



# FSC FM DIGITAL AUDIT REPORTING GUIDE FOR CERTIFICATE HOLDERS

Guidance for Certificate Holders on how to use the Digital  
Audit Reporting Template for Forest Management audits

11/10/2022



<b>Title:</b>	FSC FM Digital Audit Reporting Guide for Certificate Holders
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### Version control

<b>Publication date:</b>	11 October 2022	
<b>Effective date:</b>	11 October 2022	
Version	Description	Date
V1.2.1	User guidance issued to match first release of template for general use by CBs	28 / 03 / 2022
V1.3.1	Updated to reflect new template capabilities to generate a complete Public Summary from within the template and allow for inserting rows.	11 / 05 / 2022
V1.3.4	Added note on document validity, guidance on finding sources of errors and Copy-Pasting data, and clarification on entering data about Resource Management Units in large group certificates.	01 / 08 / 2022
V1.3.6	Section on generating public summaries moved up before sheet-by-sheet guide. Clearer guidance on completing questions needed for Cover Sheet of the Public Summary report.	14 / 09 / 2022
V1.3.7	Added explanation as to why we need this template. Changes log included as appendix. Guidance on recording auditor time.	11 / 10 / 2022
V1.5.0	Template and User Guide updated to V1.5.0 to fit with FSC-STD-20-007 V4 on Forest Management Evaluations.	17 / 08 / 2023
V1.7.0	User guide for CHs updated to reflect changes since V1.3.7.	11 / 12 / 2024

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## PREFACE

This guide is an abbreviated version of a longer document that has been provided to FSC accredited certification bodies. This abbreviated version intended for the use of Certificate Holders.

The guide has been developed to facilitate the use of the FM Digital Reporting template (further referred to as the "Template"). First, general instructions are given that apply to the whole Template. Then instructions to specific sections of the Template are given.

The level of details given differs between Template fields, with few remarks provided in relation to self-explanatory fields and elaborated instructions for more complex fields and tables.

This guide was written in English. Other language versions were produced using automated machine translation. The translation is therefore likely to be of poor quality; the translations are provided in the hope that they will illuminate more than they confuse. In case of confusion please consult your Certification Body.

More information about FSC's shift to digital audit reporting is available here: <https://connect.fsc.org/innovation-sustainability/digital-audit-reporting>.

FSC welcomes feedback on this guide at [auditreport@fsc.org](mailto:auditreport@fsc.org).

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## ACRONYMS

CAR	Corrective Action request	INS	Interim national standard
CB	Certification body	MU	Management Unit
CH	Certificate holder	NFSS	National Forest Stewardship Standard
DB	FSC Database	NC	Nonconformity
ES	Ecosystem services	PS	Public summary
FM	Forest management	SLIMF	Small or low intensity managed forest

# WHY DO WE NEED DIGITAL AUDIT REPORTING?

There are several motivating factors behind the introduction of this Digital Audit Reporting template.

## Data Collection

We now live and work in a digital age. Our members and stakeholders expect FSC to have critical data about the impact of our work; indeed Motion 16 was passed at the 2017 FSC General Assembly requiring exactly this. To fulfil this FSC needs to collect a wide variety of data on certified forests and the results of audits conducted on those forests. This is the primary purpose of the digital audit reporting template, and is why Excel has been adopted as the underlying technology; although Word is better at managing narrative sections of the report, and has better reviewing capabilities than Excel, Excel is far superior to Word at managing data in a structured way, which is the central requirement of this project.

Up to now individual Certification Bodies have been responsible for developing and maintaining their own auditing templates. These templates are all structured differently, and although easily comprehensible to human readers, are not machine readable. In order to collate the required data FSC requires all auditors to use the same format in which data is structured consistently and labelled so that it can be read automatically into a database.

## Greater Consistency in Auditing

By introducing a global template, especially through use of standardised question wording, FSC hopes that FM audits will become more globally consistent. The standardised reports that will result should also become easier to use for all stakeholders, since everyone will get accustomed to where and how certain data is presented in each report.

