

Forest Management Manual Templates

Name	Reference	Document type	To be completed
Illegal/Unauthorised Activity Policy	Tem.1.5a	Word	Only if >200ha
Record of Illegal/Unauthorised Activity	Tem.1.5b	Word	As applicable
Legal Ownership/Third Party Rights	Tem.2.1	Word	YES or in MP
Third Party Rights Granted Notification Letter	Tem.4.1	Word	As applicable
Third Party Rights Granted Notification Letter - hunting	Tem.4.1a	Word	As applicable
Operational Monitoring Checklist	Tem.4.2a	Word	YES as applicable
Emergency/Contingency Planning	Tem.4.2b	Word	YES
Training (Competency) and Insurance Record	Tem.4.2c	Excel	YES
Accident and Incident Reporting Record	Tem.4.2d	Word	As applicable
Lone Working Emergency Plan	Tem.4.2e	Word	As applicable
Annual FMU Budget	Tem.5.1	Excel	YES
Tree Sales Agreement [ITGA]	Tem.5.3	Word	YES – for timber sales
Environmental Impact Assessment	Tem.6.1	Word	YES
Third Party Rights Held Notification Letter	Tem.6.2	Word	As applicable
Integrated Pest Management Strategy	Tem.6.6a	Word	YES or in MP
Pesticide Use Record	Tem.6.6b	Excel	As applicable
Waste Disposal Policy	Tem.6.7	Word	If applicable. Records to be kept
Forest Management Plan	Tem.7.1a	Word	YES
Forest Inventory and Work Plan	Tem.7.1b	Excel	YES appended to FMP
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 V1-1	Word	YES as applicable
Forest Operations Contract	Tem.8.1c	Word	YES as applicable

Note: The above templates were designed to be compatible with the 2012 version of the FSC® Ireland Standard and the 2014 version of the PEFC Irish Forest Certification Standard (IFCS) standard.

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