



Section	Specific Requirement	Additional Information	Audit Evidence	Meets Standard (Y/N)	Auditor Opinion	Gap Identification
CSA Z809-02 4.1 General Requirements	The organization shall meet the SFM requirements of this Standard, which include but are not limited to:					
	a) compliance with relevant legislation on the DFA;	See 7.5.1- Monitoring and Measuring				
	b) appropriate values, objectives, indicators, and targets that clearly address the CCFM SFM criteria and CSA SFM elements in this Standard;					
	c) ongoing and meaningful public participation;	See 5.3.1- Basic Operating Rules				
	d) progress towards or achievement of performance targets; and e) continual improvement in performance.	See 6.0- SFM Performance Requirements				
CSA Z809-02 4.2 Required Activities	To meet all the SFM requirements of this Standard, the organization shall meet the					
	a) public participation requirements described in Clause 5;	See 5.1- Basic Requirements				
	b) performance requirements described in Clause 6; and c) system requirements described in Clause 7.	See 6.0- SFM Performance Requirements See 7.1- General SFM Requirements				
CSA Z809-02 5.1 Basic Requirements	The organization shall establish and implement a public participation process by either					
	a) starting a new process;					
	b) building on an existing process; or c) reviving a previous process.					
CSA Z809-02 5.2 Interested Parties	The organization shall					



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	a) openly seek representation from a broad range of interested parties, including DFA-related workers, and invite them to participate in developing the public participation process;	The organization should openly seek representation from those directly affected or interested in Forest Management within the DFA.				
	b) provide interested parties with relevant background information;					
	c) demonstrate through documentation that efforts were made to contact Aboriginal forest users and communities affected by or interested in forest management in the DFA	Review Provincial consultation process and ensure that the current process DMI is utilizing addresses all concerns. In some cases, Aboriginal consultation may require a separate process.				
	d) demonstrate through documentation that efforts were made to encourage Aboriginal forest users and communities to become involved in identifying and addressing SFM values;					
	e) recognize Aboriginal and treaty rights and agree that Aboriginal participation in the public participation process will not prejudice those rights					
	f) establish and maintain a list of interested parties, including those that chose to participate, those that decided not to participate, and those that were unable to participate. The list shall contain names and contact information, as well as any links to the organization	The organization must ensure to document evidence of invitations extended to participants, whether or not they choose to participate, and if they do not participate, the reason for the decision if it is available.				
CSA Z809-02	The organization shall demonstrate that					
5.3.1 Basic Operating Rules	a) the public participation process works according to clearly defined operating rules that contain provisions on	PAC members are required that there be agreement on the operating rules that guide the process.				



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	i) content;	The operating rules need to specify the range of considerations and issues to be addressed in the process.				
	ii) goals;	The purposes for the public participation process need to be defined.				
	iii) timelines;	The operating rules need to specify the duration of various stages of the process, including delivery dates for key outcomes.				
	iv) internal and external communication;	Thought should be given to the ways in which the organization will communicate with other participants, participants will communicate and interact with one another, and participants will communicate with the public.				
	v) resources (including human, physical, financial, information, and technological, as necessary and reasonable);	The operating rules need to specify the resources that will be made available for the process, by which parties, and under what conditions.				
	vi) roles, responsibilities, and obligations of participants and their organizations;	The expectations on the part of both the participants and the organization should be clear at the outset and throughout the entire process.				



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	vii) conflict of interest;	The process needs to have a system to deal with conflicts of interest that must be declared.				
	viii) decision-making methods;	Participants need to know how meetings will be conducted and decisions made.				
	ix) authority for decisions;	The operating rules should clarify which participants in the process have the authority to decide on specific matters.				
	x) mechanisms to adjust the process as needed;	Change/review process need to be identified.				
	xi) access to information (including this Standard);	Participants must be provided access to this standard and all relevant information for the process.				
	xii) the participation of experts, other interests, and government; and	The participants may at times find it useful to invite experts to discuss technical issues.				
	xiii) a dispute-resolution mechanism; and	The operating rules need to outline a means of dealing with conflict.				
	b) the participants have agreed to the public participation process operating rules.					
CSA Z809-02 5.4 Content	a) In the public participation process, interested parties shall have opportunities to work with the organization to					
	i) identify and select values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;	It is the organization's responsibility to provide interested parties with an opportunity to participate				
	ii) develop alternative strategies to be assessed;					



