Type of operation									
Main felling		clear felling		total volume		thinning		volume cut	
Maintenance felling		Precommercial thinning		volume cut		sanitary felling		volume cut	
Extraction		forwarding			skidding		other		
Regeneration		soil preparation			planting		sowing		
Tending		stand age			stand height				
Road construction		details:							
Drainage		restoration							
Establishment									
visual site inspection									
Points	Y	N	N/A	Notes					
Borders of logging area are respected									
No trees marked for preservice have been cut									
Deadwood has been preserved									
Buffer zones and protected areas are not damaged or logged									
Logs have been stored properly in designated areas									
No material has been put in watercourses									
No garbage is left in the forest									
Remaining trees are not damaged in any way									
Extraction and skidding roads are not damaged									
No soil damage can be observed									

The contractor has followed all requirements presented by the forest owner/manager. In case corrective action requests (cars) were presented, the contractor has met all cars.

Contract finished and work accepted by forest owner/manager on

Forest owner/manager contractor

.....

Corrective action requests C 04

General information				
Checklist filled:	By:	Date:	Time:	
Previous visits during work	Number of	Dates		
Pre-operation checklist:	Filled	Date:	Not filled	Not applicable
Work done by:	Self employed	Name		Phone
	Contractor	Name	Contact person	Phone
	Other	Name		Phone
Location	County	Parish		Village
	Land unit name		Cadastral nr	
Work progress	Beginning	Middle		End
	Work started on (date):		Expected to finish on (date):	
Type of operation				
Main felling	Clear felling	Total volume	Thinning	Volume cut
Maintenance felling	Precommercial thinning	Volume cut	Sanitary felling	Volume cut
Extraction	Forwarding	Skidding		Other
Regeneration	Soil preparation	Planting		Sowing
Tending	Stand age		Stand height	
Road construction	Details:			
Drainage	Restoration		Establishment	

Corrective action requests		
Explanation of nonconformance	Required corrective action	Car closed on

Document code: D 01

Document title: **FSC certified group sample environmental policy**

Clarification

The FSC Principle & Criteria requires from larger forest managers that they confirm in writing their commitment to follow FSC principles. The same is advisable for all forest owners, including smallholders, who want to receive an FSC certificate.

A general Environmental Policy of the FSC group is a good possibility to do this. In addition, having an environmental policy can help the group manager to promote the group to smallholders who consider environmental values to be important. An Environmental Policy, as a general rule, is rather short but concisely written formulation of certain principles, which indicates the attitude of the policy holder towards environmental problems and also puts certain responsibilities on the policy holder. The environmental policy is also one of the first things which your environmentally aware partners will read. Thus it is important that it is not only declarative but would effectively communicate the main efforts taken by the group members for promoting biodiversity in forest management and operations.

The policy below is merely an example of one possible policy. Depending on your activities, you will most probably need to alter it to your specific context. It is important that the policy statements are absolutely true (for example if one of the group members uses herbicides only in very exceptional cases, you should not tell in the policy that the group does not use herbicides etc.). Thus you need to carefully review the sample below and adjust it to your group and actual situation.

Environmental Policy of an FSC certified forest owners group

(this is a sample only)

We regard the forests in our ownership to have valuable merit, which fulfil many important economical, ecological and social functions. Recognizing the value of forests as renewable natural resources, livelihood for people, valuable landscape component, possibility for recreation, habitat for many animals and species and constituting a unique ecosystem, we wish to preserve all important forest structures and functions. We plan to implement all activities in our forests based on this aforementioned goal.

In our activities we rely on the FSC requirements. We follow all the FSC Principles and Criteria, which have been formulated by a wide scope of stakeholders and are internationally recognized and our (applicable national) FSC standard.

In order to manage our forests responsibly from the point of view of biodiversity and future generations, we do not use the following in our forests:

- Herbicides
- Fertilizers
- Chemicals
- Alien species
- Genetically modified regeneration material or regeneration material with foreign genetic origin

Our forest owners group follows all the national legal requirements during forest management operations and we demand the same from all our contractors, forest workers and partners.

Document code: D 02

Document title: **Forest management objectives**

Clarification:

The management objectives describe the main purpose(s) of owning and managing the forest and should be included as part of the management plan. Different owners have different objectives with owning and managing the forest. Below you can indicate what is important for your management.

The list includes some of the most common objectives from a northern European perspective – please add additional ones appropriate for your region/country.

Overall Objective:

The overall objective is to manage the forest in an ecologically responsible, socially beneficial and economically viable way based on best practice.

Detailed Objectives:

Objective

1. I have the forest as an investment and it shall be managed to increase its value.
2. Hunting is important and the forest shall be managed to increase the wildlife
3. Use of non-timber forest products is important (berries, seeds, mushrooms, plants, fruits etc.)
4. Income from the production and sale of timber is important
5. Production of wood fuel is important
6. I own forest mostly for recreation and outdoor life
7. Protection of nature is important and the forest should be managed to increase or maintain the nature values.

Document code: D 03

Document title: **Description of silvicultural system used**

Clarification:

If you want to get income from the sale of timber and are planning to do fellings, you need to choose a silvicultural system that would be most appropriate for your forest and describe it in your forest management plan. Below is a list of major silvicultural systems used in boreal forests. You can choose between different methods or combine them in various areas.