## Reduced Management Costs for Certification Bodies

Although the initial introduction of these reports brings some costs in terms of adapting processes, in the long term it will remove the burden of managing audit templates from CBs. It will also ensure that future improvements in best practice can be more rapidly disseminated around CBs and auditors. No longer will ASI be raising CARs against CBs for audit templates that do not match the requirements of FSC's certification standards, which would then have to be implemented by each and every CB; going forward the change can be made in one place, and a new version of this standard template released to everyone simultaneously.

## A Data Architecture for auditing Forest Management certificates

The template establishes a data architecture for Forest Management audits. This is a structured model of data elements, standard lists, and tabular logic with data tables for non-repeating individual data elements, repeating multi-record data elements, and standard lists (data vocabulary) that can be used henceforth. Thus this same data architecture can form the basis of other data entry options in future such as a web app that FSC intends to develop, or customized solutions that CBs may wish to develop for themselves.

# GENERAL GUIDANCE

## Getting Started

The Template should normally open on the **Index** sheet.

<b>FSC Digital Audit Report Template - Forest Management (v1.7.0)</b>	
<b>Report Setup</b>	
Licence Code	0
Language	EN
Default Area Units	ha
Default Wood Volume Units	m3
Default NTFP Volume Units	metric tonnes
Default Pesticide Volume Units	litres
For guidance on use of this template	<a href="#">Click here</a>
Display / Print Level	All - Data Entry
Sheet Integrity Complete	Yes
Page	Progress
<a href="#">Certificate Holder and Certification Body Details</a>	Incomplete
<a href="#">The evaluation process</a>	Incomplete
<a href="#">Personnel / audit team</a>	0 entries

The first task is to select the operational language used in the audit. The template is available in over 20 different languages; use the ISO 639-1 code for the language you want to use, e.g. ZH for Chinese. Other languages will be added in due course. The initial version of each language is generated using machine translation; the translations may therefore be of variable quality. Certification Bodies have access to a mechanism to help improve these translations. Please contact your Certification Body if you have suggestions on translations that need improving, or would like to help.

Selecting the language will change all the questions to use that language. Changing the language will not translate answers already provided. Therefore you cannot use the template to translate audit reports. However, the template is also available in a dual language version in which answers selected from a controlled list (such as “Yes” / “No”) are automatically translated, and text entered by you can be translated manually in a side-by-side environment. If using this dual language version you can choose which of the two languages is used to produce the Public Summary. Alternatively, if you need to operate in more than one language you can create multiple copies of the template for the audit and fill them both in at the same time (i.e. operating in parallel).

After selecting the language, you need to choose the default units used for Area measurements, Wood Volumes, NTFP Volumes, and Pesticide Volumes; the latter three also allow selection of weights instead. The units selected for Area measurement will automatically apply to all area figures within this spreadsheet: it is not possible to mix and match different area units in the same audit report. However, when answering questions that require a Volume, it is possible to individually select another unit that is

different from the default selection made at the start. From version 1.3.0 onwards the template provides a mechanism for automatic conversion from selected units to standard metric units when producing Public Summaries.

Below the unit selection is a table of contents you can use to jump to different worksheets. (Or you can just use the tabs at the bottom to navigate around.) The table of contents also records your progress on each sheet, highlighting any sheets where there are data errors. In the example above you can see that the first two data sheets are missing answers to some questions, hence “Incomplete”; the third data sheet (Personnel / audit team) has some invalid entries which need fixing; and the fourth data sheet (Audit itinerary) currently has no data, but this is not a requirement for completion in this template version.

Certification Bodies are recommended to complete the small data section labelled Certification Body on tab 1 straight away and then to make copies from there for each audit to avoid having to re-enter that data every time.