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	<p>iii) assess alternative strategies and select the preferred one;</p> <p>iv) review the SFM plan;</p> <p>v) design monitoring programs, evaluate results, and recommend improvements; and</p> <p>vi) discuss and resolve any issues relevant to SFM in the DFA;</p>	<p>in all of the items listed in Item a). However, the level of involvement will be up to the participants. If the participants choose to focus on only some of the items that they consider to be significant, it remains the responsibility of the organization to address all of them and to report back to the participants on its decisions. The participants would then be in a position to provide input, should they so desire.</p>				
	<p>b) The organization and the public participation process shall ensure that the values, objectives, indicators, and targets are consistent with relevant government legislation, regulations, and policies.</p>	<p>The process must, at minimum, comply with the existing government laws and regulations.</p>				
CSA Z809-02 5.5 Communication	<p>The organization shall</p>					
	<p>a) provide access to information about the DFA and the SFM requirements;</p>	<p>The organization will need to provide information for the participants to review and comment upon.</p>				
	<p>b) provide information to a broader public about the progress being made in the implementation of this Standard;</p> <p>c) make allowances for different linguistic, cultural, geographic, or informational needs of interested parties;</p>	<p>The organization should take the public input seriously and demonstrate that it is responsive to and respectful of this input.</p>				



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	d) demonstrate that there is ongoing public communication about the DFA, including the public participation process; and	The organization should clearly explain how decisions, including any trade offs, are reached.				
	e) demonstrate that all input is considered, and responses are provided.					
CSA Z809-02 6.0 SFM Performance Requirements	The organization, in conformance with the public participation process requirements set out in Clause 5, shall identify DFA-specific values, objectives, indicators, and targets for each of the CSA SFM elements described in Clause 6, as well as any other values associated with the DFA.					
CSA Z809-02 CCFM Criterion 1 Conservation of Biological Diversity	Conserve biological diversity by maintaining integrity, function, and diversity of living organisms and the complexes of which they are part.					
	CSA SFM Element 1.1 Ecosystem Diversity					
	Conserve ecosystem diversity at the landscape level by maintaining the variety of communities and ecosystems that naturally occur in the DFA.					
	CSA SFM Element 1.2 Species Diversity					
	Conserve species diversity by ensuring that habitats for the native species found in the DFA are maintained through time.					
	CSA SFM Element 1.3 Genetic Diversity					
	Conserve genetic diversity by maintaining the variation of genes within species.	Demonstrate conservation of genetic diversity by maintaining				





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		the variations of genes within the species				
	CSA SFM Element 1.4 Protected Areas and Sites of Special Biological Significance					
	Respect protected areas identified through government processes. Identify sites of special biological significance within the DFA and implement management strategies appropriate to their long-term maintenance.	Identify sites of special biological significance within the DFA and implement management strategies appropriate to their long term maintenance				
CSA Z809-02 CCFM Criterion 2 Maintenance and Enhancement of Forest Ecosystem Condition and Productivity	Conserve forest ecosystem condition and productivity by maintaining the health, vitality, and rates of biological production.					
	CSA SFM Element 2.1 Forest Ecosystem Resilience					
	Conserve ecosystem resilience by maintaining both ecosystem processes and ecosystem conditions.					
	CSA SFM Element 2.2 Forest Ecosystem Productivity					
	Conserve forest ecosystem productivity and productive capacity by maintaining ecosystem conditions that are capable of supporting naturally occurring species.					
CSA Z809-02 CCFM Criterion 3 Conservation of Soil and Water Resources	Conserve soil and water resources by maintaining their quantity and quality in forest ecosystems.					
	CSA SFM Element 3.1 Soil Quality and Quantity					
	Conserve soil resources by maintaining soil quality and quantity.					
	CSA SFM Element 3.2 Water Quality and Quantity					
	Conserve water resources by maintaining water quality and quantity.	Demonstrate conservation of water resources by maintaining soil quality and quantity				
CSA Z809-02 CCFM Criterion 4 Forest	Maintain forest conditions and management activities that contribute to the health of global ecological cycles.					
	CSA SFM Element 4.1 Carbon Uptake and Storage					





