



**PEFC DK 007-1**  
English version

# **List of words and definitions**

for the Danish PEFC certification  
scheme for sustainable forest  
management

March 2007

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## 1. Introduction

These guidelines are a part of the Danish PEFC certification system for sustainable forest management (in the following mentioned as “the Danish scheme”). This document defines the basic and fundamental terms relating to forest certification and the certification of the chain of custody of forest based products

The definitions covers the relevant terms from Annex 1 “terms and definitions” to PEFC councils technical document. The definitions are as far as possible based on the existing references, within various international standardisation and certification processes. Some further special Danish definitions have been added.

PEFC Denmark’s Board of directors has approved the guidelines on 14<sup>th</sup> of March 2007.

## 2. Definitions

**accreditation:** A procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks. (ISO Guide 2)

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

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

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

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

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

**audit:** Systematic and objective activity to find out the extent to which requirements related to an agreed subject matter are fulfilled, performed by one or more persons who are independent of what is audited. (ISO 9000)

**auditee:** A forest owner, an organisation, or a group of forest owners, organisations and other actors operating in a defined forest area, to be audited. (ISO 9000)

**audit evidence:** Verifiable observations, information, records or statements of fact that establish the basis for conformance assessment. (ISO 9000)

**auditor:** A person who has the qualification to perform audits. (ISO 9000)

**audit plan:** A plan jointly prepared by the applicant and certification body for carrying out an audit. (ISO 9000)

**audit report:** A report on observations on the compliance of operations with the criteria. The report focuses on information on non-conformities. (ISO 9000)

**audit team:** A group of auditors, or a single auditor, designated to perform a given audit. The audit team may also include technical experts and auditors-in-training. (ISO 9000)

**certificate:** A document issued under the rules of a certification system, providing confidence that a duly identified product, process, or service, is in conformity with a specified standard or other normative document. (ISO Guide 2)

**certification:** A procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. (ISO Guide 2)

**certification body:** An independent third party that assesses and certifies organizations with respect to forest management or chain of custody standards and any supplementary documentation required under the system.

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

**chain of custody of forest based products:** All the changes of custodianship of forest based products, and products thereof, during the harvesting, transportation, processing and distribution chain from the forest to the end-use.

**clear cutting:** As clear cuttings are considered regenerations where the plane area exceeds 0,2 ha.

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

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

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

**conversion phase:** The phase necessary to converse the forest from traditional forest management which mainly consist of homogeneous and planted stands to a near to nature forest management. The duration of the conversion phase will depend

on the state of the forest at the starting point, but can remain from one to more tree generations.

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

**coppice forest:** Are typically old hazel forest with oak and hornbeam, alder forest, oak thickets and mixes stands of ash, oak, hazel ect. Where the trees ability to make rootsucker have been utilized and in that way had the opportunity to manage the forest in irregular rotation without the need to plant new trees.

**deviation:** Conditions which are not in compliance with a given criteria.

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

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

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

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

**external audit:** Audit carried out by a external part – for example a certification body

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

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

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

**forest fringe:** Two types of forest fringe exist: inner and outer

Outer forest fringes are characterised by high variation in herb species, bushes and broad-leafed trees – in many cases small trees with region characteristic – and therefore normally easy to separate from the production stand behind, which typically consist of one or some few tree species. In the forest fringe the age of the trees and bushes can vary, while the production stands behind normally are even aged.

Broad-leafed trees in the forest outer boundary are not always a part of the forest fringe and can only be characterised as such if the above-mentioned conditions exist.

Trees with low crowns in the fringe are therefore not normally covered of the provision. But because of the trees high landscape values and often low production value it's advised to leave the trees in the fringe.

Forest fringes established in connection with afforestation project will differentiate from the above-mentioned criteria by being even aged, but the choice of tree species and the distribution of species will often be characteristic.

Where a forest area are cut I two by large public roads, will forest fringes on each side of the road be seen as outer fringe (from the guidance for interpretation of the forest act)

Inner forest fringe are fringes around lakes, meadows, heat lands and similar areas, which form a natural part of the forest.

**forest manager:** An individual or organisation that is responsible for the management planning and supervision of operations in a forest area.