## Use of N/A Responses

From version 1.3.9 the template accepts N/A as a valid response to certain questions which would normally expect a Yes/No answer. This is distinct from a blank response and signifies a deliberate choice by the auditor(s) to record the question as either Not Applicable or the necessary data was Not Available. For example Q5.18 asks which of the different categories of HCV are present in the certified forests: if an applicant for certification failed to survey their forests properly it may not be possible to answer correctly either Yes or No; the correct answer is that we do not know. N/A can be used in such cases. Where N/A is used to answer a question that is mandatory (as is the case with Q5.18) FSC expects that a non-conformity should be identified as a matter of course. For non-mandatory questions, such as the checklist of indicators in sheet 19, auditors may use N/A simply to signal that an indicator is not applicable, and thus no related non-conformity needs to be listed.

## USING THE EXCEL TEMPLATES

If you are not experienced with using Microsoft Excel we recommend you search online for some introductory training videos on use of Excel. E.g.

<https://www.bing.com/videos/search?q=how+to+use+excel+for+beginners&qpv=how+to+use+excel+for+beginners&FORM=VDRE>.

Look for videos that best suit your needs and that you can view in your preferred language.

## Navigation & Sheet Numbering

Index	1 CH, CB	2 Eval	3 Team	4 Itinerary	5 FME	6 Group	7 MUs	8 Spp	9 NTFPs	10 Pesticides
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The Excel templates consist of various numbered worksheets. Tabs coloured **green** are those data sheets that the Certificate Holder may typically be asked to complete, although this is up to the Certification Body's discretion. The auditor shall review all data submitted by the Certificate Holder. Tabs shaded **purple** are optional in that CBs may choose to replace them with their own versions without breaking the template. CBs should ensure that alternatives fulfil the requirements of FSC-STD-20-007.

You can click upon the tabs to navigate around, or you can use the table of contents on the **Index** sheet. At the top of each data sheet is a link that will take you back to the Index.

[Go to Table of Contents](#)

In version 1.7 of the template, a new sheet was introduced for the Regulatory Module, numbered 23 being the next number available. In order to maintain a sensible order in the sheets, those for Annexes, Errors and Translation improvements, which had hitherto been numbered 20-22 respectively, were then renumbered to 30, 40, and 41, with gaps in numbering left in case of need for future expansion.

## Formatting Conventions Used

Cells are shaded in the Excel templates according to the following schema.

Table heading
Alternate colour for table headings
Sub-headings
Question text, data validation results, and other cells not available for data entry
Cell available for data-entry (data entry optional)
Cell available for data-entry (data entry expected)
Data validation error
Spacing rows and columns, and confidential data that has been obscured

Only cells formatted for data-entry as per above should be editable. If you find a cell that is not editable (i.e. locked) but which should be editable please inform FSC via [auditreport@fsc.org](mailto:auditreport@fsc.org) and put a note in the Error reporting sheet.

In addition, in line with common use on the internet, questions that are mandatory are labelled with an asterisk \*. Many questions will Change their mandatory status depending on what audit type is selected in Q2.01. Other questions may change their mandatory status depending on other selections, e.g. you need to identify the Group Member managing each Management Unit only for Group Certificates (except for SLIMF MUs). Note that the mandatory flag merely denotes a question that should be answered in all cases. Conformity with the requirements of FSC-STD-20-007 may still require an auditor to provide an answer to a non-mandatory question. This may particularly occur in Surveillance Evaluations – when many questions become non-mandatory – where there have been significant changes in relation to the answer previously given in the Main Evaluation.

When you enter data in a new row in one of the tables allowing multiple rows to be completed, the cells which are required for completion for the row to be valid will be highlighted in pale yellow, as per above, once you have entered some data in any cell in that row.

## Localization

Microsoft Excel has many localization features for presenting data and understanding data entered in a way that is consistent with local conventions. E.g. whether you prefer to read \$ 12,345.67 versus 12.345,67 \$. These settings have to be configured on the user computer or browser, and are the responsibility of the CB or auditor.

Whatever localization settings are defined are not affected by the template and remain in place, and therefore, number formats can be used with localization. Note, however, that the template does require that dates are strictly entered and visualized in the format YYYY-MM-DD (YEAR –MONTH –DAY).