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Ecosystem Contributions to Global Ecological Cycles	Maintain the processes that take carbon from the atmosphere and store it in forest ecosystems.	Organizations need to be aware whether a specific forest is expected to be a net carbon source or sink over the period normally used for forecasting.				
	CSA SFM Element 4.2 Forest Land Conversion					
	Protect forestlands from deforestation or conversion to non-forests.	Forest managers need to reduce the amount of area converted to non-forest ecosystems as much as possible.				
CSA Z809-02 CCFM Criterion 5 Multiple Benefits to Society	Sustain flows of forest benefits for current and future generations by providing multiple goods and services.	Through the public participation process and the implementation of the SFM, the organization should address such matters				
	CSA SFM Element 5.1 Timber and Non-Timber Benefits					
	Manage the forest sustainably to produce an acceptable and feasible mix of both timber and non-timber benefits.	Non timber values include outdoor activities, sustainable harvest of timber and non-timber resources, maintenance of economically viable hunting & fishing activities, tourism and protection of cultural and heritage resources.				
	CSA SFM Element 5.2 Communities and Sustainability					
	Contribute to the sustainability of communities by providing diverse opportunities to derive benefits from forests and to participate in their use and management.	Diversification of industry and opportunities for improvement.				
	CSA SFM Element 5.3 Fair Distribution of Benefits and Costs					



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	Promote the fair distribution of timber and non-timber benefits and costs.	Including fair and reasonable wages for DFA related workers, fair return on investment for DFA contractors, local taxation as determined by an assessments, revenues to the crown, cost sharing activities and educational programs for DFA workers.				
CSA Z809-02 CCFM Criterion 6 Accepting Society's Responsibility for Sustainable Development	Society's responsibility for sustainable forest management requires that fair, equitable, and effective forest management decisions are made.					
	CSA SFM Element 6.1 Aboriginal and Treaty Rights					
	Recognize and respect Aboriginal and treaty rights.	Organizations are required to be in compliance with government regulations and policies and should be able to demonstrate compliance.				
	CSA SFM Element 6.2 Respect for Aboriginal Forest Values, Knowledge, and Uses					
	Respect traditional Aboriginal forest values and uses identified through the Aboriginal input process.					
	CSA SFM Element 6.3 Public Participation					
	Demonstrate that the SFM public participation process is designed and functioning to the satisfaction of the participants.					
CSA SFM Element 6.4 Information for Decision-Making						



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	Provide relevant information to interested parties to support their involvement in the public participation process, and increase knowledge of ecosystem processes and human interactions with forest ecosystems.					
CSA Z809-02 7.1 General SFM Requirements	The organization shall establish and maintain an SFM system, as described in Clause 7.	The organization is required to establish SFM values, objectives and targets for all CSA SFM elements and then develop an SFM plan that describes the methods by which the targets can be achieved.				
ISO 14001:2004 4.1 General Requirements	The organization shall establish, document, maintain and continually improve an environmental management system in accordance with the requirements of this International Standard and determine how it will fulfill these requirements. The organization shall define and document the scope of its environmental management system.					
CSA Z809-02 7.2 SFM Policy	The top management shall define and maintain the organization's SFM commitment through policy statements and/or other documented public statements. The statement(s) shall contain a commitment to a) achieve and maintain SFM; b) meet or exceed all relevant legislation, regulations, policies, and other requirements to which the organization subscribes; c) respect Aboriginal and treaty rights; d) provide for public participation; e) provide participation opportunities for Aboriginal peoples with respect to their rights and interests in SFM; provide conditions and safeguards for the health and safety of DFA-related workers and the public;					



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	g) improve knowledge about the forest and SFM and to monitor advances in SFM science and technology and incorporate them where applicable; and h) demonstrate continual improvement in SFM. The statement(s) shall be documented, communicated, and made readily available.					
ISO 14001:2004 4.2 Environmental Policy	Top management shall define the organization's environmental policy and ensure that, within the defined scope of its environmental management system, it: a) is appropriate to the nature, scale and environmental impacts of its activities, products and services; b) includes a commitment to continual improvement and prevention of pollution; c) includes a commitment to comply with applicable legal requirements and other requirements to which the organization subscribes which relate to its environmental aspects; d) provides the framework for setting and reviewing environmental objectives and targets; e) is documented, implemented, and maintained; f) is communicated to all persons working for or on behalf of the organization; and g) is available to the public.					





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<p>ISO 14001:2004 4.3.1 Environmental Aspects</p>	<p>The organization shall establish and maintain procedure(s): a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services; and b) to determine those aspects that have or can have significant impact(s) on the environment (i.e., significant environmental aspects).</p> <p>The organization shall document the information and keep it up to date.</p> <p>The organization shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.</p>					
<p>ISO 14001:2004 4.3.2 Legal and Other Requirements</p>	<p>The organization shall establish and maintain a procedure(s) to: a) to identify and access to the applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and b) to determine how these requirements apply to its environmental aspects.</p> <p>The organization shall ensure that these applicable legal and other requirements to which the organization subscribes are taken into account in establishing, implementing, and maintaining its environmental management system.</p>					



