



**Project No. 1607495-01**

July 21, 2010

Mr. Mike Hutchinson  
Federation of Nova Scotia Woodland Owners  
285 George Street  
Stewiacke, NS  
B0N 2J0

**SUBJECT: REGISTRATION PROGRAM**

Dear Mr. Hutchinson,

Please find attached the Audit Report raised as a result of our Initial Registration Audit of your management system to the CAN/CSA Z804-08 standard conducted on July 13-15, 2010.

We thank you and your organization for the support and co-operation given during the audit.

Best Regards,

A handwritten signature in black ink that reads 'Glenn Keays'. The signature is written in a cursive style.

Glenn Keays, M.Sc., CEA(SFM), EMS(LA)  
QMI-SAI Global Team Leader  
Encls.

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**SUSTAINABLE FOREST MANAGEMENT GROUP CERTIFICATION PROGRAM**

**AUDIT REPORT CAN/CSA-Z804-08**

**Auditee:** Federation of Nova Scotia Woodland Owners  
**Address:** 285 George Street  
Stewiacke, NS  
CAN B0N 2J0

**Contact:** Mr. Mike Hutchinson  
**Dates of Audit:** July 13, 2010 to July 15, 2010  
**Audit Team Leader:** Glenn Keays  
**Type of Audit:** Initial Registration  
**Audit Frequency:** 12 Months  
**SIC / NACE Code:** 0811 A02.0 Timber Tracts

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**REPORT DISTRIBUTION**

Federation of Nova Scotia Woodland Owners  
QMI File  
Audit Team Leader

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## **SECTION 1 - EXECUTIVE SUMMARY**

### **Scope Description**

The sustainable forest management requirements as they apply to the forest management activities on defined woodlots enrolled in the group certification program.

### **Site:**

Federation of Nova Scotia Woodland Owners  
285 George Street  
Stewiacke, NS  
B0N 2J0

### **Summary of Audit Findings:**

The Federation of Nova Scotia Woodland Owners (FNSWO) has established, implemented and maintained a group certification program that has been determined to meet the requirements of CAN/CSA Z804-08.

### **Recommendations:**

FNSWO is recommended for registration to CAN/CSA Z804-08.

## **SECTION 2 - INTRODUCTION TO CAN/CSA Z804-08**

This is the first edition of CSA Z804, Sustainable forest management for woodlots and other small area forests. The Canadian Federation of Woodlot Owners established the Pan-Canadian Woodlot Certification Program and approached CSA to develop a sustainable forest management standard for woodlots through a multi-stakeholder process. The resulting Standard, CSA Z804 is intended for use by woodlot owners or managers of forests up to 4000 hectares, and has been developed in response to public expectations about responsible forest management. This Standard also addresses the desire of woodlot owners to gain recognition for the quality of their management, encourages improvement in the management of their lands, and strengthens their position in a market that increasingly demands forest products from lands where forest management has been certified. At the same time, it takes into consideration the small size of woodlots, their low net revenues, the limited resources of woodlot owners, and the fact that, in many cases, the requirements of CAN/CSA-Z809, Sustainable Forest Management: Requirements and Guidance, are impractical for small forests.

This Standard addresses the sustainable forest management of defined woodlots, including the requirements for public consultation, performance, and system frameworks promoting continual improvement. It also lists the specific requirements that must be addressed, audited, and approved before certification can be achieved. Commitment of the woodlot owner to sustainable forest management and the adoption of appropriate practices to achieve it will ensure the perpetuation of woodlot forests along with their many economic, ecological, social, and cultural benefits. At the same time, the acquired and legal rights of private woodlot owners to set their own management objectives should be respected.



**Third Party Independent Audits** - To become certified to the Standard is strictly voluntary but the organization must go through a third party independent audit of the Requirements in the Standard. The audit is conducted by a Registrar accredited by the Standards Council of Canada. In addition the individual auditors employed or contracted by the Registrar have the requisite forestry expertise and are certified as environmental management systems auditors.

### **SECTION 3 - DESCRIPTION OF THE DEFINED WOODLOTS:**

The FNSWO Certification Program is developed for application to small- private forests and is not designed for use by industrial landowners whose main business is forest products manufacturing.

The FNSWO Certification Program is for a defined woodlot with a forest area of 15 to 5000-acres.