## Efficient Data Entry

The following tips and keyboard short-cuts may prove useful for efficient data entry in Excel on Windows:

- Typing the **<Tab>** key will take you to the next editable cell on the worksheet
- Typing **<Enter>** will take you to the beginning of the next row in a table
- Typing **<Ctrl>-C** will copy the value of a cell or the text you have highlighted in a Word document (**<Command>-C** on Mac)
- Typing **<Ctrl>-V** will paste copied data into a cell
- Typing **<Alt>-<Tab>** will switch between open applications (**<Command>-Tab** on Mac)

Using a combination of the above key combinations it is possible to copy and paste data from one Word document or Excel spreadsheet into another much more quickly than you can do using a mouse. If you are filling in this template in parallel to another template (e.g. from the CB) you can use this trick to switch back-and-forth between the two templates very easily. Or if you are copying data from a previously completed into this template you may find yourself able to complete the entire operation in around one hour by using these key combinations.

Cells that should not be editable, but which have been left unlocked can somewhat interfere with this efficient data entry. If you find any such examples please inform FSC via [auditreport@fsc.org](mailto:auditreport@fsc.org).

Some questions may sometimes need multi-paragraph answers. This is not as easy to do in Excel as it is in Word. But you can still achieve it by hitting **<Alt>-<Enter>** to create a new line inside a cell (rather than jumping to the next row).

## Copying and Pasting Data

Excel allows the usual edit functions of Copy, Cut and Paste. These all work, but there are a couple of points you need to be aware of when using them in this template.

Firstly, if moving data around inside the template, we recommend you do not use the Cut function. That is because the Cut function pulls references to the affected cell(s) in formulae that are referring to that cell so that they point to the destination cell. That can play havoc with the formulae, and will, in particular, lead to rows reporting as errors when they appear to be blank or contain correct data. Instead we recommend that you first Copy then Paste the data, then Delete the contents of the cells from which you wanted to move the data.

Secondly, if copying and pasting from another Excel spreadsheet, you will also paste the cell formatting from the other spreadsheet; this can mess up the look of the template. There is nothing we can do about this: it is a design choice of Microsoft in how Excel works. If you are copying and pasting from Excel please consider using the Paste as Values feature in Excel if you are familiar with it, or pasting data into the edit box at the top.

Thirdly, when copying and pasting from another Excel spreadsheet, look out for merged cells. As with using the Cut function, pasting data from merged cells can have unexpected results, with the pasted data showing up in different cells than expected.

From v1.3.6 of the template, should a user implement a copy-paste operation in such a way as to cause one or more formulae to break, the title of the sheet will change to an error message (with red shading) as an immediate warning. If such a warning appears it should generally be possible to hit Undo (**<Ctrl>-Z** on a PC, (**<Command>-Z** on a Mac) to restore spreadsheet functionality; when the error message goes away you are safe again. However, if you save the spreadsheet in this broken state and then reload it will not be possible to recover the correctly functioning formulae.

Copying-and-pasting from Excel also bypasses restrictions on dropdown boxes and other data validations on the cell input. In a subsequent version of this template FSC will try to ensure that the checks performed in the Validation column include such things, but for now please be aware of the dangers of bad data being entered this way.

### Locked Worksheets but Workbook Unlocked

With the exception of the **Cover Sheet** and the **Annexes**, the worksheets in the Excel templates are all locked to prevent accidental edits to components of the spreadsheet necessary for its proper operation. You should only be able to edit cells which accept data input to answer a defined question. If you find one or more cells that should be editable, but which are not, please report them as an error (see below).

Depending upon the template version you are using, and the working practices of your Certification Body, the workbook itself (i.e. the spreadsheet tab structure) may not be locked. This means you can add or remove worksheets, or move around the order that the tabs are shown at the bottom, and also hide or show hidden tabs. Template versions where the workbook is unlocked are designed to allow your Certification Body to add extra worksheets that may be particular to this audit, country or CB, or their own Annexes framework. All other users should leave the worksheet tabs as they are.