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ISO 14001:2004 4.3.3 Objectives, Targets, and Programme(s)	<p>The organization shall establish, implement, and maintain documented environmental objectives and targets, at relevant functions and levels within the organization. The objectives and targets shall be measurable where practicable, and consistent with the environmental policy, including the commitments to prevention of pollution, to compliance with applicable legal requirements and with other requirements which the organization subscribes, and to continual improvement.</p> <p>When establishing and reviewing its objectives and targets, an organization shall take into account the legal and other requirements to which the organization subscribes, and its significant environmental aspects. It shall also consider technological options, its financial, operational and business requirements, and the views of interested parties. The organization shall establish and maintain a programme(s) for achieving its objectives and targets. Programme(s) shall include:</p> <p>a) designation of responsibility for achieving objectives and targets at relevant functions and levels of the organization; and b) the means and time-frame by which they are to be achieved.</p>					
CSA Z809-02 7.3.1 Planning	<p>The organization shall designate a clearly defined forest area to which this Standard applies.</p>	<p>Require a map and defined document of DFA. Area of DFA must be updated regularly (annually) with area (deletions from industrial development).</p>	<p>b) the means and time-frame by which they are to be achieved.</p>			
	<p>The organization shall define the geographic extent and the respective ownership and management responsibilities for the DFA.</p>	<p>Require a map and defined document of DFA. Area of DFA must be updated regularly (annually) with area (deletions from industrial development).</p>				





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CSA Z809-02 7.3.2 Ownership Rights and Responsibilities	The organization shall respect the legal rights and responsibilities of other parties in the DFA that are not part of the registration applicant.	Other parties in the DFA that are not part of the registration applicant but whose legal rights and responsibilities must be respected and documented (trappers, guide and outfitters, quota holders, etc)				
CSA Z809-02 7.3.3 Shared Responsibilities	The organization shall ensure that all parties necessary to address the CSA SFM elements for the DFA are involved in the process.	Demonstrate contribution to the sustainability of communities by providing diverse opportunities to derive benefits from forests and to participate in their use and management				
	The organization shall clearly describe the respective roles and responsibilities of the parties involved.					
CSA Z809-02 7.3.4 Rights and Regulations	The organization shall					
	a) demonstrate that relevant legislation and regulatory requirements that relate to ownership, tenures, and rights and responsibilities in the DFA have been identified and complied with;	The organization should establish and maintain a list of all legal requirements and demonstrate that it is aware of the legal requirements and has a system to ensure compliance. Issues that need to be considered are the organizations access to and identification of legal and other requirements, its tracking of changes and associated communication of				



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		relevant information to personnel, contractors, and subcontractors.				
	b) demonstrate that Aboriginal and treaty rights have been identified and respected;	Refer to 5.2 (interested parties)				
	c) demonstrate that the legal and constitutional rights, and the health and safety of DFA-related workers, are respected and their contributions to SFM are encouraged;	Ensure that DFA-related workers are able to contribute to SFM				
	d) demonstrate that the acquired and legal rights of private woodlot owners to set their own values, objectives, indicators, and targets relating to their properties are respected;	Not applicable to the DFA.				
	e) establish and maintain procedures to identify and have access to all legal and other requirements to which the organization subscribes that are applicable to the DFA. This includes requirements that relate to ownership tenures, rights, and responsibilities in the DFA					
CSA Z809-02 7.3.5 Incorporation of Public Participation Requirements	The public participation requirements set out in Clause 5 of this Standard shall be incorporated into the SFM system.	PAC process must be documented and included in the SFM system.				
CSA Z809-02 7.3.6.1 Planning-General	The organization, working with interested parties in the public participation process at each stage, shall establish DFA-specific performance requirements that address all the CSA SFM elements in Clause 6. The work shall be recorded in the SFM plan and shall be summarized in accordance with the example in Annex C.	The organization needs a clear and transparent mechanism for identifying DFA-specific values and translating them into detailed targets that can be met with implementation of a chosen strategy.				
	For each element, one or more DFA-specific values shall be identified.	A values ID exercise is needed to create a set of values that pertain specifically to the DFA.				