The defined woodlot is the area covered by the woodlot forest management plan.

The FNSWO reviews and approves all woodlot management plans before entry is granted into the group of certified woodlots to ensure all requirements are met.

The defined woodlot may comprise one or more contiguous, legally described lots under the same ownership with a single forest management plan, as long as they are close in geographical reference and do not exceed 5000-acres.

Non-contiguous, legally described lots under the same ownership must be covered with separate forest management plans.

The Certification Program is available to all small woodlot owners in Nova Scotia upon request.

#### **Area of DFA:**

From the FNSWO Annual Report:

Current Program Status, as of May 1st, 2010

- 51 completed woodlot management plans (WMPs) in Nova Scotia, covering 10,750 acres (4,350 hectares)
- 69 WMPs pending = 16, 750 acres (6,778 hectares)

#### Summary by County Sub-region

- Kings/Annapolis County Sub-region:
  - 8 WMPs completed, 10 WMPs pending
  - Total Acreage (completed & pending) = 4,835 acres
- Digby/Yarmouth County Sub-region:
  - 4 WMPs completed, 5 pending
  - Total Acreage (completed & pending) = 1,620 acres
- Shelburne/Queens/Lunenburg County Sub-region:
  - 1 WMP completed, 7 pending
  - Total Acreage (completed & pending) = 1,783 acres
- Hants/Halifax County Sub-region:
  - 4 WMPs completed, 15 WMPs pending



- Total Acreage (completed & pending) = 42,30 acres estimated
- Cumberland/Colchester County Sub-region:
  - 17 WMPs completed, 16 WMPs pending
  - Total Acreage (completed & pending) = 8,425 acres estimated
- Pictou County Sub-region :
  - 12 WMPs completed, 2 WMPs pending
  - Total Acreage (completed & pending) = 3,802 acres
- Antigonish/Guysborough County Sub-region:
  - 1 WMP completed, 0 WMPs pending
  - Total Acreage = 121 acres
- Cape Breton/Richmond/Victoria County Sub-region:
  - 3 WMPs completed, 6 WMPs pending
  - Total Acreage (completed & pending) = 1,340 acres estimated
- Inverness County Sub-region:
  - 1 WMP completed, 8 WMPs pending
  - Total Acreage (completed & pending) = 1,350 acres estimated
- Totals by Region
  - Western: 13 complete, 22 pending= 8,238 acres
  - Central: 33 complete, 33 pending= 16,457 acres
  - Eastern: 5 complete, 14 pending= 2,811 acres

#### **SECTION 4 - ORGANIZATION:**

##### **Management Responsibilities:**

The FNSWO has prepared a Policy Manual that describes the system requirements for woodlot management organizations, woodlot management planners and woodlot owners wishing to be certified for practicing sustainable forest management. It describes the requirements for sustainable forest management on a defined woodlot, including the nature of the commitment, the requirements for public consultation, the performance requirements, and a system framework that promotes continual improvement. It also lists the specific requirements that must be addressed, audited and approved in order for certification to be achieved under the FNSWO program.

Respect for private property rights is an important value in Sustainable Forest Management. The legal rights of private woodlot owners to set their own management objectives are respected under the FNSWO certification program.

The defined boundaries for participating woodlots are as described in the woodlot management plans and are based on a legal description and appropriate supporting maps.



## SECTION 5 - AUDIT FINDINGS:

### Scope Description :

The sustainable forest management requirements as they apply to the forest management activities on defined woodlots enrolled in the group certification program.

### Audit Criteria:

#### Description of QMI-SAI Global and the QMI-SAI Global Audit Team:

QMI-SAI Global is a third party management system certification Registrar. Established in 1984, QMI-SAI Global, part of SAI Global, has worked with thousands of organizations in North America and around the world, issuing registration certificates to those that meet international and national management system standards.

The QMI-SAI Global Sustainable Forest Management audit team members bring with them considerable experience in the area of sustainable forest management and environmental management systems auditing. Audit teams are comprised of certified auditors and registered professional foresters. All audit team members are subject to strict confidentiality and conflict of interest agreements.