With the exception of optional sheets 16 to 23, the templates will not function if one or more worksheets are removed, even if they are later added back in. If you want to send someone a version of the file with just a few worksheets to be filled in then you should hide the remaining tabs and then lock the workbook using a password of your own choosing. Then you can unhide the remaining worksheets as appropriate when you received it back. The integrity of the spreadsheet with respect to removal and replacement of individual sheets is shown above the table of contents on the **Index** sheet.

If you need to combine edits from two or more people, then you need to copy and paste the data on a sheet-by-sheet basis. You cannot copy in whole worksheets.

### Resizing Rows and Columns

It is possible to change the height of any row. So if the row height is too small to display all the text you can increase it by dragging down the bottom edge of the row label on the left hand side of Excel. E.g. in the example on the right, if you position your mouse cursor around the yellow highlight it will change to an up-down arrow, and clicking-and-holding then will allow you to drag the row boundary up (to reduce the row height) or down (to increase the row height). Or you can double click and Excel will automatically adjust the height so you can see all the text.

3	Question
4	
32	2.11.5 Other, please specify your input here
33	2.12 Rationale for selection of IMU/ members, including a clear description of the surveillance schedule that will be implemented by the certification body
34	
35	
36	2.13 Documentation reviewed during this audit

In contrast, column width cannot be changed; the only way the you can allow more text to display is by adjusting the row height.

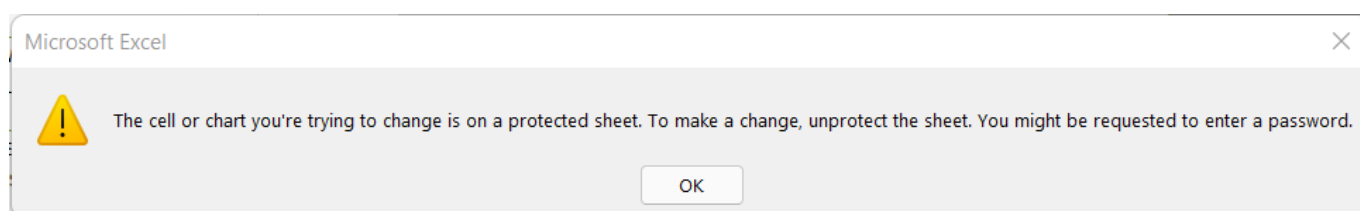
Note that allowing the row height to be adjusted means that it is possible for users to expose rows that have been fully hidden. We would discourage users trying to do that: these rows have been hidden to avoid confusing spreadsheet users. All hidden rows should all be set to be non-editable.

## Coping with Extra-long Answers

There are limits to the length of text that can be entered into a single cell in Microsoft Excel (32,767 characters in most recent versions). In some cases you may find that not sufficient in responding to a difficult question. There are different solutions for this depending on the type of data sheet.

In sheets where the question numbers are along the top and you can list as many rows as you like, the solution is simply to add a second row of data. Where you have a unique identifier, e.g. like the Unique Finding Number for CARs, you can list the same unique identifier again in the second row: when we import the data we will detect that this is an extension of the row above and ignore any errors reported due to incomplete cells.

In sheets where the questions run down the sheet from top to bottom, with one answer per question, such as sheets 2, 5, 11 and 18 & 19 (where each criterion or indicator can be regarded as a distinct question), from version 1.3.1 the spreadsheet will now allow you to insert rows. If you have an answer that is too long for one cell, insert a row *below* the one you are editing, and continue your answer there. When you try to insert that row, you will receive an error message from Excel like below: just click OK to proceed.