Even-aged management systems

1. Clearcut and regeneration based system

- Main type of harvesting is small size clearcutting (often up to 5 ha, but to minimize the risk of negative impact to forest ecosystem, you might want to set a lower maximum size for clearcut area)
- Clearcut areas are reforested by planting, sowing and/or natural regeneration as appropriate
- Rotation period of the stand can vary greatly from few years to over 100 years

2. Seed tree system

- Same as clearcut system but selected trees (good phenotypes) for seed production are left in the area
- Seed tree system is usually based on natural regeneration, but some additional planting may be needed
- Seed trees are harvested in a “removal cut” once regeneration is established

3. Shelterwood system

- In shelterwood system the overstorey leave-trees are left on-site to protect the regenerating understorey (until it no longer requires the protection).
- In practice, old stand is removed in a series of cuttings to promote the establishment of an essentially even-aged new stand under the shelter of the old one. Stand tending treatments are conducted to facilitate future harvesting in this manner.
- Is based mostly on natural regeneration, but some additional planting may be necessary

4. Coppice system

- In coppice system the main regeneration method is vegetative sprouting of either suckers (from the existing root systems of cut trees) or shoots (from cut stumps).
- Is used for hardwood species, for example in production of energy wood

5. Patch cut system

- Patch cut system promotes natural regeneration in small openings. The usual, “small” patch size varies depending on the country or area specific features.
- Each patch cut is managed as a distinct even-aged opening.
- Regeneration is either artificial or natural, or a combination of the two.

6. Retention silvicultural system

- Retention system means a silvicultural system that retains individual trees or groups of trees in cutting to maintain structural diversity over the area of the cutblock for at least one rotation
- Retention can be dispersed throughout a cutblock as single trees or aggregated groups of trees.

Uneven-aged or continuous cover systems

1. Selection system

- Mature timber is removed either as single scattered individuals or in small groups at relatively short intervals
- Regeneration should occur throughout the life of the stand with pulses following harvest entries
- Predominantly natural regeneration is used

Document code: D 4

Document title: HCV and group certification

Clarification:

Certified groups are very different. They vary in organization, size, intensity of management, forest type, and how close together the group members are located. Due to this variation, different groups will manage biodiversity and High Conservation Values (HCVs) in different ways. The group manager, group members and certification bodies will need to use their judgement and agree at what level they wish to handle the biodiversity and HCV aspects of their group certification. They should document that decision so that the responsibilities for managing biodiversity and HCVs is clear and well understood by all.

There are 3 main types of groups, which will normally have different strategies to manage biodiversity and High Conservation Values.

<p>An FSC Group of Forest Properties that Resemble a Single Forest (Group members' properties are next to one another and collectively have ecological characteristics resembling a large single forest.)</p>	<p>The more the group collectively resembles a single large forest the more appropriate collective action will be, & the more likely that a conservation management plan for the whole area will be more beneficial and cost effective than many small-scale individual actions. For this type of group, it is likely that some identification, management and monitoring will be appropriate at a landscape level. In this case, greater responsibility for managing values may be taken at the group level - although individual actions and consultations are also needed at the site-level.</p>
<p>Small FSC Forest Properties in a Non-Forest Landscape (Group members' forests represent forest islands in a non-forest landscape.)</p>	<p>It is less likely that joint management will be of benefit to any critical values identified. It's usually more appropriate for each member to make his/her own decisions about managing the environmental values identified. But it may still be appropriate to develop some group-level identification, management or monitoring to reduce costs.</p>
<p>Small FSC Forest Properties in a Non-FSC forest landscape (Group members' forests form part of a large forest landscape, but their properties are not contiguous. Other forest properties within the forest landscape are subject to different management regimes, and do not form part of the certified group.)</p>	<p>Usually appropriate for each property manager to manage relevant values, but also try to coordinate with other group members to manage broader values collectively and influence non-group neighbours to act responsibly. Actions (or non-actions) of those forest properties which don't form part of the group may be risks. Group members may not be able to control these threats - but should usually to develop some simple strategy to try to work with the non-group properties to manage the risk.</p>

Document code: E 1

Document title: **FSC group certification contract**

FSC group certification contract between group members and group managers

Contract parties:

The present contract is signed between _____ (group manager) and _____ (group member / individual forest owner).

Name and code of FSC group: _____

Specification of the forest area of the new group member: Location: _____

Total area (ha): _____ Number of separate lots: _____

Obligations of the group member

While the contract is in force _____ (group member) is obligated to:

1. Follow all forestry related national laws and all other legal acts.
2. Follow the rules of the applicable FSC standard (provided in the Annex).
3. Pay all legally prescribed fees and taxes in due time and in correct amount.
4. Follow _____ (group name) certification scheme's principles and requirements as informed by _____(group manager).
5. Report any discovered illegal or unwanted activities immediately to the group manager (template E 6 provided in the Annex)
6. Report any observed non-compliances in relation to FSC principles immediately to the group manager and seek solution for addressing the non-compliance.
7. Ask permission from group manager prior to using any chemicals or fertilizers in the forest and report exact type, origin and quantity of substance used to the group manager immediately after the work has been finished (form E 8 provided in the Annex)
8. Ask permission from the group manager before commencing any large scale activities in the forest (like road building or works with drainage systems¹) and report finished works to the group manager.
9. Keep his/her (group member's) forest open to the public following the principles of everybody's (common) rights² and respect local customary and indigenous people's rights.
10. Use only labor and machinery that correspond to the requirements presented in annexes B 02 and B 03 and make contracts with all paid workforce according to the form E 2 and including all required annexes.
11. Report all disputes with neighbors and local people to the group manager (template E18 in the Annex)
12. Report origin of all regeneration material used to group manager (form E 15 in the Annex).
13. Constantly maintain records of actually felled timber volumes by species and assortments together with documentation that proves the legality of the felling (felling permits etc.) and send the data to the group manager at least once a year or upon request. (form E 19 in the Annex)
14. Constantly maintain records about sold volumes by buyers and months. In addition, maintain all sales documentation (invoices, waybills etc.). Also the group member agrees to submit the data to the group manager at least once a year or upon request. (form E 11 in the Annex)

¹ Please substitute here with locally/nationally/regionally applicable activities.