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	For each value, one or more objectives shall be set.	Each value needs at least one objective that describes the desired future condition of the value.				
	For each value, one or more indicators shall be identified. Indicators shall be quantitative where feasible.	The relationship between the selected indicator and the condition being measured should be clearly established and periodically checked to ensure that the stated relationship remains valid.				
	For each indicator, data on the current status shall be provided, and one target shall be set. Each target shall specify acceptable levels of variance for the indicator and clear time frames for achievement.	Targets need to specify acceptable departures (i.e. the size, location, duration, and frequency of the deviation from the chosen limits that are acceptable).				
	Alternative strategies shall be identified and elaborated.	It is advisable to keep the strategies to be assessed limited to a few and easily distinguishable.				
	Forecasts shall be prepared for the expected responses of each indicator to each alternative strategy. Assumptions and analytical methods used for making each forecast shall be described. During plan implementation, measurements shall be taken for each indicator at appropriate times and places. Measurement results shall be interpreted in the context of the forecasts in the SFM plan.	Organizations must address two issues when making indicator forecasts. The first is potential interactions amongst indicators. The second issue relates to the fact that indicators are influenced as much by other human actions in the DFA as they are by actions related to the SFM.				



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CSA Z809-02 7.3.7 SFM Plan	The organization shall document, maintain, and make publicly available an SFM plan for the DFA. The SFM plan for each DFA shall include	An organization needs to ensure that the SFM plan not only contains the right information but also presents the info in such a way that makes it readily understandable to interested parties.				
	a) a comprehensive description of the DFA;					
	b) a summary of the most recent forest management plan and the management outcomes, including the conclusions drawn in the management review;					
	c) a statement of values, objectives, indicators, and targets;					
	d) current status and forecasts for each indicator, including a description of the assumptions and analytical methods used for forecasting;					
	e) a description of the chosen strategy, including all significant actions to be undertaken and their associated implementation schedule;					
	f) a description of the monitoring program;					
	g) a comparative analysis of the actual and expected outcomes; and					
	h) a demonstration of the links between short-term operational plans and the SFM plan.	Short term plans must clearly demonstrate how the planned activities lead to the achievement of the SFM targets.				
CSA Z809-02 7.4.1 Structure and Responsibility	Roles, responsibilities, and authorities required to implement and maintain conformance with the SFM requirements shall be defined, documented, and communicated within the organization. The organization shall provide resources essential to the implementation and control of the SFM requirements. Resources include human resources and specialized skills, technology, and financial resources.					





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	<p>The organization shall appoint a specific management representative(s) who shall have defined roles, responsibilities, and authority for</p> <p>a) ensuring that the SFM requirements are established and maintained in accordance with this Standard; and</p> <p>b) reporting on the SFM requirements to top management for review and as a basis for continual improvement.</p>					
<p>ISO 14001:2004 4.4.1 Resources, Roles, Responsibility, and Authority</p>	<p>Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system. Resources include human resources and specialized skills, organizational infrastructure, technology, and financial resources?</p> <p>Roles, responsibilities, and authorities shall be defined, documented and communicated in order to facilitate effective environmental management?</p> <p>The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:</p> <p>a) ensuring that an environmental management system is established, implemented and maintained in accordance with this International Standard; and</p> <p>b) reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.</p>					
<p>CSA Z809-02 7.4.2 Training, Awareness, Qualifications, and Knowledge</p>	<p>The organization shall identify training needs. It shall also ensure that personnel receive training related to the impact of their work upon the DFA and to their ability to ensure that the SFM requirements are met.</p>	<p>Training programs typically include: a) ID of qualification requirements for personnel and tasks; b) id of personnel and contractor training needs; c) development of a training plan to address defined needs; e) training of target</p>				





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		personnel/contractor groups; f) documentation of training received; and g) evaluation of training received.				
	The organization shall establish and maintain procedures to make its personnel at each relevant function and level aware of					
	a) the importance of conformance with the SFM policy and with the SFM requirements;					
	b) the environmental impacts, actual or potential, of their work and the benefits of achieving the SFM requirements;					
	c) their roles and responsibilities in achieving conformance with the SFM policy and with the SFM requirements, including emergency preparedness and response requirements; and					
	d) the potential consequences of deviations from specified operating procedures.					
	The organization shall ensure that its personnel are qualified on the basis of appropriate training and/or work experience and have opportunities to gain new knowledge.					
	The organization shall also require contractors working on its behalf to demonstrate that their personnel have the requisite training and awareness levels.					
	The organization shall improve knowledge about the DFA and SFM and shall monitor advances in SFM science and technology and incorporate them where and when applicable.					