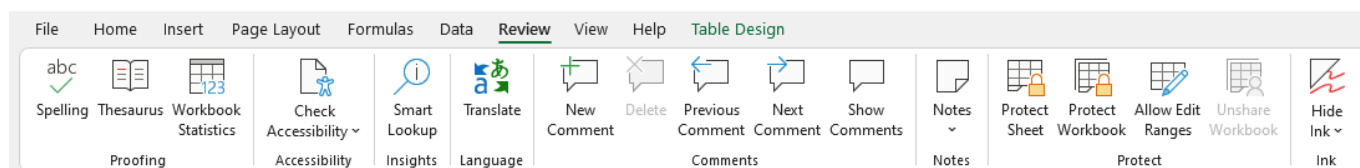


To enable this feature while keeping existing functions we have had to unlock some formulae that would normally be locked, e.g. the (Criterion) Index column on sheets 18 and 19. This means those cells are editable. To ensure those existing functions continue to work those calculations are now performed in other columns that are hidden, and the visible cell simply displays a copy of the calculation result. If you accidentally edit the visible cell then the cell will turn red as a warning that the value being shown is not correct: in such a case we recommend you simply undo the accidental edit (type <Ctrl>-Z on windows) to return the cell to how it was, but even if you leave in the bad edit it will not affect the functioning of the spreadsheet since all validation checks are performed by reference to the hidden column that you cannot edit.

An alternative solution to inserting spill-over rows as described above is to make use of the **Annexes** sheet, referring to the appropriate Annex in the text you enter in answer to the original question.

## Reviewing Draft Reports

Although it is not so well known, recent versions of Excel do incorporate a reviewing capability. It does not include a Track Changes feature like Word, although SharePoint will make an attempt to record changes made by different individuals on a file shared to multiple people. However, Excel does now include a commenting feature in which it is possible to cycle through all the comments in a large file easily enough. This may suffice for internal reviews of draft reports by CBs.



# 1. Certificate Holder & Certification Body

This sheet lists key information on the Certificate Holder, Certificate and Certification Body

## Certificate Holder

	Field Name	Guidance	Format	Example
1.01	Certificate holder name	Insert name of certificate holder	Text (< 100 characters)	<i>My CH</i>
1.01.1	Local company name	Enter the company name in the local language if different from above	Text (< 100 characters)	
1.01.2	Trading name	Enter any trading names used by the company	Text (< 100 characters)	
1.02	Address	Insert street name, postal code, city, state	Text (< 100 characters)	<i>Adenaueralle 134, 53113 Bonn, NRW</i>
1.03	Country		Text (< 100 characters)	<i>Germany</i>
1.04	Contact person full name	Insert name of contact person	Text (< 100 characters)	<i>Mickey Mouse</i>
1.05	Email	Insert email address of certificate holder	Text (< 100 characters)	<i>mickeymouse@gmail.com</i>
1.06	Telephone	Insert telephone number of certificate holder	Number (< 100 characters)	<i>+49 1234 5678910</i>
1.07	Website	Insert website of certificate holder. Enter <i>none</i> if the certificate holder does not have a website.	URL (< 100 characters)	<i>http://wiki.net.com</i>

## Certificate

If you get validation errors on the FSC licence code and Certificate code fields make sure you have them the right way round.

	Field Name	Guidance	Format	Example
1.08	FSC licence code	Insert FSC trademark licence code.	Text (< 100 characters)	<i>FSC-C100001</i>
1.09	Certificate code	Insert current certificate code of certificate holder	Text (< 100 characters)	<i>CB-FM/COC-234567</i>
1.10	Former certificate code	Insert former certificate code of certificate holder if they were previously certified by another CB	Text (< 100 characters)	<i>CB-FM/COC-123456</i>
1.11	Certificate type		Dropdown	<i>FM/COC</i>
1.12	Group certificate		Yes/No	<i>No</i>
1.13.1	Initial certification date	Select date of first certification, including all certification cycles in the current consecutive period. E.g. If a certificate was issued in 2001, and certification continued until August 2021, the 2001 certification date shall be included in the field. If however, the certification was terminated e.g., between 2010 and 2012, the certification date shall be put into this field.	Date	