² Please note that this also pertains to a northern European context and might not be valid elsewhere.

Obligations of the group manager

While the contract is in force, _____ (group manager) is obligated to:

1. Provide advice and help to _____ (group member) upon request related to forest management according to FSC principles.
2. Check the compliance of the activity of all members to FSC P&C using the toolkit documents, discussions and field audits and issue CARs if necessary.
3. Collect all FSC relevant information from the group members, keep up-to-date records and report activities annually to CB.

The _____ (group manager) has the right to terminate the contract in case non-compliances with the certification scheme or national laws by the _____ (group member) are proved and not corrected.

The group manager has to report discovered non-conformances to _____ (group member) and give sufficient time³ to take corrective actions before terminating the contract.

After prior notice _____ (group manager) has also the right to terminate the contract in case _____ (group member) has not paid all fees in due time.

In case of any disputes between the parties, the first step is to voluntarily seek an agreement between group manager and group member. If no solution is found, the conflict should be resolved according to nationally applicable law and legislation.

All rights and obligations of the parties not described here will be treated according to nationally applicable law. The contract is compiled in two juridical equivalent copies.

This contract is signed on _____ (date) in _____ (place), by the _____ (group manager) and

by the _____ (group member / forest owner).

Annexes to the contract: Applicable FSC standard

B 2 Health and safety requirements for forest workers B 3 Forest machinery and equipment requirements

B 6 Group manager's responsibilities

E 2 Forest operations contract template

E 6 Illegal activities monitoring and reporting form

E 8 Forest management activities approval form

E 11 Forest material sales report

E 15 Suppliers and origin of seed material template

E 19 Actual annual felling summary report

³ This part can be modified with a specific timeframe, e.g within 3 months or 6 months, as appropriate.

Document code: E 2

Document title: **Forest operations contract**

Contract

The present contract is signed between _____ (group member/forest owner) and _____ (contractor) for conducting the following forest management activity or activities:

- _____
- _____
- _____
- _____

The forest area(s) affected by the activity or activities:

Location _____; _____; _____; Total area (ha) _____; _____; _____; _____

While the contract is in force _____ (contractor) is obligated to:

1. Follow all forestry related national laws and legal acts.
2. Minimize all negative impacts on the environment as described in Annex B 1
3. Use only workers, equipment and machinery which correspond to the requirements presented in Annexes B 2 and B 3

In case any non-compliance is discovered during the work, _____ (group member/ forest owner) has the right to stop all activities or terminate the contract.

In case of any disputes between the parties, the first step is to voluntarily find agreement. If no solution can be found, the conflict should be resolved according to applicable national law.

All rights and obligations of the parties not described here will be treated according to applicable national law. The contract is compiled in two juridical equivalent copies.

This contract is signed on _____ (date) at _____ (place) by _____ (group manager) and

by _____ (group member/forest owner).

Annex 1⁴

§ The condition of forwarding and skidding roads should be maintained. In case there is a danger of soil damage, branches need to be put on tracks prior to use.

§ On slopes all measures to prevent erosion need to be applied. This includes designing roads and setting the residual wood piles along topographic horizontals.

§ No damage to remaining trees shall be done.

§ All trees marked for retention should be preserved without any damage.

§ Watercourses and drainage system should be restored in its original stage after logging. Branches, treetops and logs are not left.

§ Damage to natural regeneration is avoided as far as possible.

§ Dead and lying dead wood should be preserved were it does not constitute a safety risk.

Other annexes

NB! Make sure you also add the following supporting documents to contract as annexes

B 1 Environmental requirements for forest management.doc

B 2 Health and Safety requirements for forest workers.doc

B 3 Forest machinery and equipment requirements.doc

⁴ Please substitute here with locally/nationally/regionally applicable environmental requirements.

Document code: E 3

Document title: **List of forest workers - template**

	Name	Age	Qualification and skills	Work experience in years	Previous work experience	Familiarity with FSC/ FSC training	Salary	Contact information
1								
2								
3								
4								
5								
6								
7								
8								

Document code: E 4

Document title: **List of contractors - template**

	Company name	Company profile (services offered etc.)	Description of previous jobs	Any problems, legal claims etc.	Contact information
1					
2					
3					
4					
5					
6					
7					
8					

Document code: E 5

Document title: **Forest nature value assessment form**

Clarification:

To fill in the form, select the most interesting and diverse areas in your forest. A forest area could be suitable for protection if it is clearly distinguishable from the surrounding environment and without substantial human influences. In case a point is true in your forest area, mark 1 in the empty space, in case the description does not apply to the real situation in the forest, mark 0 in the empty field. To get the final result, deduct the total score of part B from the total score of part A.

The same document can be used later for monitoring to assess whether the protection values in your HCV areas are preserved.

