

---

# Group Forest Management Certification – Requirements

---

**Thailand Forest Certification Council - TFCC**  
**The Federation of Thai Industries**



<b>Document name:</b> Group Forest Management Certification - Requirements		
<b>Document title:</b> TFCC SD 002:2017	<b>Issue date:</b> 11 December 2017	<b>Application date:</b> 2 January 2018
<b>Edition No. : 1</b>	<b>Performed by:</b> Mr.Surakit Darncholvichit	<b>Approved by:</b> Dr.Naruekamol Pookhao

## Contents

1	Scope .....	4
2	Normative references.....	4
3	Terms and Definitions.....	5
3.1	Certified area .....	4
3.2	Group entity.....	4
3.3	Group forest certificate .....	5
3.4	Group forest certification .....	5
3.5	Group organisation .....	5
3.6	Participant .....	5
3.7	Document confirming participation in group forest certification .....	5
4	Eligibility criteria for group certification .....	6-9
4.1	General .....	6
4.2	Functions and responsibilities of the group entity .....	7
4.3	Functions and responsibilities of participants .....	8
4.4	Enable size to be part of Group Forest Management Certification .....	9
	Figure 1: Definition of the group organisation .....	9

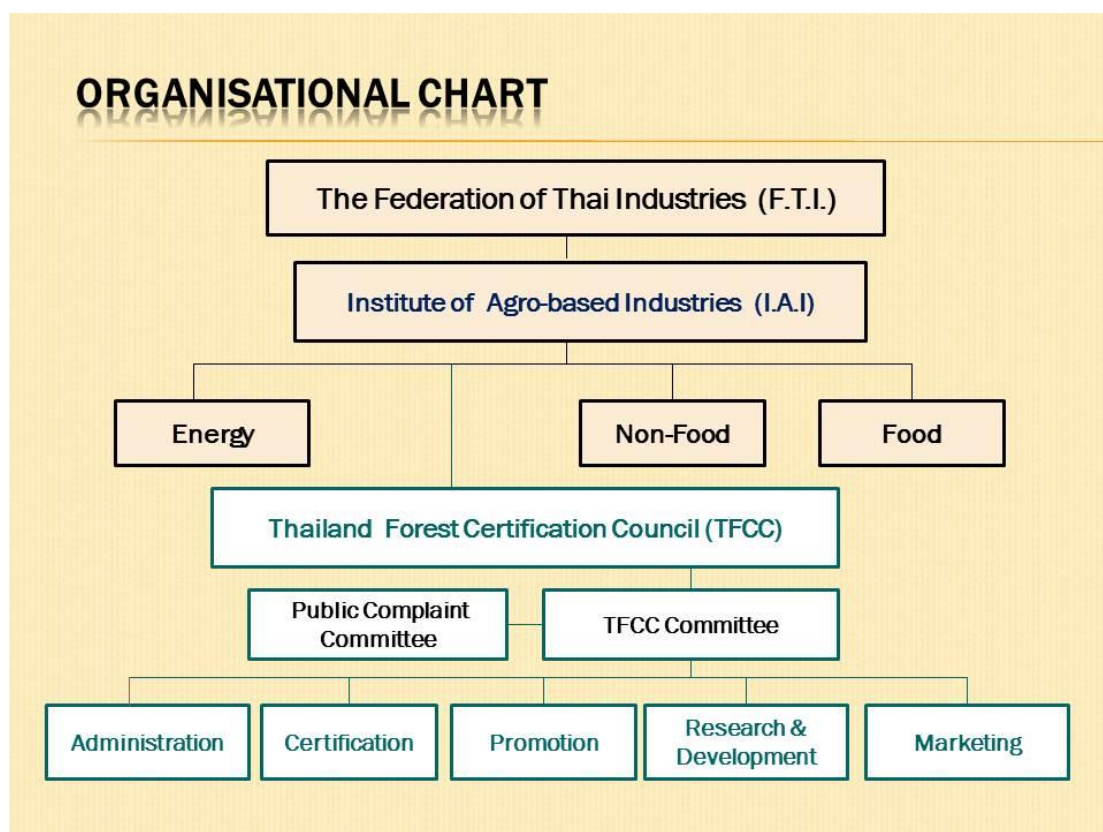
## Foreword

PEFC (Programme for the Endorsement of Forest Certification schemes) is an international organisation, and TFCC (Thailand Forest Certification Council) is a national organisation, promoting sustainable forest management through Forest Management certification, Chain of Custody certification and labeling of forest based products. Products with TFCC claim and /or label deliver confidence that raw material originates in sustainably managed forest.