	Field Name	Guidance	Format	Example
1.13.2	Most recent certification date	Enter the date the certificate was last issued, or renewed.	Date	
1.13.3	Certificate expiry date	Enter the date the current certificate is due to expire.	Date	
1.14	Total number of MUs in the scope of certificate	Calculated from list of MUs (sheet 7)	Number (rounded to one decimal place)	
1.15	Total area certified	Calculated from list of MUs (sheet 7)	Number (rounded to one decimal place)	
1.16	Certificate scope	Detail the current certificate scope and changes since the last audit, if any.	Text (< 4000 characters)	
1.17	Ecosystem services(ES) in the scope		Yes/No	No
1.26	Continuous Improvement Procedure being followed	Indicate whether the Continuous Improvement Procedure (FSC-PRO-30-011) is being followed. Defaults to No.	Yes/No	No
1.28	Regulatory Module in scope	Indicate where the Regulatory Module (FSC-STD-01-004) is in scope for this certificate	Yes/No	No
1.25	Name and/or location of the certified forest area(s) <sup>1</sup>	Enter the text you wish to appear on the Cover Sheet of the Public Summary.	Text (< 100 characters)	
1.27	Changes to database details	Field provided for convenience of CBs to note changes they need to make in the FSC certificates database.	Text (< 4000 characters)	

## Certification Body

Certification Bodies are recommended to complete this section straight away and then to make copies from there for each audit to avoid having to re-enter this data every time.

	Field Name	Guidance	Format	Example
1.18	Certification body	Insert name of certification body.	Text (< 100 characters)	Springboard
1.19	Address	Insert CB's street name, postal code, city, state	Text (< 100 characters)	Adenaueralle 134, 53113 Bonn, NRW
1.20	Country		Text (< 100 characters)	Germany
1.21	Contact person	Insert name of the official contact person for CB or a name of department, or a general account serving as a contact point to CB	Text (< 100 characters)	Mickey Mouse
1.22	Email	Insert CB's email address	Text (< 100 characters)	mickeymouse@gmail.com
1.23	Telephone	Insert CB's telephone number	Number (< 100 characters)	+49 1234 5678910
1.24	Website	Insert CB's website	URL (< 100 characters)	http://wiki.net.com

<sup>1</sup> This question has been moved from 11.28.1.

## 6. Group

If this is a Group Certificate then enter the group member details here. There must be at least one group member listed in the case of a Group Certificate.

For Groups with more than 20 members that operate through Resource Managers, it is not necessary here to list all group members; instead you may choose to list just the Resource Managers, with the number of group members covered by each Resource Manager recorded in question 6.09 (introduced in v1.3.10 of the template).

The Digital Audit Reporting template is designed to collect data on typical certificate structures. In order to manage file size, and avoid overloading Excel's computational capacity, this sheet 6 is capped at 1,000 group members. For very large Groups, with more than 1,000 members, you cannot list them all here, and instead should summarize the group membership in one or more lines (based on variation in MU characteristics), and to enter the number of members represented by each line in 6.09.

If you have not listed all the Group members here then, in order to conform with the requirements of FSC-STD-20-007, you must separately include a complete list as a separate sheet imported into this template. This list, however, can be in any reasonable format, and can combine Group members and MU details on the same sheet if that makes sense. This separate sheet must contain all the necessary data: it is up to you in the CB ensure that requirement is met, and also to ensure that sheet is included when you generate a Public Summary, noting that this is not required in the case of group certificates wholly comprised of SLIMF or Community Forests members, and that contact details from group members are not required in the Public Summary.

	Field Name	Guidance	Format	Example
6.01	Group member name	Enter the name of the Group Member or Resource Manager in the space provided.	Text (< 100 characters)	
6.02	Public contact	Name of person who is the contact person for this group member.	Text (< 100 characters)	
6.03	Address	Insert street name, postal code, city, state, country	Text (< 100 characters)	<i>Adenaueralle 134, 53113 Bonn, NRW, Germany</i>
6.04	Email (if available)	If applicable and lawful, enter email address in the space provided.	Text (< 100 characters)	<i>mickeymouse@gmail.com</i>
6.05	Sub-code (if applicable)	If applicable, enter the sub-code in the space provided.	Text (< 100 characters)	
6.06	Certified area	This will calculate automatically according to the Management Units assigned to the Group Member or Resource Manager on the next tab.	Number (rounded to one decimal place)	<i>20000.5 ha</i>
6.07	SLIMF only MUs	Calculated field to determine whether this Group Member or Resource Manager only manages Management Units that meet SLIMF criteria.	Yes/No	
6.08	Action Plan Sub-Group	Only applicable to groups implementing the Continuous Improvement Procedure (Q1.26). Index number of the sub-group according to the action plan being followed under the Continuous Improvement Procedure. Defaults to 1; edit only in the case of there being multiple sub-groups following different action plans.	Number (whole number)	<i>1</i>

