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**PEFC Forest Certification Vocabulary**

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**Table of Content**

**1. Introduction.....4**

**2. Purpose and Scope of Application.....4**

**3. References .....4**

**4. Terms and Definitions .....5**

## **1. Introduction**

This standard is part of a series of five Finnish PEFC forest certification standards. The series follows the SMS standard series elaborated in 1997 and 1998 and FCFS standard series elaborated in 2002 and 2003 as well as the PEFC FI standards elaborated in 2008 and 2009. The revised PEFC FI standard series will become into force after the PEFC Council's re-endorsement taking into account the transition period.

Standards of the Finnish PEFC standard series cover forest certification vocabulary, implementation and criteria, certification procedures and standard setting.

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

## **2. Purpose and Scope of Application**

This English translation is based on the original Finnish standard PEFC FI 1000:2014 that was approved by PEFC Finland on 27.10.2014. The translated standard versions are informal and the Finnish original standard applies also to the interpretation of their content.

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

This standard includes the Forest Certification Vocabulary.

## **3. References**

Finnish PEFC forest certification system includes five updated standards:

- PEFC FI 1000:2014; PEFC Forest Certification Vocabulary
- PEFC FI 1001:2014; Implementation of the PEFC Forest Certification System
- PEFC FI 1002:2014; Criteria for PEFC Forest Certification
- PEFC FI 1005:2014; PEFC Qualification Criteria for Certification Bodies and Certification Procedures
- PEFC FI 1006:2014; Standard Setting Process for PEFC Forest Certification

## 4. Terms and Definitions

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

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

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

**accredited certificate:** A certificate issued by a certification body within the scope of its accreditation which bears the accreditation body's symbol

**appeals procedures:** Defined and documented procedures to address any formal request to reconsider any decision made or process implemented within the framework of PEFC system

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**certified area:** A total area of the certified forests.

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

**certification group:** A certification group consists of a managing entity and members of the certification group.

**chain of custody of forest based products:** Process of handling of information on the material category of forest based products which allows the organisation to make accurate and verifiable claims on the content of certified material (PEFC ST 2002:2013).

**consensus:** General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity (ISO/IEC Guide 2).

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

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

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

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

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

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

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

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

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

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

**forest owner's confirmation:** A document submitted to forest owners or other entities responsible for forest management participating in a group certification which refers to the forest certificate and indicates membership in a certification group

**group certificate:** a document which indicates that an activity taking place on the certified area complies with the requirements determined in the standard documents and implied by the certification system.

**group certification:** certification of forest management concerning a certification group.

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

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

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

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

**managing body of a certification group:** A managing body of a certification group is an applicant or another entity authorized by an applicant for certification, which represents members of the group in matters related to forest certification and is responsible for assuring that requirements determined in the requirement setting documents and implied by the certification system are fulfilled within the certified forest holding.

**member of a certification group:** A forest owner participating in group certification, another body possessing a right for making decisions on the forest management or any other entity belonging to a certification group, which fulfils requirements determined in the requirement setting documents and implied by the certification system.

**non-conformity \*:** Situation in which the audit evidences indicate that operations are not carried out in compliance with a certification criterion.

**normative document:** A document that provides rules, guidelines or characteristics for activities or their results. It covers such documents as standards, technical specifications, codes of practice and regulations.

**observation in an audit:** An audit finding that does not warrant nonconformity but is identified by the audit team as an opportunity for improvement

**organisation \*:** Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

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

**PEFC notification:** An agreement between a certification body and PEFC organisation that indicates the recognition of a certification body for PEFC certification and specifies mutual responsibilities between a certification body and PEFC governing body.

**PEFC recognized certificate:**

- (a) a valid accredited forest management certificate issued by a PEFC notified certification body against the forest management scheme/standard which is endorsed by the PEFC Council,
- (b) a valid accredited chain of custody certificate issued by a PEFC notified certification body against this standard together with PEFC recognised specification of the material category, or
- (c) a valid accredited chain of custody certificate issued by a PEFC notified certification body against a scheme specific chain of custody standard which is endorsed by the PEFC Council.

Note: PEFC endorsed forest certification schemes and chain of custody standards are found at the PEFC Council website, [www.pefc.org](http://www.pefc.org).

**periodic review of a standard:** Complete revision of the standard within a defined time frame to ensure that the current knowledge is taken into consideration in the standard and that it is well adapted to the local/regional conditions.

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

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

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

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

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

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

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