



1. Rules for the Group Certification Scheme (Sheet CCP002)

1. The Group Certification Scheme is available to owners (or managers and tenants with leases in excess of 5 years) of woodlands that meet the criteria for Coed Cymru support and management and who show commitment to certification.
2. There is no charge.
3. Woodland owners can enter the scheme on meeting the following conditions that will be determined in an initial visit by Coed Cymru:
 - The woodland is capable of meeting the criteria for certification.
 - Necessary records will be kept.
 - If changes need to be made these will be achieved in reasonable time.
4. Responsibilities.

Membership of the scheme is based on the following relationship between the owner and Coed Cymru:

 - Coed Cymru is responsible for ensuring the scheme is run in accordance with external requirements.
 - The woodland owner is responsible for ensuring that their woodland holding meets the relevant standard (UKWAS).
 - Coed Cymru will advise and assist the member to towards achieving this aim as part of the usual advice and support function.
 - Access is granted to Coed Cymru, FSC, and SGS Qualifor (or other auditors appointed by Coed Cymru) as necessary to determine compliance with the relevant standards.
 - The woodland owner agrees to keep the required records concerning harvesting, hunting and shooting and chemical use.
5. Audits.
 - **'Internal' Audits.** Each year Coed Cymru will audit a sample of sites each year to ensure that the management standards are met. There will be advance notification. Internal audits are carried out by Coed Cymru. Rather than being an onerous process, this is an opportunity to review progress to date and to make suggestions for future management.
 - If any actions are required they will be one of two kinds:
 - **'Observations'**. These are suggestions intended to improve the management of the wood in accordance with the relevant standards.
 - **'Corrective Action Requests'**. These relate to more serious management or documentation requirements and require attention within a timescale agreed at the time of the audit.
 - **External Audits.** Coed Cymru will be audited externally (currently by SGS Qualifor) on an annual basis. This will involve site visits to a sample of woodlands, in the way described above.
6. Leaving the Scheme.
 - A member may resign from the Scheme by giving notice, in writing, to: Coed Cymru, The Old Sawmill, Tregynon, Powys, SY16 3PL. This letter should state the date of cessation. Any documents bearing the Coed Cymru or FSC logos or the Coed Cymru Group Certification Number must be returned with the letter.
 - Resignation will be acknowledged in a letter from Coed Cymru.
 - The right to admit, refuse and expel members is held by Coed Cymru .
 - Members must inform Coed Cymru in writing of any complaints or appeals.
 - Coed Cymru accepts no liability of any kind for any losses or damages or any other liabilities occurring as a result of a member being admitted to, refused membership, expelled or otherwise involved in the Group Certification Scheme.