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Magyar Erdőtanúsítási Rendszer

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Definitions and Abbreviations

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1 Definitions

Definitions in relation to the Hungarian Forest Certification are collected in this section. These definitions shall be interpreted in accordance with relevant ISO documents and additional information in other sections of this document.

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)

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

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)

authorised body: An entity authorised by the PEFC Council to perform the administration of the PEFC scheme on behalf of the PEFC Council

Note: The authorised body is either the PEFC National Governing Body operating within its country or other entity which has been authorised by the PEFC Council to perform the administration of the PEFC scheme.

buffer zone: Forests that are suitable for and dedicated to environmental, ecological, cultural and social functions. They are able to enhance and restore landscape, biodiversity and ecological connectivity as well as social values in their bioregion, where the other wooded land is located.

Note: the primary function of buffer zones is not necessarily environmental, ecological, cultural or social function.

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 area: The forest area covered by a group forest certificate representing the sum of forest areas of the participants.

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.

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)

complaint: written expression of dissatisfaction (other than appeal) by any person or organisation which relates to the activities of the PEFC Council and/or PEFC National Governing Bodies.

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

criterion: Requirement against which conformity assessment is made.

degree of naturalness of forest: Degree of naturalness is a classification of forests with reference to their species composition and the extent to which natural processes prevail. The following categories apply:

- a) **natural forest:** Forest that presents natural forest type without disturbances suitable for the site conditions, where natural processes prevail, regeneration takes place naturally and where there are no invasive tree species.
- b) **semi-natural forest:** Forest that is similar to natural forests, but where regeneration might take place in an artificial way, and the proportion of species not suitable for the region do not exceed 20%, and invasive tree species are not present.
- c) **secondary-forest:** Forest of tree species that are naturally occurring on the specific site, but the structure of forest is disturbed by human influence, typically regenerated with planting or coppicing. Invasive tree species do not exceed 20%, and species not suitable for the region do not exceed 50%.
- d) **intermediate forest:** Forest significantly influenced by human disturbances with regards to its structure and species composition, where invasive tree species do not exceed 50%, and species not suitable for the region do not exceed 70%.
- e) **semi-plantation forest:** Forest that consist of species not suitable for the region at more than 70%, or the proportion of invasive tree species exceed 50%, and the native tree species do not reach 30% proportion in area.
- f) **plantation forest:** Forest that consist of introduced species completely, planted in precise spacing and the rotation period exceeds 15 years.

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

disadvantaged stakeholder: A stakeholder who might be financially or otherwise disadvantaged in participating in the standard-setting work.

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.

enquiry draft: Proposed document that is available for public consultation.

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)

final draft: A proposed document that is available for formal approval.

forest: In the application of HFC, forest is a piece of land permanently (more than 15 years) occupied by an ecosystem that is characterised by its tree components regardless the temporal changes that may occur naturally or artificially in its functioning or appearance. Forests include soil and waters. Forests are registered by the forestry authority as such. (See also the definition of other wooded land)

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

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

group entity: An entity that represents the participants, with overall responsibility for ensuring the conformity of forest management in the certified area to the sustainable forest management standard and other applicable requirements of the forest certification scheme.

group forest certificate: A document confirming that the group organisation complies with the requirements of the sustainable forest management standard and other applicable requirements of the forest certification scheme.

group organisation: A group of participants represented by the group entity for the purposes of implementation of the sustainable forest management standard and its certification.

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.

key stakeholder: A stakeholder whose participation is critical to the results of the standard-setting work.

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

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

licencing body: An entity responsible for the issuance of the PEFC Logo usage licences

Note: The licensing body is either the PEFC Council or the authorised body.

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.

multilevel organization: In principle an organization that contains persons or organizations in hierarchical arrangement with formally established command and report lines. In the application of HFC a forest management unit with a certified area less than 5000 hectare shall be regarded as a non-multilevel organization, while larger management units shall be regarded as multilevel organizations.

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.

notifying body: An entity responsible for the issuance of the PEFC notification of certification bodies

Note: The notifying body is either the PEFC Council or the authorised body.

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).

other wooded land (OWL): Short rotation tree stands that meet the definition of forest except that they are not registered as forest by the forest authority and their rotation age is between 3 and 20 years. Date of the establishment of other wooded land is understood as the date of the initial planting.

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 the sustainable forest management standard in that area.

PEFC recognised certificate:

is:

- a) a valid **accredited** forest management certificate issued by a PEFC notified certification body against a PEFC Council endorsed forest management scheme/standard,
- b) a valid **accredited** chain of custody certificate issued by a PEFC notified certification body against the PEFC Council international chain of custody standard or
- c) a valid **accredited** chain of custody certificate issued by PEFC notified certification body against a scheme specific chain of custody standard that is endorsed by the PEFC Council.

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.

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.

revision of document: Introduction of all necessary changes to the substance and presentation of a normative document.

review of document: Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn.

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)

standardising body: Body that has recognized activities in standardisation (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)

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. round wood, chips, sawdust, sawn wood, wood based panels, pulp, paper, cork, bark, resin)

working draft: Proposed document that is available generally for comments or voting within a working group/committee.

2 Abbreviations

GE	Group Entity
HFC	Hungarian Forest Certification represented by the Hungarian Forest Certification Non-Profit Ltd. as the legal entity or the Hungarian Forest Certification Council as the governing body of the scheme. (www.pefc.hu)
ILO	International Labour Organisation
ISO	International Organization for Standardization (www.iso.org)
OWL	other wooded land
PEFC	Programme for the Endorsement of Forest Certification schemes (www.pefc.org)
SFM	sustainable forest managements
SFMS	sustainable forest management standard
WHO	World Health Organization (www.who.int)