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ISO 14001:2004 4.4.2 Competence, Training, and Awareness	<p>The organization shall ensure that any person(s) performing tasks for it or on its behalf that have the potential to cause a significant environmental impact(s) identified by the organization is(are) competent on the basis of appropriate education, training or experience, and shall retain associated records.</p> <p>The organization shall identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.</p> <p>The organization shall establish, implement, and maintain procedure(s) to make persons working for it or on its behalf aware of</p> <ul style="list-style-type: none"> a) the importance of conformity with the environmental policy and procedures and with the requirements of the environmental management system; b) the significant environmental aspects and related actual or potential impacts, associated with their work and the environmental benefits of improved personal performance; c) their roles and responsibilities in achieving conformity with the requirements of the environmental management system; and d) the potential consequences of departure from specified procedures. 					
CSA Z809-02 7.4.3.1 Communication- General	<p>The organization shall</p> <ul style="list-style-type: none"> a) establish and maintain procedures for internal communication between its various levels and functions; b) establish and maintain procedures for receiving, documenting, and responding to relevant communication from external interested parties; c) make the SFM plan publicly available; d) make an annual report on its performance in meeting and maintaining the SFM requirements publicly available; and e) make the results of independent certification and surveillance audit reports publicly available. 					





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ISO 14001:2004 4.4.3 Communications	With regard to its environmental aspects and environmental management system, has the organization established and maintained (a) procedure(s) for: a) internal communication among the various levels and functions of the organization; and b) receiving, documenting and responding to relevant communication from external interested parties? The organization shall decide whether to communicate externally about its significant environmental aspects and shall document its decision. If the decision is to communicate, the organization shall establish (a) method(s) for this external communication.					
CSA Z809-02 7.4.3.4 Annual Report	An annual report describing the organization's progress in meeting and maintaining the SFM requirements must be prepared and made available to the public. The annual report should be open and factual so that the reader can be confident that all of the SFM requirements continue to be met and that the organization is living up to its SFM policy statement and its commitment to continual improvement, progress, success, shortcomings, emerging issues, future plans, corrective actions, and management commitment are some of the topics an annual report should address.	The annual report must include the following sections: Progress, success, shortcomings, emerging issues, future plans, corrective actions and management commitment.				
CSA Z809-02 7.4.4.1 SFM Documentation-General	The organization shall establish and maintain information, in paper or electronic form, to a) describe the SFM requirements and their interaction; and b) provide direction to related documentation. Organizations shall ensure that DFA-related workers and contractors have access to documentation relevant to their responsibilities and tasks.	SFM documentation may be integrated into an existing Environmental Management System.				



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ISO 14001:2004 4.4.4 Documentation	The environmental management system shall include: a) the environmental policy, objectives and targets; b) description of the scope of the environmental management system; c) description of the main elements of the environmental management system and their interaction and reference to related documents; d) documents, including records, required by this International Standard; and e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.					
CSA Z809-02 7.4.4.2 SFM System Manual	Organizations may consider developing an SFM system manual as the main document to describe the methods of fulfilling each of the SFM requirements.	Individuals responsible for each section of the manual should be clearly identified within the manual.				
CSA Z809-02 7.4.5 Document Control	The organization shall establish and maintain procedures for controlling all documents (paper or electronic) required by this Standard to ensure that					
	a) they can be readily located;					
	b) they are periodically reviewed, revised as necessary, and approved for adequacy by authorized personnel;					
	c) the current versions of relevant documents are available at all locations where operations essential to the fulfillment of the SFM requirements and the SFM plan are performed;					
	d) obsolete documents are promptly removed from all points of issue and use, or otherwise assured against unintended use;					
	e) any obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.					
	Documentation shall be legible, dated (with dates of revision), readily identifiable, maintained in an orderly manner, and retained for a specified period.					



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	Procedures and responsibilities for the creation and modification of the various types of documents shall be established and maintained.					
ISO 14001:2004 4.4.5 Control of Documents	Documents required by the environmental management system and by this International Standard shall be controlled. Records are a special type of document and shall be controlled in accordance with the requirements given in 4.5.4 The organization shall establish and maintain(a) procedure(s) to: a) approve documents for adequacy prior to issue; b) review and update as necessary and re-approve documents; c) ensure that changes and the current revision status of documents are identified; d) ensure that relevant versions of applicable documents are available at points of use; e) ensure that documents remain legible and readily identifiable; f) ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the EMS are identified and their distribution controlled; and g) prevent the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose.					
CSA Z809-02 7.4.6 Operational Procedures and Control	The organization shall a) identify the operational procedures and controls needed to meet the SFM requirements; b) establish and maintain documented procedures to cover situations where the absence of such procedures could lead to deviations from the SFM requirements; c) stipulate operating criteria, including maintenance and calibration requirements; d) communicate relevant procedures, controls, and requirements to suppliers and contractors; and					





