

PLEASE COMPLETE ALL GREY CELLS AS APPLICABLE

Estate or FMU name:			
Certification code/ID:			
Report covers the period:			
Name of person completing the report:		Date:	

Records required for all woodlands

Forest Management Plan [FMP] Period:	
If FMP has been reviewed recently please provide: <i>review details, copy of review, or plan with summary of review</i> and copy of monitoring summary	
Applicable GFL/ felling consent reference(s) and period(s)	

Please provide a summary of activity in the past 12 months

For ALL items with a 'Yes' answer, please provide a description and/or reference or supply copies of documents

Indicate YES/NO

1. Have there been any changes to ownership of the certificated area?	
2. Have there been any changes to the forest area?	
3. Have there been any changes to forest managers or contractors implementing the management structures or silvicultural methods?	
4. Illegal harvesting, settlement and other unauthorized activities. Tem.1.4b completed? Have preventative measures been effected? Have there been any grievances? <i>Give details or reference records.</i>	
5. For new roads, all necessary consents have been obtained. <i>Refence consents or licences</i>	
6. Have there been any complaints relating to management of the certificated area?	
7. Have there been any accidents or near misses in the forest? Accident book and records are maintained? Reported to HSA?	
8. Summary of timber any other non-timber woodland product sales. Are local markets being used?	
9. Have you sold timber with FSC® claims of PEFC claims, confirm correct use of claims and certificate code/id were included on delivery and sales documents. <i>Harvesting and sales documentation for timber and non-timber products shall show: product, quantity, date of production, production site, forest (FMU) of origin, certification code, destination, and persons/companies involved in processing, sale, and transport of the product.</i>	
10. Have you used FSC® trademarks, letters 'FSC', on any documents, promotional material, or website? Have you permission for use of same? Are you correctly using PEFC trademark on any documents, promotional material, or website? [i.e. without the TM]	

11. At the end of 5 year plan period a monitoring summary is required				
12. Summary totals of chemical use – add more rows to table if required or attach list				
Chemical name active ingredient	Brand name	Quantity of concentrate/active ingredient used (ltrs/kgs)	Area treated (hectare)	
13. Do you have a copy of the spray operator's qualifications?				
14. Summary of any use of fertilizers, if applicable				
15. Summary of deer cull targets and results, evidence of cooperation with neighbouring landowners, if applicable				
16. Pests and diseases. Summarise incidence of findings, as applicable.				
17. Biological control agents – Summarise incidence of and use of biological control agents, if applicable. if used confirm compliance and records are stored				
18. Exotic species – confirm if introduced, if yes, active monitoring must be demonstrated and no ill effects confirmed				
19. Confirm how monitoring of forest regeneration, growth and dynamics is demonstrated				
20. Confirm how monitoring of representative examples of ecosystems within conservation zones is performed				
21. HCV – if features are present, confirm monitoring and consultation with applicable authorities				
22. Are training records, certificates of competence and first aid, maintained and up to date. Please supply names of contractors and qualifications added since last audit; <i>Doc.2.5a</i> maintained				
23. Insurance records; Owners/managers and contractors liability insurance; <i>Doc.2.5a</i> maintained				
24. Please provide a summary of your operational plans for the forthcoming 12 months				