The following personnel conducted this audit:

| <u>Position</u> | <u>Name</u>                           |
|-----------------|---------------------------------------|
| Team Leader     | Glenn Keays, M.Sc., CEA(SFM), EMS(LA) |
| Team Member     | Martin Litchfield, RPF, EMS(LA)       |

#### Woodlots Visited During the Audit:

| <b>WMP No.</b> | <b>Location</b>                   | <b>Area (ha)</b> |
|----------------|-----------------------------------|------------------|
| 0922           | Carrols Corner, Halifax County    | 54               |
| 0901           | Halls Harbour, Kings County       | 224              |
| 1011           | Bloomfield, Digby County          | 19               |
| 0916           | Carleton Corner, Annapolis County | 60               |
| 0914           | New Annan, Cumberland County      | 70               |
| 1040           | Richmond Highlands, Pictou County | 429              |
| 1038           | Diamond, Pictou County            | 110              |
| 1060           | Brookland, Pictou County          | 43               |

### Summary:

The findings were discussed with Mr. Hutchinson. The Audit Team Leader commenced the closing meeting by thanking the FNSWO staff for the cooperation and courtesy extended to the audit team during the audit.

In addition, the Audit Team Leader detailed the registration process, the requirements for future surveillance audits, and the re-assessment process.



The official closing meeting was attended by the personnel listed in Document No. R039, included as an attachment to the audit file.

**The QMI Audit Team recorded the following audit results:**

**Documentation Review:**

The audit team reviewed the Group Certification Program documentation (System Manual, Rev. 2, 2009) during the on site audit.

**Non-Conformances (NCRs):**

All of the applicable requirements of the CAN/CSA Z804-08 Standard identified in the audit plan were audited and considered to be adequately implemented. No non-conformances were identified.

**Areas of Concern (AoC)**

1. Review the training and implementation of roads and water crossings BMP's. (8.6.3a)
2. Develop a mechanism to record the approved changes to the WMP. (8.3e)
3. Review the timing of inspections to ensure that all woodlots are inspected within the term of the certification. (9.5b)
4. Need to develop a system to identify training needs requirements and access to records. (9.6)
5. Review the completion of the annual update report as the information was not completed as prescribed for deviations from the approved WMP. (8.3j)
6. Review the monitoring activities prescribed in woodlot management plans to ensure activities are clearly identified and responsibilities assigned. (8.8)
7. Review the scope of the annual report to ensure it addresses the reporting requirements of the Standard and the management system. (9.8.2)
8. Review the policy manual to ensure a process to accommodate change in woodlot ownership is included. (9.3c)
9. Review 2009 WMPs to ensure all content requirements of the Standard have been addressed. (8.3)

**Opportunities for Improvement (OFI)**

1. Consider the safety implications and management requirements of aggregate pits.
2. Consider developing a system to ensure that all documents and forms provided to and used by the woodlot owners and WMP planners are the most current version.
3. Consider providing assistance to land owners for the identification and storage of records required by the Standard and the management system.



4. Consider revising either the policy manual or the SOPs to describe the boundary marking procedure.

**Positive Aspects of the Management System:**

1. The utilization and optimum product development of wood fibre.
2. The communication and harvest planning to retain aesthetics buffer for an adjacent home owner.
3. Objective setting in WMPs reflect personal approaches to forest sustainability.

**SECTION 6 - GENERAL ASSESSMENT AND RECOMMENDATION:**

Based on the review of the company's Group Certification Program, and the audit results, the following recommendation is made:

- The results of the Initial Registration Audit indicate that the Group Certification Program of the Federation of Nova Scotia Woodland Owners is suitable and effective and is recommended for registration to CAN/CSA-Z804-08.
- An effective inter-action exists between all elements of the management program;
- The entire management program is effective in light of any changes; and
- Top management has demonstrated a commitment to maintain the effectiveness of the program.

**Other Issues**

During our next audit the issues identified as requiring attention will be reviewed to ensure they have been adequately addressed. No other issues have been identified.

**Next Scheduled Audit:** July 11, 2011  
**Dates:** July 11, 2011 to July 13, 2011  
**Type of Audit:** 12 Month Surveillance Audit  
**No. of Persons:** 2  
**No. of Audit Days Required:** 6

A handwritten signature in black ink that reads 'Glenn Keays'.

Glenn Keays  
QMI Team Leader

**Date:** 07/07/21/2010