A Positive indicators

1	No signs of harvesting (felling residues, stumps, soil damage);	
2	No signs of human activities (garbage, paths, fireplaces etc);	
3	No drainage ditches;	
4	The stand has trees from various age classes - age varies more than 20 years, very old trees are present, trees are with uneven diameter;	
5	More than two species of trees present;	
6	More than two species of bushes present;	
7	Small open areas in the forest, 'holes in the canopy'	
8	Undergrowth in open areas;	
9	Trees with diameter above 40 cm exist	
10	Dead trees with diameter above 20 cm, snags and deadwood present;	
11	Decaying wood in various stages of decay;	
12	Cavity trees;	
13	Trees broken by the wind;	
14	Presence of fungi on the trees;	
15	Presence of hanging lichen on the tree canopy;	
16	Presence of lichen and moss on the tree trunks;	
17	Presence of springs, creeks and other natural water bodies;	
18	Large trees with big and extensive canopy and big branches;	
19	Trees with bird nest, big bird nests;	
20	Dens and/or burrows of animals;	
21	Known rare or endangered species;	
		Score

B Negative indicators

1	Indications of harvesting (felling residues, stumps, soil damage);	
2	Signs of human activities (garbage, paths, fireplaces etc);	
3	Operational drainage ditches;	
4	Even aged tree plantation (straight rows of trees etc);	
5	Single species stands;	
6	Absence of bushes;	
7	Absence of deadwood;	
		Score

It is possible to gain a maximum of 21 and a minimum of -7 points. Scores above 15 indicate a high probability that the forest should be preserved; score over 18 indicate the presence of high conservation value. Such areas should be in all cases evaluated by experts to determine the actual nature protection values and protection regime of the area.

In case you would like to get official protection status for the forest areas, you should contact the relevant environmental authority (local/regional/national).

However in case you wish to protect and preserve the valuable forest areas on your own initiative, it is well suited to FSC requirements.

If you would like to get professional advice, seek consultation from the relevant forest authority and/or contact some local environmental non-governmental organizations.

NB! The same document can be used later for monitoring whether the protection values in your HCV areas are preserved.

Document code: E 6

Document title: **Illegal activities monitoring and reporting form**

NB! If illegal activity is observed by forest owner, a filled copy of this form should be sent to the group manager AND the appropriate environmental/forest authority

Group certification name and code

Name of forest owner:

Name of forest manager:

Written form sent to environmental/forest authority and group manager: (date)

Land unit location

County	Parish	Name and number of the cadastral unit	
Owner		Representative	
Name		Name	
Personal id code		Personal id code	
Address		Address	
Zip code	Phone	Zip code	Phone

Time of discovered violation: _____

Nature of discovered violation

Illegal felling, forest theft; (m ³) Theft of assortments from the forest; (m ³) Soil damage caused; depth and length of rails Camping, firemaking in wrong place Illegal garbage dumping Oil contamination poaching Other
--

Short description of the violation, remarks:
--

Document code: E 07

Document title: **Injury reporting instructions**

Clarification:

To keep your forest working environment safe, it is important to gather information about work injuries and report them to all relevant parties, including group manager. Below you can find an example template for reporting work injuries that is used in Alberta, Canada. Please replace it with nationally/regionally applicable template.

Injury Report Instructions

The numbers refer to question numbers on the form that may require additional explanation.



Worker Details

1 Have your work duties been modified?

Your duties have been modified if your employer made changes to regular job duties, as a result of an injury. For example, tasks or functions, workload (e.g., hours or work schedules), environment or work area, equipment.

Please indicate if you are working as an apprentice.

Employer Details

2 Please complete all the information.

Accident Details

3 Date and time of accident

If your injury developed over a period of time, indicate either the date of first medical treatment or the date you first reported it to your employer and check the box at the right. On the next line, give your start and end times on the day of the accident.

4 Date accident/injury reported to employer

Please provide an accurate date and time someone from your work was made aware of your injury. Name the person, their position and their contact information.

If you could not report your injury immediately, please provide a reason.

5 Describe fully what happened to cause the injury

In your own words, tell us about your injury. If a repetitive strain injury, include your typical actions and how often you repeat them on the job – twisting, typing, pushing and pulling. If any lifting, indicate the weight.

Example: I walked into our walk-in cooler to get a 50 lb. sack of potatoes. I bent down, picked up the sack, and turned to my right to leave. I felt a pull in my lower back and dropped the potatoes on my right foot. As a result, I injured my back and my right foot.

Should you need more space than the area provided, please attach a letter.

Call the Claims Contact Centre 780-498-3999 or 1-866-922-9221 if you are reporting one of the following:

1. Repetitive strain injury

For example, a typist developed tendonitis in the wrist as a result of job duties. Describe fully the job duties done each day. Include the time spent at each task.

2. Occupational disease

Describe hearing loss, respiratory problems, etc. due to prolonged exposure to gas, chemicals, loud noises, etc.

3. Motor vehicle accident

Send us a copy of the police report, when available. Fill out the Automobile Accident Report in this booklet.

6 Location of accident

Wherever the accident occurred, please provide a street address, if possible. Otherwise, indicate the location, such as 25 km east of Edmonton on Hwy 16, an oilrig site. If it is a motor vehicle accident, include the direction of travel.

Injury Details

Indicate the part of your body that was injured, what side of your body and what type of injury it is. When your doctor or chiropractor sends in your medical report we will confirm your injury.