PEFC is reliable to the endorsement of the national organisation under the forest certification schemes with compatible to the specifications and requirements of PEFC and functional to the auditing programme and endorsement process.

In Thailand, F.T.I. (The Federation of Thai Industries) is acting on the PEFC Council's behalf as PEFC authorised body.

In terms of the organisational chart, TFCC is acting as an authorized body of both a focal point of Institute of Agro-based Industries (I.A.I) and F.T.I., on behalf of PEFC Council's. TFCC has empowered by all sectoral stakeholders and establishes the sustainable forest management system for well-known in international level together with acknowledgement and implementation of the international management system.



## 1 Scope

This document defines the requirements for group forest management certification of a number of forest owners/managers under one certificate under the Thailand Forest Certification System (TFCS).

Group forest management certification requires establishing a specific management structure that includes the individual forest owners/managers. This entity represents the individual owners/managers in forest certification in order to ensure the correct implementation of TIS 14061 and provide a sufficient level of confidence in sampling-based certification activities.

Note: The term “group certification” complies with individual forest certification system where a number of individual forest owners are certified under one certificate.

## 2 Normative references

- PEFC ST 1002:2010, Group Forest Management Certification - Requirements
- ISO/IEC Guide 2:1996, Standardisation and related activities - General vocabulary

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC Guide 2:1996 apply together with the following definitions.

### 3.1 Certified area

The forest areas are covered by a **group forest certificate**, representing the sum of forest areas of the **participants**.

### 3.2 Group entity

An entity that represents the **participants**, with overall responsibility for ensuring the conformity of forest management in the **certified area** of TIS 14061 and other applicable requirements of the TFCS.

Note 1: The term “group entity” is equivalent to the term “group applicant”, etc.

Note 2: The relationship between the terms “group organisation”, “group entity” and “participant” is shown in Figure 1.

### 3.3 Group forest certificate

A document confirming that the **group organisation** complies with the requirements of TIS 14061 and other applicable requirements of the TFCS.

Note: The term “group forest certificate” is equivalent to the term “regional/provincial certificate” or other terms those are relevant TFCS which comply with the content of this definition

### 3.4 Group forest certification

Certification of the **group organisation** under one **group forest certificate**.

Note: The term “group forest certification” is equivalent to the term “regional/provincial forest certification” or other terms those are relevant TFCS and complying with the content of this definition. The term “regional/provincial forest certification” is to be understood as “group forest certification” limited by geographical boundaries

### 3.5 Group organisation

A group of **participants** represented by the **group entity** for the purposes of implementation of TIS 14061 and its certification.

Note 1: The term “group organisation” is equivalent to the term “region/province” or other terms those are relevant TFCS and complying with the content of this definition.

Note 2: The relationship between the terms “group organisation”, “group entity” and “participant” is shown in Figure 1.

### 3.6 Participant

A forest owner/manager or other entity covered by the **group forest certificate**, who has the legal right to manage the forest in a clearly defined forest area, and the ability to implement the requirements of TIS 14061 in that area.

Note 1: The term “ability to implement the requirements of TIS 14061” requires the entity to have a long-term legal right to manage the forest and would disqualify one-off contractors from becoming participants in group certification.

Note 2: The relationship between the terms “group organisation”, “group entity” and “participant” is shown in Figure 1.

### 3.7 Document confirming participation in group forest certification

A document issued to an individual **participant** that refers to the **group forest certificate** and that confirms the **participant** as being covered by the scope of the **group forest certification**.

## 4 Eligibility criteria for group certification

### 4.1 General

4.1.1 Clear definitions are provided for the following terms, which are in conformity with the definitions of those terms presented in chapter 3:

- (a) the group organisation,
- (b) the group entity,
- (c) the participant,
- (d) the certified area,
- (e) the group forest certificate, and
- (f) the document confirming participation in group forest certification.

4.1.2 In cases group entity allows an individual forest owner to be covered by additional group or individual forest management certifications, the group entity shall ensure that non-conformity by the forest owner identified under one forest management requirement is addressed in any other forest management requirements that covers the forest owner.