**forest management proof:** Umbrella organisations can issue a forest management proof to group certified forest owners. A forest management proof are not the same as a certificate.

**forest meadow:** Light open grass areas in the forest. Forest meadows are valuable whether they are untouched, grazed or are cut, but they are vulnerable to fertilizers.

**forest owner:** An individual or organisation that has the registered property rights over a forest area. (State, industry or private)

**grazing forest:** Forest areas grazed by or former grazed by domestic animal (horses, sheep or cattle) or deer.

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

**group certification of chain of custody:** Certification of chain of custody of a group of small and medium sized multi-site organisation under one certificate

**key biotopes:** Key biotopes are areas with importance for preservation of biological values in the forest. They contain nature types, structures, elements or species that can secure the biodiversity. As key biotops are considered the biotops listed in annex 4.

**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.

**indigenous species:** As indigenous species are considered the species on the list in annex 2, while trees and shrub to be used in forest fringes (inner and outer) can be found in annex 3.

**Internal audit:** Audit carried out internal at the forest property or in the company.

**label:** A claim which indicates certain aspects of a product.

**labelling:** Usage of labels (on- or off-product).

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

**locally adapted:** The tree species and provenances is notoriously adapted to the local conditions i.e. soil conditions (water and nutrition supply, drainage) and climate (temperature, precipitation, wind/storm, salt ect.).

**mixed stands:** Stands with a mixture of other/others tree species of minimum 20%.

**multi-site:** A multisite organisation is defined as an organisation having an identified central function, at which certain activities are planned, controlled and managed and a network of local offices or branches (sites) at which such activities are fully or partially carried out.

**nature values:** As nature values are considered areas with high biodiversity or with rare animals/plants.

**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.

**oak thickets:** Old oak stands characterized by grazing, coppicing or frost or wind damage. I might be both old thickets and younger overgrown thickets on former moor or meadow.

**observation:** Registered conditions, which does not comply with the forestry standard but does not deviate considerably to create a deviation.

**off-product label:** Information conveyed by a supplier by documentary means other than an on-product label, concerning the nature or classification of the material in a batch.

**on-product label:** A merchandising label attached to a product or a package of products.

**organisation:** Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration (ISO 14004).

**Path and roads in forest:** Established traffic lane. Shall be seen in contrast to visible tracks after transport, thinning and similar activities as well as animal tracks. (

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

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

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

**poor and better soils:** Illustrated on the map in annex 1.

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

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

**selective felling:** In principal the oldest type of forest management and is a management form by which the products that was needed was selected from the forest and the forest were left for natural generation. Forest with selective felling contains in all stands trees with different age and dimensions and clear cuttings do not occur.

**stakeholder, interested party:** An individual or group of individuals with a common interest, concerned with or affected by the operation of an organisation (ISO 14004)

**standard:** A document established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context. (ISO Guide 2)

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

**sustainable forest management (SFM):** The stewardship and use of forests and forest land in a way and at a rate, that maintains their biodiversity, productivity, regeneration capacity, vitality and their potential to fulfil now and in the future, relevant ecological, economic and social functions, at local, national and global levels and does not cause damage to other ecosystems. (MCPFE)

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

**third party:** person or body that is recognized as being independent of the parties involved, as concerns the issue in question (ISO Guide 2)

**umbrella organisation:** In this context an umbrella organization is an organization, which offers and administers group certification of forest management under the Danish scheme. The umbrella organisation can be seen as an organisation having an identified central function, at which certain activities are planned, controlled and managed and a network of minor forests, at which such activities are fully or partially carried out.

All the forest covered by the umbrella shall have a legal or contractual link with the umbrella organisation and be subject to a common inspection from the umbrella organisation, to secure compliance with the forestry standard.

This means that the umbrella organisation has the right to implement corrective actions when needed at any forest property covered by the umbrella.