Workers' Compensation Board
Alberta

P.O. BOX 2415
EDMONTON AB T5J 2S5
Phone **780-498-3999** (in Edmonton)
1-866-922-9221 (toll free in Alberta)
1-800-661-9608 (outside Alberta)
Fax **780-427-5863** or **1-800-661-1993**

September 2014

WORKER REPORT

of Injury or Occupational Disease C060

Seven Digit Claim #:

Worker Details		Past the date of injury: Have you been off work? <input type="checkbox"/> Yes <input type="checkbox"/> No		1 Have your work duties been modified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Last Name:		First Name:		Initial:	
Mailing Address: Apt# _____,		Social Insurance #:			
City:	Province:	Postal Code:	Personal Health #:		
Phone Number:		Date of Birth: _____ (Year / Month / Day)	Gender: <input type="checkbox"/> M <input type="checkbox"/> F		
Occupation and job description:					
Are you an apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date you would have obtained journeyman status: _____ (Year / Month / Day)			
Date hired: _____ (Year / Month / Day)	Are you a partner or director in the business? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have personal coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, coverage number:			
Employer Details					
2 Employer Business Name:					
Mailing Address:					
City:	Province:	Postal Code:			
Contact Name:	Title:	Phone:	E-mail:		
Accident Details					
3 Date/time of accident: _____ (Year / Month / Day)		Time: _____:_____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. or <input type="checkbox"/> the injury/condition developed over time			
Date/time scheduled shift started (if applicable): _____ (Year / Month / Day)		Time: _____:_____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.			
Date/time scheduled shift ended (if applicable): _____ (Year / Month / Day)		Time: _____:_____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.			
4 Date accident/injury reported to employer: _____ (Year / Month / Day)					
Name of person and their position:				Phone Number:	
If not reported immediately, give the reason:					
5 Describe fully, based on the information you have, what happened to cause this injury or disease. Please describe what you were doing, including details about any tools, equipment, materials, etc. you were using. State any gas, chemicals or extreme temperatures you may have been exposed to:					

<input type="checkbox"/> Motor vehicle accident? <input type="checkbox"/> Cardiac condition/injury? <input type="checkbox"/> Claimed to another WCB? Province: _____					
If you have more information or a list of witnesses, please attach a letter. Please check this box if letter is attached. <input type="checkbox"/>					
Have you had a similar injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a letter with details.					
Was the work you were doing for the purpose of your employer's business? <input type="checkbox"/> Yes <input type="checkbox"/> No			Was it part of your usual work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Did the accident/injury occur on employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No					
6 Location where the accident happened (address, general location or site):					
Full name of treating hospital or healthcare professional:					
Address: _____					
Phone: _____					
Injury Details					
What part of body was injured? (hand, eye, back, lungs, etc.)				<input type="checkbox"/> Left side <input type="checkbox"/> Right side	
What type of injury is this? (sprain, strain, bruise, etc.)					



C 0 6 0 REV SEPT 2014

Complete all three pages and sign the form before sending.

If your injury is the result of a motor vehicle accident, complete the Motor Vehicle Accident Report (L-054).

Please fill in your name, Social Insurance Number and date of birth at the top of each page of the form in case the pages get separated.

Remember to complete all three pages and sign the form before sending.

7 Return-to-Work Details

Please complete all the information that applies.

Employment Details

8 Complete one of the following A or B or C.

- Complete **A** if you work 12 months per year with the same employer.
- Complete **B** if you work only part of the year (subject to seasonal or lack of work layoffs).
- Complete **C** if you are self-employed, are a sub-contractor or do piecework.

Earnings Details

9 b) Additional taxable benefits:

Vacation and statutory holiday pay

Please indicate if you are paid holiday and stat pay as an additional percentage on your paycheque or, if these days are included as days off with pay.

Shift premiums

Complete if you receive pay in addition to your regular rate of pay (e.g., 50¢ paid per hour for night shift). Provide your gross shift premium earnings for one year prior to the date of injury (less if you have not worked a full year).

Overtime

Complete only if you work the same number of hours overtime each week, month or shift cycle.

c) Second job

Provide a contact name and telephone number for a second job. If this injury causes you to miss earnings from that job, WCB-Alberta will consider these earnings when your compensation rate is set. Your second employer may be contacted.

If you do not know your hours of work and wage information, you can get them from your employer.

Hours of Work Details

10 a) Number of hours

Indicate your regular hours of work.
Do not include overtime here.

Worker's Last Name:	Worker's First Name:	Initial:
Social Insurance #:	Date of Birth:	<small>(Year / Month / Day)</small>

Return to Work Details *Please complete all that apply*

7 a. Will /did your employer pay you while off work? No Yes, pre-accident wages Unknown

b. Date and time you first missed work: _____ Time: _____ a.m. p.m.

c. If you have returned to work indicate date: _____ Time: _____ a.m. p.m.

Current work status: Regular work duties, or Modified work duties Regular hours of work, or Modified hours of work: _____ hrs per _____

Pre-accident rate of pay, or Revised rate of pay: \$ _____ per _____

If you are working modified duties please describe:

Employment Type Details (Complete A or B or C. Select your type of employment.)

8 **A** Permanent position employed 12 months of the year:

Permanent full-time Permanent part-time Irregular /casual

or **B** Non-permanent position employed only part of the year (subject to seasonal or lack of work layoffs):

Seasonal worker Summer student Temporary position

Had this injury not occurred, your last day of employment would have been:

Position start: _____ Position end: _____ Estimated, or Actual

How many months or days are workers employed in this position? _____

or **C** Special employment circumstance:

Sub contractor Vehicle owner /operator Welder owner /operator Commission Piece work Volunteer Self-employed

Do you incur expenses to perform the work (materials, tools, etc.)? Yes No Will you receive a T4? Yes No

Note: If you have checked any box in 8C please submit a detailed income and expense statement.

