



Federation of Nova Scotia Woodland Owners

Woodlot Certification Program Information Sheet

The steps for enrolling into our Woodlot Certification Program are as follows:

1. Read the “Eligibility and Information Sheet” and this “Information Sheet”. Print off a program Application Form from the website, or request one be sent to you. Fill out the application and mail it to FNSWO c/o Mike Hutchinson, PO Box 755, Berwick, NS B0P 1E0.
2. Once received, your name will be entered on the list of prospective participants for the program. From that time forward, you will receive newsletters about the program, and invitations to any training programs being put on in your area. These sessions may include: Best Management Practices training, chainsaw safety, wildlife management, ecosystem management etc.
3. A staff member or one of our regional qualified woodlot management planners will then contact you to set up a pre-entry meeting to explain the program in full detail. Pre-entry documents will be filled-out and requirements for your woodlot may be outlined to make your woodlot eligible (if there are any major non-conformances.) Upon confirmation that the recommended course of action has been completed and the woodlot is eligible to join the program, a woodlot management plan (WMP) needs to be prepared for your woodlot. This will include: consultation with a qualified forest technologist or forester to discuss your objectives for the woodlot, a cruise of your woodlot, and delivery of a WMP for a 10-year period. Details of the WMP are available upon request, including: content, cost estimate, timeframe for delivery, and the location of a qualified planner nearest to you.
4. Once the WMP is completed, delivered, reviewed and accepted by the Program Coordinator, your woodlot is then covered by the Federation’s group certificate, to either the FSC or CSA standard, depending on which certification pool you choose to enter.
5. From this point forward, you are expected to manage your woodlot according to the objectives and recommendations of your WMP, and in conformance with the standard. Your woodlot will be subject to periodic monitoring to ensure that operations and activities are meeting the requirements. All participants in the program are subject to annual third-party audits. A sample of the membership will be selected by the auditor each year. Certification of participating woodlots depends on the results of these audits. All monitoring and auditing activities are for verification of conformance, and to promote continual improvement to the program.
6. If at any time you do not feel comfortable with the system, there are complaint/appeal documents and corrective action request documents in place to deal with any issues that may arise. Ultimately, if there are major non-conformances that cannot be resolved, you may opt to exit the program, or may be asked to leave. At this point, you have no further obligations to the FNSWO or any affiliations with the program. All reasonable attempts will be made to resolve issues in a way that is fair for the landowner.
7. The FNSWO has developed an annual operating fee that will be collected from participating woodlot owners. The annual operating fee will be effective as of July 1st,

2011. The annual operating fee is a necessary measure to assist with the cost of maintaining the certification program. This includes annual third-party auditing, woodlot monitoring, woodlot owner training, and wages for a program coordinator.

We have set up the certification program participant's Annual Operating Fee so that:

- It is payable upon receiving their woodlot management plan
- There will be a three month grace period so that anyone who joins the program in a new year, prior to April (so Jan 1st-March 31st) they will not pay until the following year
- Anyone who joins between April 1st-Dec.31 will pay when they join
- After their first year of the fee is paid, it will always be payable as of April 1st of each year

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