

# FFCS 1000:2003, Vocabulary

This document is an unofficial translation (3 February 2004) of the original Finnish standard FFCS 1000:2003 text.

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#### 1. Introduction

This standard belongs to the series of the standards in the Finnish Forest Certification System (FFCS) preceded by a series of SMS standards elaborated in 1997-1998.

The other standards in the series address the implementation of the forest certification system, certification criteria, verification of chain of custody of wood, and qualification criteria for auditors and certification bodies.

The national Working Group on Forest Certification Standards has approved this standard in its meeting on 17 December 2003.

The series of FFCS standards are administered and possessed by the Finnish Forest Certification Council.

#### 2. Scope and field of application

This standard defines the basic and fundamental terms relating to forest certification and the verification of the chain of custody of wood, as they apply for the preparation and use of forest certification standards and for mutual understanding in international communication.

### 3. Definitions

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

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

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

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

**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 jointly prepared 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. The audit team may also include technical experts and auditors-in-training.

**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, an 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.

**batch period:** Agreed period during which the batch has been produced in one processing plant/unit. The batch period is usually max. 12 months.

**batch:** The quantity of wood raw material or of intermediate or finished product which is quantified as being work in progress during the defined batch period and delivered as an identified batch or parts of a batch to one or more processors, traders or users.

**certificate:** A document issued by a third party providing confidence that forests or chain of custody are managed in conformity with requirements.

**certification body:** Verifier of conformance.

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

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

**chain of custody of wood:** All the changes of custodianship of forest products, and products thereof, during the harvesting, transportation, processing and distribution chain.

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

**controversial sources:** Illegal or unauthorised harvesting such as harvesting in forest areas protected by law as well as in forest areas officially published by government authorities (or body with the legal authority to do so) as planned to become strictly protected by law, without the government authorities (or the body with the legal authority to do so) giving permission to harvest.

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

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

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

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

**follow-up audit:** An audit carried out to verify that the corrective action requirement has been implemented.

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

**forest certification:** A procedure to assess the quality of forest management in relation to the criteria of a forest management standard.

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

**group chain of custody certification:** Certification of chain of custody of a group of small and medium size enterprises under one certificate.

**group forest certification:** Certification of forest management of more than one forest owner under one certificate.

**indicator:** A quantitative or qualitative parameter which can be assessed in relation to a criterion. It describes objectively and unambiguously a relevant element of a criterion.

**industrial by-products:** Wood based material in the form of sawdust, fibrous wood, printers' off-cuts, solid-wood off-cuts or composite wood off-cuts resulting from any wood transformation or manufacturing process and which may be reclaimed and recycled as raw material for manufacturing process, or burned. Various materials belonging to this category are defined in details in customary definitions of the business in question.

**industrial co-products:** A class of virgin wood consisting of chips, slabs, sawdust and the like co-produced with the cutting of sawn wood or veneer log from the round wood log and used as materials for industrial processing or other com-

mercial applications. Industrial co-products are comparable to virgin fibre when determining the percentage of certified raw material. Various materials belonging to this category are defined in details in customary definitions of the business in question.

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

**label:** A claim which indicates certain aspects of a product.; off-product label, Information conveyed by a supplier by documentary means other than an on-product label, concerning the nature or classification of the material in a batch. on-product label. A merchandising label attached to a product or a package of products.

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

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

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

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

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

**origin:** The source of raw material, raw material type, product or similar (e.g. forest, log-

ging site, storage site, organisation or country).

**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.

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

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

**recycled wood and wood fibre:** (i) Wood/wood fibre by-products which are not from virgin sources or (ii) recycled post-consumer wood/wood fibre which has been commercially processed into raw material.

**regional forest certification:** Certification of the forests within delimited geographic boundaries, being applied for by the authorised organisation for the specified region and providing voluntary access for the participation of individual forest owners and other actors.

**rolling average:** arithmetic average of values measured at regular intervals for a pre-determined progressively changing period of time (or batch period, e.g. last 12 months). Used in accounting of material flows.

**single-issue label:** A label, which states something only on one property of the product (e.g. management of the forests which are origins of the wood raw material used in the product).

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

**surveillance audit:** An audit carried out to verify that the corrective action requirement has been implemented.

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

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

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

**virgin wood/fibre:** Wood/fibre, whether in the form of round wood, chips, sawdust, fibrous wood, not yet subjected to industrial processing.

**wood-based raw material:** Raw material or intermediate product based on wood (e.g. roundwood, chips, sawdust, sawn wood, wood based panels, pulp, paper, cork, bark, resin).