4.1.3 The participants of group forest certification shall be managed by a group entity that is centrally administered to ensure participants conformity with TIS 14061 and is subject to central review, and that all the participants shall be subject to an internal monitoring program.

4.1.4 The group entity is responsible to develop and operate an annual internal monitoring program to provide sufficient confidence in the conformity of the whole group organisation with TIS 14061. The elements of the internal monitoring program shall include following:

(a) at the time of joining the group organisation, individual participants shall undertake initial assessment against TIS14061, either through a self-assessment or an assessment by group entity. In the case of a self-assessment, the assessment shall be reviewed by the group entity;

(b) the group entity shall carry out internal audit on at least  $\sqrt{n}$ , n is the total number of participants with regard to their conformity with TIS14061 on an annual basis;

(c) the group entity shall ensure that the internal audit is carried out by competent personnel that is impartial to the audited participant; and

(d) the group entity shall evaluate the information about conformity of the participants to the TIS14061 that is obtained from publicly available sources and other interested parties.

## **4.2 Functions and responsibilities of the group entity**

4.2.1 The functions and responsibilities of the group entity are as follows:

(a) To represent the group organisation in the certification process, including in communications and relationships with the certification body, submission of an application for certification, and contractual relationship with the certification body;

(b) To provide a commitment on behalf of the whole group organisation to comply with TIS 14061 and other applicable requirements of the forest certification system;

(c) To establish written procedures for the management of the group organization with compatible to TIS 14061;

(d) To keep records of:

- the group entity and participants' conformity with the requirements of TIS 14061, and other applicable requirements of the forest certification system,
- all participants, including their contact details, identification of their forest property and its/their size (s),
- the certified area,
- the implementation of an internal monitoring programme, its review and any preventive and/or corrective actions taken;

(e) To establish connections with all participants based on a written agreement which shall include the participants' commitment to comply with TIS 14061. The group entity shall have a written contract or other written agreement with all participants covering the right of the group entity to implement and enforce any corrective or preventive measures, and to initiate the exclusion of any participant from the scope of certification in the event of non-conformity with TIS 14061;

Note: The requirements for "participant' commitment" and "written contract or other written agreement with all participants" can also be satisfied by the commitment of and written agreement of the forest owners/managers' association, where the association can demonstrate that it has a legal mandate to represent the participants and where its commitment and the terms and conditions of the contract are enforceable.

(f) To provide participants with a document confirming participation in the group forest certification;

(g) To provide all participants with information, guidance and training programme, required for the effective implementation of TIS 14061 and other applicable requirements of the forest certification system;

(h) To operate an annual internal monitoring programme that provides for the evaluation of the participants' conformity with the certification requirements with summarizing and reporting the internal monitoring results to all participants for communication, and;

(i) To evaluate the corrective and preventive measures of the internal monitoring results, preparing for certification process.

(j) To operate a review of conformity with TIS 14061, that includes reviewing the results of the certification body's evaluations and surveillance with corrective and preventive measures if required; and the evaluation of the effectiveness of corrective actions taken.

(k) To review the management of change from internal and external factors with compatible to TIS 14061.

#### **4.3 Function and responsibilities of participants**

4.3.1 The function and responsibilities of the participants are as follows:

(a) To provide the group entity with a written agreement, including a commitment on conformity with TIS 14061 and other applicable requirements of the TFCS;

Note: The requirement for "written agreement" and participants' "commitment" is also satisfied by the written agreement of the forest owners/managers' association with the group entity, where the forest owners/managers' association can demonstrate that it has a legal mandate to represent the participants and where its commitment and the terms and conditions of the written agreement are enforceable.

(b) To comply with TIS 14061 and other applicable requirements of the TFCS;

(c) To provide full co-operation and assistance in responding effectively to all requests from the group entity or certification body for relevant data, documentation or other information; allowing access to the forest and other facilities, whether in connection with formal audits or reviews or otherwise;

(d) To implement relevant corrective and preventive actions established by the group entity.



#### 4.4 Enable size to be part of Group Forest Management Certification

Small size can be included to group forest management. According to TIS 14061, the sized classification of forest plantations for small sizes identifies as the management land areas not more than 1,600 hectares (10,000 rai)

**Figure 1: Definition of the Group Organisation**