#### **Litteratur:**

DS/EN ISO 9000:2000 Quality management systems - Fundamentals and vocabulary

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

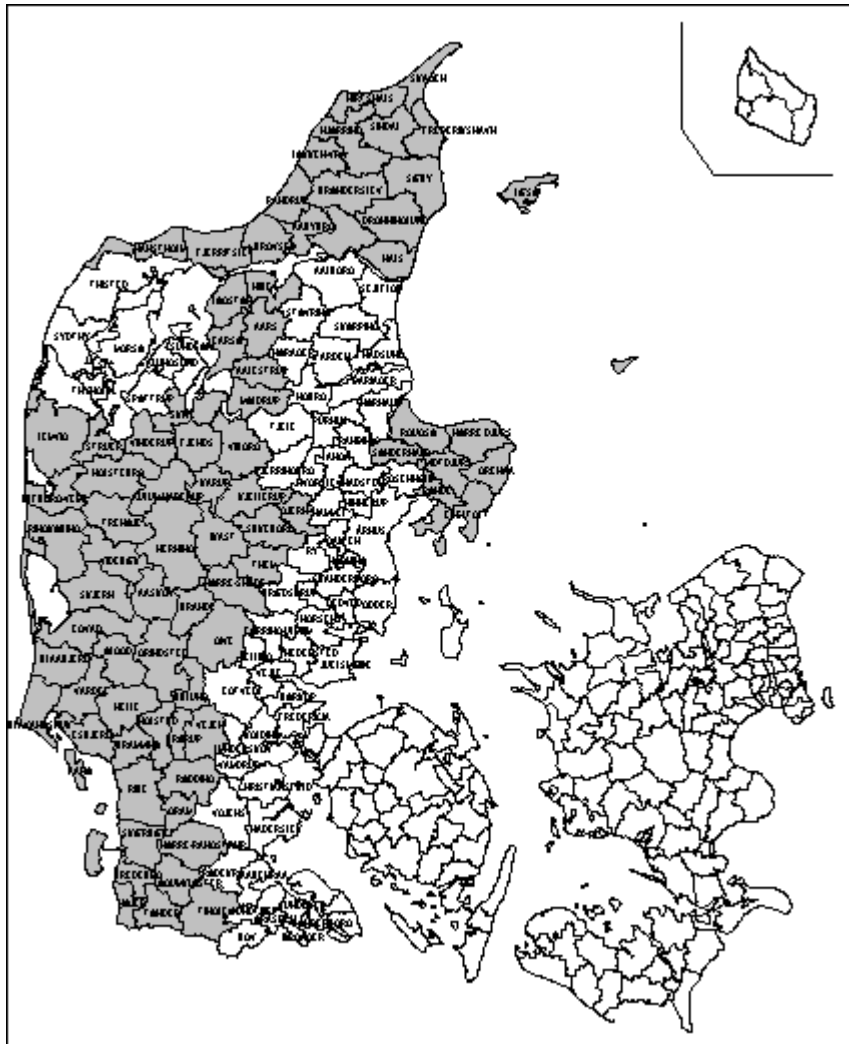
ISO/IEC Guide 2:1996 (DS/EN 45020:1998) Standardization and related activities - General vocabulary

Guidance to the nature protection act - [www2.sns.dk/netpub/nbslov/Kap00.htm](http://www2.sns.dk/netpub/nbslov/Kap00.htm)

Guidance to the forest act – [www.skovognatur.dk/Lovgivning/Love/Vejled\\_skovlov/](http://www.skovognatur.dk/Lovgivning/Love/Vejled_skovlov/)

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

## Annex 1 : Poor and better soils:



	Communities with mainly poor soils
	Communities with mainly better soils

## Annex 2: Indigenous tree species

Ask (*Fraxinus excelsior*)  
Avnbøg (*Carpinus betulus*)  
Dunbirk (*Betula pubescens*)  
Vortebirk (*Betula pendula*)  
Bøg (*Fagus sylvatica*)  
Stilkeg (*Quercus robur*)  
Vintereg (*Quercus petraea*)  
Rødel (*Alnus glutinosa*)  
Fuglekirsebær (*Prunus avium*)  
Småbladet lind (*Tilia cordata*)  
Ær (*Acer pseudoplatanus*)  
Spidsløn (*Acer platanoides*)  
Bævreasp (*Populus tremula*)  
Skovfyr (*Pinus sylvestris*)

From: *Bæredygtig skovdrift – tilskud til foryngelse af nåletræsarealer, vejledning nr. 2, bilag 1, Skov- og Naturstyrelsen.*