Section	Specific Requirement	Additional Information	Audit Evidence	Meets Standard (Y/N)	Auditor Opinion	Gap Identification
	e) ensure that contractors working on behalf of the organization have the necessary operational procedures and controls.					
ISO 14001:2004 4.4.6 Operational Control	The organization shall identify and plan those operations that are associated with the identified significant environmental aspects consistent with its environmental policy, objectives and targets, in order to ensure that they are carried out under specified conditions, by: a) establishing and maintaining (a) documented procedure(s) to control situations where their absence could lead to deviation from the environmental policy, objectives targets, and b) stipulating the operating criteria in the procedures, and c) establishing and maintaining procedures related to the identified significant environmental aspects of goods and services used by the organization and communicating applicable procedures and requirements to suppliers, including contractors.					
CSA Z809-02 7.4.7 Emergency Preparedness and Response	The organization shall	Emergency plans must include: a) a list of all types of emergencies; b) ID of emergency organizations and responsibilities; c) a list of key personnel and their contact info; d) details of emergency services; e) internal and external communication plans; f) action taken in the event of different types of emergencies; g) info on hazardous materials including potential impact on the environment; h) provisions for clean up and remediation; i) training plans and testing for effectiveness.				
	a) establish and maintain procedures to identify the potential for and to respond to accidents and emergencies on the DFA;					
	b) establish and maintain procedures to prevent and mitigate the impacts that may be associated with accidents and emergencies;					
	c) review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergencies; and					
d) where practicable, periodically test procedures.						





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ISO 14001:2004 4.4.7 Emergency Preparedness and Response	The organization shall establish and maintain (a) procedure(s) to identify potential emergency situations and potential accidents that can have (an) impact(s) on the environment and how it will respond to them. The organization shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts. The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations. The organization shall also periodically test its emergency preparedness and response procedures where practicable.					
CSA Z809-02 7.5.1 Monitoring and Measurement	The organization shall					
	a) establish and maintain documented procedures to monitor, on a regular basis, the key characteristics of its operations and activities that demonstrate progress towards SFM in the DFA. This shall include the recording of performance levels, relevant operational controls, and conformance with the SFM requirements;	Harvesting, construction, timber development and fuel & facility inspection monitoring.				
	b) monitor the indicators for comparison against the forecasts; and					
	c) establish and maintain a documented procedure for periodically evaluating compliance with relevant legislation and regulations, and conformance with relevant policies applying to the DFA. If non-compliances or non-conformances are found, the organization shall address these through the corrective and preventive action process.	Internal and external 3rd party verification of EMS, SFM and Compliance Audit.				



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ISO 14001:2004 4.5 Checking 4.5.1 Monitoring and Measurement	The organization shall establish, implement, and maintained (a) procedure(s) to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure(s) shall include the documenting of information to monitor performance, applicable operational controls and conformity with the organization's environmental objectives and targets. The organization shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained and shall retain associated records.					
ISO 14001:2004 4.5 Checking 4.5.2 Evaluation of Compliance 4.5.2.1	Consistent with its commitment to compliance, the organization shall establish, implement, and maintain(a) procedure(s) for periodically evaluating compliance with applicable legal requirements. The organization shall keep records of the results of periodic evaluations.					
ISO 14001:2004 4.5 Checking 4.5.2 Evaluation of Compliance 4.5.2.2	The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation of legal compliance referred to in 4.5.2.1 or establish a separate procedure(s). The organization shall keep records of the results of the periodic evaluations.					
CSA Z809-02 7.5.1.2 Assessing the Public Participation Process	At periodic intervals, the organization and those involved in the public participation process should undertake an assessment of the entire public participation process to ensure that it continues to meet SFM requirements and participants' expectations.					
CSA Z809-02 7.5.1.3 Assessing Values, Objectives, Indicators, and Targets	As knowledge and experience are gained and objectives achieved, organizations should continue to assess the quality and validity of their values, objectives, indicators, and targets.	At periodic intervals, the organization and those involved in the public participation process should undertake an assessment of the entire public participation process				





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CSA Z809-02 7.5.1.4 Assessing SFM Performance Requirements	Indicators should be compared against targets (or shorter-term benchmarks) according to a defined schedule	As knowledge and experience are gained and objectives achieved, organizations should continue to assess the quality and validity of their values, objectives, indicators, and targets				
CSA Z809-02 7.5.1.5 Assessing the SFM System Requirements	Since the SFM system requirements are the delivery mechanism for the overall SFM requirements, the effectiveness of the SFM system should be regularly assessed and improved as necessary.	Indicators should be compared against targets (or shorter-term benchmarks) according to a defined schedule				
CSA Z809-02 7.5.2 Corrective and Preventive Action	The organization shall establish and maintain procedures for					
	a) defining responsibility and authority for identifying and investigating non-conformance;					
	b) taking action to mitigate any impacts caused; and					
	c) initiating and completing corrective and preventive action.					
	Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformances shall be appropriate to the magnitude of problem and commensurate with the impact encountered.					



