

Forest Management Manual Templates

Name	Reference	Document type	To be completed
Legal Ownership/Third Party Rights	Tem.1.2	Word	YES or in Management Plan
Illegal/Unauthorised Activity Policy	Tem.1.4a	Word	YES
Record of Illegal/Unauthorised Activity	Tem.1.4b	Word	As applicable
Third Party Rights Granted Notification Letter	Tem.1.8	Word	As applicable
Third Party Rights Granted Notification Letter - hunting	Tem.1.8a	Word	As applicable
Statement of compliance with employment and business legislation	Tem.2.1	Word	Recommended
Emergency/Contingency Planning	Tem.2.3a	Word	YES
Lone Working Emergency Plan	Tem.2.3b	Word	As applicable
Accident and Incident Reporting Record	Tem.2.3c	Word	As applicable
Training (Competency) and Insurance Record	Tem.2.5a	Excel	YES
Operational Monitoring Checklist	Tem.2.5b	Word	YES as applicable
Stakeholder List	Tem.4.1	Excel	YES
Annual FMU Budget	Tem.5.5	Excel	YES
Tree Sales Agreement [ITGA]	Tem.5.3	PDF	YES – for timber sales
Environmental Impact Assessment	Tem.6.1	Word	YES
Forest Management Plan	Tem.7.1a	Word	YES
Forest Inventory and Work Plan	Tem.7.1b	Excel	YES appended to Management Plan
Forest Management Plan – Completion Notes	Tem.7.1c	Word	No – guidance only
FMP – Summary Plan	Tem.7.1d	Word	YES
Work Planning Checklist	Tem.7.3	Word	YES as applicable
Harvesting Site Commencement Checklist	Tem.7.3a	Word	YES as applicable
Annual Monitoring Report	Tem.8.1	Word	Yes
Forest Operations Contract	Tem.8.2	Word	YES as applicable
Integrated Pest Management Strategy	Tem.10.7a	PDF	YES or in Management Plan
Pesticide Use Record	Tem.10.7b	Excel	As applicable
Work Planning Checklist	Tem.10.10	Word	YES as applicable
Harvesting Site Commencement Checklist	Tem.10.11	Word	YES as applicable
Waste Disposal Policy	Tem.10.12	PDF	If applicable. Records to be kept

Note: The above templates were amended to be compatible with the 2024 version of the FSC® Ireland Standard. They should also be compatible with the 2014 version of the PEFC Irish Forest Certification Standard (IFCS) standard.

Users of these templates should satisfy themselves as to the appropriateness for their business. No liability will be accepted by DAFM or the project partners for the supply or use of these templates and documents. Forest owners are advised to get independent advice in relation to forest management and forest certification.

The website www.groupcertification.ie contains the latest versions of the above templates. Periodical reviews will be undertaken of these templates.

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