Earning Details

a. Your rate of pay at time of accident: \$ _____ per Hour Day Week Month Year

9 b. Additional taxable benefits:

Vacation Pay: _____ Taken as time off with pay Paid on a regular basis % _____

Shift Premium Overtime Other

Please describe:

c. Do you have a second job? Yes No If yes – Employer's Name: _____ Phone: _____

d. Did you miss time from this second job? Yes No If yes, please attach earning information and time missed details.

Hours of Work Details

10 a. Number of hours (not including overtime): _____ per week

Describe your work schedule (e.g., Monday to Friday, on. Saturday to Sunday, off.):



Complete all three pages and sign the form before sending.

Worker's Last Name:	Worker's First Name:	Initial:
Social Insurance #: _____	Date of Birth: _____	(Year / Month / Day)

Declaration and Consent

I declare that the information in the Worker Report of Injury or Occupational Disease form will be true and correct.

I understand that:

- While I am receiving any benefits from WCB-Alberta, it is my obligation to inform WCB-Alberta immediately if I return to work of any kind, become capable of working or if there is any other change in my employment status. Work includes but is not limited to any activity in which labour or services are provided, whether or not payment of any kind is received.
- Criminal prosecution may result from any attempt on my part to collect benefits by providing false information, failing to provide information regarding my ability to work, or other fraudulent means.
- My employer may request a review or appeal of any decisions made on my claim and may therefore examine my claim file. My claim file may also be examined by anyone with a direct interest, as determined by WCB-Alberta, or a person or company I have authorized to review my claim file. (To provide authorization, use the Worker's Information Release form in the *Worker Handbook*).
- My social insurance number may be used for reporting to Canada Revenue Agency.
- WCB-Alberta may collect information that it considers relevant to determine benefit entitlement, including information pre-dating my accident, from any source including physicians, other health care providers, employer(s) and vocational rehabilitation service providers. This information is collected to determine my entitlement to compensation under the *Workers' Compensation Act*.

WCB-Alberta may use and disclose the information collected to determine entitlement, to provide services and benefits and, as required or authorized by law. This information may be used and disclosed pursuant to the *Workers' Compensation Act* and the *Freedom of Information and Protection of Privacy Act*.

Date: _____
(Year / Month / Day)

Name (please print): _____

Signature: _____

Signing the above consent enables the Workers' Compensation Board to process your claim.

NOTE: The information required in the *Worker Report of Injury or Occupational Disease* is collected under sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of determining entitlement to compensation and for determining employers' premium rates. Questions may be directed to the Claims Contact Centre as noted on the front of this form and on the back of the *Worker Handbook*. The information provided to the Workers' Compensation Board is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

This report form is part of a booklet of information intended to help workers with completing the necessary WCB-Alberta forms and understanding the process. Keep the booklet for your reference.

Document code: E 8

Document title: **Forest management activities approval form**

Clarification:

Some kind of forest management activities approval form is necessary in many countries before commencing fellings. If this is the case, please make sure that in your batch of supporting documents the correct form is included, and the forest owner is instructed to send the form to the relevant authority as well as the group manager.

Filled by group manager upon reception

- Name of group manager Filled form received on (date)
- Planned activity approved on (date) Planned activity disapproved on (date)
- Explanation and remarks (justification for disapproval if relevant)
- Response to group member sent on (date)

Document code: E 9

Document title: **Template letter to an environmental/forestry/cultural authority**

Clarification:

This is an example letter for any relevant national or local authority that could provide information about the conservation values in your forest. You may need to adapt it to make it more suitable for the specific country context and specific purposes.

[LOCAL MUNICIPALITY] Environmental service/ Forestry Service/ Cultural Heritage Board

[ADDRESS]

[DATE]

INQUIRY

To the head specialist of nature protection/ cultural values

I am hereby writing to you to receive information about nature conservation and/or cultural values of the forest areas under my ownership. In case there are any official nature values, key habitats, endangered species or other valuable areas or objects of conservation value located in my forest, I kindly ask you to report to me about such cases.

Location of forest: Parish

Village

Land unit name Cadastral number Area of forest land

Sincerely, [SIGNATURE]

[Name of forest owner]

Annex 1

Overview map of the forests under my ownership

Document code: E 10

Document title: Template for candidate approval and registration by the Group Manager (GM)

Date: Group Certification toolkit sent to candidate

Date: Evaluation of candidate by the GM completed Date: Candidate submitted to CB for approval

Date: Possible field/site visit

Date: Contract signed between GM and new member

Data of the forest owner/manager:

Name Address Phone Email

Data of the property:

Village

Land unit name Cadastral number Area of forest land Total area

Joint ownership (yes/no)¹ **Contacts if yes:**

Annexes:

1. Cadastral map
2. Copy of the property registry
3. Authorization for management rights (if applicable)
4. Overview map of the whole forest property
5. Detailed forestry information (see template below)
6. Detailed land use information (see template below)

¹ In case of joint ownership all owners must agree and sign the group certification contract

Detailed forestry information:

Climate	Trees	Forest
Temperate <input type="checkbox"/>	Coniferous <input type="checkbox"/>	Mixed <input type="checkbox"/>
Boreal <input type="checkbox"/>	Mixed <input type="checkbox"/>	Plantation <input type="checkbox"/>