## Annex 3: Trees and bushes for forest fringe

The forest fringe shall contain 100% board-leaved trees and bushes. At least 20 % and as a maximum 040 % of the plants in the fringe shall be bushes from the following list:

### Board leaved tree species:

Ask (*Fraxinus excelsior*)  
Avnbøg (*Carpinus betulus*)  
Dunbirk (*Betula pubescens*)  
Vortebirk (*Betula pendula*)  
Bøg (*Fagus sylvatica*)  
Stilkeg (*Quercus robur*)  
Vintereg (*Quercus petraea*)  
Rødel (*Alnus glutinosa*)  
Storbladet elm (*Ulmus glabra*)  
Fuglekirsebær (*Prunus avium*)  
Småbladet lind (*Tilia cordata*)  
Spidsløn (*Acer platanoides*)  
Navr (*Acer campestre*)  
Seljepil (*Salix caprea*)  
Almindelig røn (*Sorbus aucuparia*)  
Vildæble (*Malus silvestris*)

### Bush species:

Bened (*Euonymus europaeus*)  
Dunet gedeblad (*Lonicera xylosteum*)  
Hassel (*Coryllus avellana*)  
Havtorn (*Hippophaë rhamnoides*)  
Alm. hvidtjørn (*Crataegus laevigata*)  
Engriflet hvidtjørn (*Crataegus monogyna*)  
Almindelig hyl (*Sambucus nigra*)  
Almindelig hæg (*Prunus padus*)  
Kristtorn (*Ilex aquifolium*)  
Rød kornel (*Cornus sanguinea*)  
Kvalkved (*Viburnum opulus*)  
Femhannet pil (*Salix pentandra*)  
Gråpil (*Salix cinerea*)  
Krybende pil (*Salix repens*)  
Øret pil (*Salix aurita*)  
Fjeldribs (*Ribes alpinum*)  
Blågrøn rose (*Rosa dumalis*)  
Hunderose (*Rosa canina*)  
Klitrose (*Rosa pimpinellifolia*)  
Æblerose (*Rosa rubiginosa*)  
Slåen (*Prunus spinosa*)  
Tørst (*Rhamnus frangula*)  
Vrietorn (*Rhamnus catharticus*)

From: *Bæredygtig skovdrift – tilskud til foryngelse af nåletræesarealer, vejledning nr. 2, bilag 2, Skov- og Naturstyrelsen.*

## Annex 4: Key biotops in forest – only in Danish

### Sluttede bevoksninger:

- bøgeskov med flere etager og dødt ved
- gammel løvskov, tydeligt "overmoden" (f.eks. bøgeskov nær sammenbrud)
- kontinuert skov (skov med rig bundflora)
- blandingsløvskov med flere etager og dødt ved
- lindeskov (sluttet skov med lind på gammel løvskovbund)
- gammel nåleskov (mindst 100-årig gran/fyr med bundvegetation og naturforyngelse)
- stævningskov
- græsningsskov
- skovbryn (kun naturmæssigt værdifulde skovbryn)

### Krat:

- egekrat
- andre løvkrat (f.eks. birk, hassel, pil eller blanding)

### Skovsumpe:

- ellesumpe
- askesumpe
- birkesumpe
- andre træbevoksede sumpe (f.eks. pil og blandingskov)

### Vådområder:

- søer og damme
- moser
- kildevæld
- vandløb (mere eller mindre naturligt)
- strandeng/ strandrørsump

### Lysåbne miljøer:

- overdrev
- enge (f.eks. gamle skovenge med engflora/sommerfugle og ±græsning /slåning)
- hede- og klitarealer

### Andet:

- gamle stengærder, jorddiger og kulturspor, der kræver hensyn for at bevares
- voksesteder for fredede og rødlistede plante- og dyrearter

De enkelte nøglebiotoper (på nær hede- og klitarealer) er beskrevet i Skov- og Naturstyrelsens publikation: *Nøglebiotoper i skov - billedkatalog*, som findes på [www.skovognatur.dk](http://www.skovognatur.dk) under udgivelser fra år 2000.

Kilde: *Bæredygtig skovdrift – tilskud til grøn driftsplan, vejledning nr. 1, bilag 1, Skov- og Naturstyrelsen*