Section	Specific Requirement	Additional Information	Audit Evidence	Meets Standard (Y/N)	Auditor Opinion	Gap Identification
<p>ISO 14001:2004 4.5.3 Nonconformity, corrective action, and preventative action</p>	<p>The organization shall establish, implement, and maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action. The procedure(s) shall define requirements for:</p> <p>a) identifying and correcting nonconformity(ies) and taking action(s) to mitigate their environmental impacts;</p> <p>b) investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence;</p> <p>c) evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence;</p> <p>d) recording the results of corrective action(s) and preventive action(s) taken; and</p> <p>e) reviewing the effectiveness of corrective action(s) and preventive action(s) taken.</p> <p>Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered. The organization shall ensure that necessary changes are made to environmental management system documentation.</p>					
<p>CSA Z809-02 7.5.3 Records</p>	<p>The organization shall establish and maintain procedures for the identification, maintenance, and disposition of SFM requirement records. These records shall include training records and the results of audits and reviews.</p> <p>SFM requirement records shall be legible, identifiable, and traceable to the activity involved. SFM requirement records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration, or loss. Their retention times shall be established and recorded.</p> <p>Records shall be maintained, in a manner appropriate to the system and to the organization, to demonstrate conformance to the requirements of this Standard.</p>					





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ISO 14001:2004 4.5.4 Control of Records	<p>The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its environmental management system and of this International Standard, and the results achieved.</p> <p>The organization shall establish, implement, and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.</p> <p>Records shall be and remain legible, identifiable and traceable.</p>					
CSA Z809-02 7.5.4 Internal Audits to the SFM Requirements	The organization shall					
	a) establish and maintain procedures for annual internal audits to ensure that it conforms to the SFM requirements set out in this Standard; and	Audit procedures and protocols should be clearly defined.				
	b) provide information on the results of these internal audits to top management.					
	The organization's internal audit program, including any schedules, shall be based on the importance of the specific SFM activity and the results of previous audits.					
	To be comprehensive, the audit procedures shall cover the audit scope, frequency, and methods, as well as the responsibilities and requirements for conducting audits, auditor qualifications, and reporting results.					



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<p>ISO 14001:2004 4.5.5 Internal Audit</p>	<p>The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to:</p> <p>a) determine whether the environmental management system</p> <ol style="list-style-type: none"> 1. conforms to planned arrangements for environmental management including the requirements of this International Standard, and 2. has been properly implemented and is maintained, and <p>b) provides information on the results of audits to management.</p> <p>Audit programme(s) shall be planned, established, implemented, and maintained by the organization, taking into consideration the environmental importance of the operation(s) concerned and the results of previous audits. Audit procedures shall be established, implemented, and maintained that address</p> <ul style="list-style-type: none"> - the responsibilities and requirements for planning and conducting audits, reporting results and for retaining associated records, - the determination of audit criteria, scope, frequency and methods. <p>Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.</p>					
<p>CSA Z809-02 7.6 Management Review</p>	<p>The organization's top management shall, at least annually, review the SFM requirements to ensure that progress towards SFM continues to be suitable, adequate, and effective. The management review process shall ensure that the information necessary to allow top management to carry out this evaluation is collected. This review shall be documented.</p> <p>In order to be adaptive, the management review shall address the possible need for changes to policy, targets, and other SFM requirements, in light of audit results, changing circumstances, and the commitment to continual improvement.</p>					





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<p>ISO 14001:2004 4.6 Management Review</p>	<p>Top management shall review the organization's environmental management system, at planned intervals, to ensure its continued suitability, adequacy, and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the environmental management system, including the environmental policy and environmental objectives and targets. Records of the management review shall be retained.</p> <p>Input into management reviews shall include :</p> <ul style="list-style-type: none"> a) results of internal audits and evaluations of compliance with legal requirements and with other requirements to which the organization subscribes, b) communication(s) from external interested parties, including complaints, c) the environmental performance of the organization, d) the extent to which objectives and targets have been met, e) status of corrective and preventive actions, f) follow-up actions from previous management reviews, g) changing circumstances, including developments in legal and other requirements related to its environmental aspects, and h) recommendations for improvement. <p>The outputs from the management reviews shall include any decisions and actions related to possible changes to environmental policy, objectives, targets and other elements of the environmental management system, consistent with the commitment to continual improvement.</p>					