Harvesting information

Annual allowable cut	M ³
Annual log production	M ³
Total certified area	Ha
Productive forest land area	Ha

Latitude/longitude

Latitude	Longitude
----------	-----------

Products	Quantity	Units

Species

Scientific name	Common name

Detailed land use information

Actual land use	Area (ha)	% Total area
Forest plantations		
Protected areas		
Special management areas		
Water (open water bodies > 1 ha)		
Infrastructure and other uses		
Other		
Total certified area		100%

Conservation Linkage: Proximity to Other Protected Areas:

1. Does the certified area directly adjoin a private or public (formerly designated) Protected Area?

Yes No Not sure

If so, provide name and brief description of the protected area:

2. Does the certified area lie within the 10-kilometer buffer zone of a private or public (formally designated) Protected Area?

Yes No Not sure

If so, provide name and brief description of the protected area.

FMO Worker Statistics

Employment type	Fulltime	Part time
Permanent -		
Contract (incl. Seasonal)		
Total		

Definitions:

Natural and semi-natural forest: Forest areas where many of the principal characteristics and key elements of native ecosystems such as complexity, structure and diversity are present, as defined by the FSC P&C.

Forest Plantations: Forest areas lacking most of the principal characteristics and key elements of native ecosystems, as defined by the FSC P&C, which result from human activities of either planting, sowing or intensive silvicultural treatments.

Protected Areas: Areas of natural vegetation that will not be subject to human intervention, including the harvesting of timber and non-timber forest products. Also included are those areas, designated as permanent vegetative buffer or protection zones around wetlands, water bodies, or those that are used to permanently protect specific areas with properties that make them unsuitable for extractive management (e.g. steep lands, erodable soils etc). Protection is the primary goal, unequivocal objective and extractive uses are not permitted, other than for limited research purposes. Protected areas have formal designations in planning documents and maps and have associated protection strategies. Human use is either excluded or allowed in an itinerant, non-intrusive manner. If used for recreation (including hunting, boating and fishing), these activities are controlled and no major ecosystem alteration (to flora and fauna) occurs. Roads within protected areas should be removed and included under the infrastructure category. Protected areas should, as a general rule, be established in areas of natural vegetation. In the case of planting or natural re-generation, – preference should be given to native species and to the goal to move towards natural systems.

Special Management Areas: Areas of forest or natural vegetation that are managed for protection purposes, but where harvesting is permitted. Stream riparian zones and buffer strips where harvesting is allowed under special terms are included in this category.

Water: Areas of open water bodies larger than 1 ha. Does not include forested wetlands, which should be classified as forest.

Infrastructure: Areas within certified forest areas including roads, buildings, nurseries, log yards or forest based processing facilities.

Document code: E 11

Document title: **Forest material sales report**

To be completed by the group member and sent to the group manager. Please add locally relevant assortments and species to the table.

Sold forest material (m³) by months

Buyer	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
													0
													0
													0
													0
													0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Document code: E 12

Document title: Template for reporting wood sales by group scheme

Group Scheme name:

Group scheme FM/CoC code:

Date report submitted:

Period covered:

Report prepared by:

Wood sold by	Quantity; m3	Purchaser
1		
2		
3		
4		
Total		

Signature of the Group Manager:

Document code: E 13

Document title: **List of neighbors**

	Name	Properties owned by neighbor	Forested properties owned by neighbor	Neighbors forests are bordering my forests in following properties (Annex I)	Areas that need special attention (protected sites or objects, HCVs etc.)	Contact information	Notes
1							
2							
3							
4							
5							
6							
7							

Annex I

Map of the groups and neighbors forested properties.

Document code: E 14

Document title: Neighbor notification form

Clarification:

A neighboring forest owner can be a relative, a good friend, merely an acquaintance or a stranger who lives in other part of the country. The sample letter is rather formal, - you may adjust it to fit the situation.

[ADDRESS]

[DATE]

Dear [name of the neighbor],

I am writing to you since I have planned to conduct [clearfelling, commercial thinning, cleaning of drainage ditches, renovation of forest roads etc.] in my forests, located next to your property / forests.

I am planning the activity on _____ property, in compartment____, which is located next to the

_____ property belonging to you. Presently, I am planning to commence the works in [month] of present year. In case you have preferences or suggestions regarding the time or other aspects of planned activities, please contact me.

[Delete the following paragraph in case it is not applicable]

Additionally I would also like to notify you that for [material extraction, access of the road renovation area etc.] I would like to use the [write the name and location of the road, property, bridge, area etc. that you would like to use for access, use as intermediate storage area etc.] belonging to you. I hope that you agree with my plan. Please contact me if the activities are not acceptable to you in the mentioned area and at the planned time or if you would like to suggest other options.

With best greetings, [SIGNATURE]

[Your name]

Document code: E 15

Document title: **Suppliers and origin of seed material**

	Supplier	Description of areas and measures how seed material is collected	Contact details	Notes
1				
2				
3				
4				
5				
6				
7				
8				

Document code: E 16

Document title: **Example of a group member record**

	Name	Contact information	Type of forest ownership	Date of entering the group	Date of leaving the group	Reason for leaving	FSC training participated (date, type of training)	Notes
1								
2								
3								
4								
5								
6								
7								

It is also possible to add information regarding internal audits or type of silvicultural systems used.

Document code: E 17

Document title: **Example of a field audit agenda**

Clarification:

The following instructions are an example of a field audit scheme and agenda for a prospective group member based on the instructions from the Canada Ecotrust Member Handbook. Checklists mentioned in the list are part of the group membership package and are based on the FSC standard used in the BC region. Please adjust to fit your country context.

A field audit requires the following steps:

1. Group manager/entity will send the applicant a Field Audit Package, including:
 - a. Field Audit Agenda (see below)
 - b. Audit team biographies
 - c. Decision timelines (post-assessment)
 - d. Toolkit Worksheets (to be filled out by day of assessment)
2. The Group Manager will require the following documentation:
 - a. Prospective member's Management Plan
 - b. Completed Management Plan compliance section of the Certification Checklist
 - c. A minimum of three years of harvest information
 - d. Annual Harvest Tally Form
 - e. Any additional notes or comments from the Group Manager
3. Observations and evaluations will be guided by and recorded in the member's Certification Checklist.
4. The team identifies any non-conformances identified during audits in the form of Corrective Action Requests (CARs), further defined as follows:
 - a. A Major CAR will be issued if observations indicate that performance on a criterion as a whole does not meet FSC requirements. Major CARs issued during assessments shall be closed prior to issuance of certificate.
 - b. A Minor CAR will be issued if observations indicate that the most important elements of the criterion are met, but there are elements that should be improved to ensure good stewardship. Membership will still be approved, provided that the applicant agrees to take specified corrective action within an agreed time-frame.
 - c. Recommendations will also be issued when applicants are technically in compliance, but where further action would be desirable.
5. The prospective member receives a draft of the completed Certification Checklist no more than 15 days following the field audit. If any preconditions or conditions are determined by the Auditor and Group Manager, they are contained in the checklist and summarized on a separate sheet.
6. A membership will be issued immediately if there are no non-compliances.
7. Prospective members with Major CARs will have an appropriate amount of time to achieve compliance. If the prospective member cannot meet compliance requirements within the timeframe set out, ***Ecotrust Canada will retain 50% of their membership fee to account for the cost of all assessments.***
8. The Group Manager reserves the right to conduct random field audits with at least two days prior notice, at no additional cost to the member, at any time during the contract period.

Field Audit Agenda

8.00 Opening meeting including:

- Introductions
- Scope and purpose of audit
- Brief info on forest operation
- Outline items for discussion
- Outline items to be viewed in the field
- Finalise field agenda

8.30 – 9:30 Review Filing System and Document Control System.

Specific documents to view:

- Legal documents of ownership/tenure rights
- Harvest and sale tallies
- Safety and Compliance Records
- Grievance Records
- Dispute Records
- Standard Operating Procedures (boundaries, fire and safety, harvester training/certification, monitoring, etc.)
- Waste and Residue reports
- Consultation Records
- Monitoring Records

9.30 – 11:30 Review FSC-BC Small Operations Toolkit

11.30 – 4:00 Field visit Including:

- View representative blocks (past, current, future harvest);
- Stream crossings, riparian areas, steep terrain, other sensitive areas
- Reserve areas
- Chat with any crew working that day;
- Look for boundary markers and worry points (perhaps elaborate or be more specific, as “worry points” might make a manager worry);

4.30-5.00 Assessment Team meeting

5.00 Debriefing (with applicant)

Document code: E 18

Document title: **Disputes reporting form**

Clarification:

The following form is for reporting disputes with neighbors or the local community. Any disputes which have not been resolved by mutual agreement after the first meeting between parties, should be reported to the group manager.

Background information (steps and situations that led to the conflict). Also include timeframe.	
Name and description of the party with whom the dispute has risen (provide also contacts if possible)	
Claims and main standpoints of opposing party (included suggested solution)	
Further steps proposed by me (court appellation, public discussion etc.)	
Group manager's response[will be filled by group manager or together after the discussion]	

Document title: **Actual annual felling summary report⁵**

Annual actual felling (cbm)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Spruce													
Pulpwood													0
Logs													0
Small logs													0
Fuelwood													0
Other													0
Total spruce	0	0	0	0	0	0	0	0	0	0	0	0	0
Pine													
Pulpwood													0
Logs													0
Small logs													0
Fuelwood													0
Other													0
Total Pine	0	0	0	0	0	0	0	0	0	0	0	0	0
Birch													
Pulpwood													0
Logs													0
Small logs													0
Fuelwood													0
Plywood													0
Other													0
Total Birch	0	0	0	0	0	0	0	0	0	0	0	0	0
Aspen													
Pulpwood													0
Logs													0
Small logs													0
Fuelwood													0
Other													0
Total aspen	0	0	0	0	0	0	0	0	0	0	0	0	0
Other													
Pulpwood													0
Logs													0
Small logs													0
Fuelwood													0
Other													0
Total other	0	0	0	0	0	0	0	0	0	0	0	0	0
All species total	0	0	0	0	0	0	0	0	0	0	0	0	0

5 Please adapt to local/regional/national conditions.



FSC is...



Environmentally appropriate

forest management ensures that the harvest of timber and non-timber products maintains the forest's biodiversity, productivity, and ecological processes.



Socially beneficial

forest management helps both local people and society at large to enjoy long term benefits and also provides strong incentives to local people to sustain the forest resources and adhere to long-term management plans.



Economically viable

forest management means that forest operations are structured and managed so as to be sufficiently profitable, without generating financial profit at the expense of the forest resource, the ecosystem, or affected communities.