	Field Name	Guidance	Format	Example
6.09	Num. Members	Enter the number of members included in this row. Only applicable to large groups in a SLIMF certificate where members can be listed at the RMU level, or at the level of the entire group.	Number (whole number)	1
6.10	Date Joined	Enter the date this group member joined the group certificate.		
6.11	Date Left	If this group member has left the group certificate enter the date here.		
6.12	Contractor	Indicate whether this group member is a Contractor or not.	Yes/No	

## 7. Management Units

On this sheet you must list all the Management Units (MUs) that are a part of the certificate. However, if the certificate is a Group Certificate which operates through Resource Managers, and you have chosen to list them on the previous sheet (6 Group Members) rather than to list all the group members, then you should list the Resource Management Units (RMUs) on this sheet, not the individual MUs, assuming those RMUs have similar characteristics. Similar characteristics means that the answers to questions 7.02 to 7.05 are the same for all MUs within the RMU. Where that is not the case you need to split the data into multiple lines per RMU that groups the MUs according to the characteristics specified in questions 7.02 to 7.05. The goal here is to ensure that the MU area figures given in questions 7.08 onwards are accurate with respect to the characteristics specified in questions 7.02 to 7.05

If, based on the above, you have not listed all the MUs here then, in order to conform with the requirements of FSC-STD-20-007, you must separately include a complete list as a separate sheet imported into this template. This list, however, can be in any reasonable format, and can combine Group members and MU details on the same sheet if that makes sense. This separate sheet must contain all the necessary data: it is up to you in the CB ensure that requirement is met, and also to ensure that sheet is included when you generate a Public Summary.

A modern GIS is capable of computing an exact centroid for an MU or RMU consisting of many different non-contiguous parts (referred to as 'polygons' in GIS-speak). However, in such cases it is not necessary to perform this calculation; a centroid estimated by human eye on a map or simple GIS such as Google Earth will suffice.

The total area of MU (7.10) is calculated automatically as the sum of total production forest area (7.08) and total non-production area (7.09).

Natural forest area (7.11) and Plantation area (7.12) include both production and non-production forest area. Together they should not exceed the total area of the MU (7.10).

Replanted forest area (7.13) and Naturally regenerated forest area (7.14) aim to capture artificial and natural regeneration within the production area only (7.08).

Conservation area (7.15) and Strictly protected area (7.16) belong to non-production area (7.09).

NTFP area (7.17) also belongs to non-production area (7.09) except where the area is also used for wood production.

Importantly, it is hard to consider all possible area types and forests specifics in this guidance. Therefore, FSC acknowledges that a CB interpretation on the given MU structure will be necessary. It is expected that the Certificate Holders should have precise figures for the following fields:

- Production forest area (7.08)
- Non-production area (7.09)
- Conservation area (7.15)
- Strictly protected area (7.16)
- Area with ecosystem services claims (7.18)

However, not all Certificate Holders may have precise figures for the following fields:

- Natural forest area (7.11)
- Plantation area (7.12)
- Replanted forest area (7.13)
- Naturally regenerated forest area (7.14)

- NTFP area (7.17)

Where the Certificate Holder lacks exact data for the above listed fields it is permissible for estimates to be provided. The use of estimates should be disclosed to the auditor and estimates must appear reasonable to the auditor. In the case of Group certificates including SLIMF management units it is allowable to apply the same percentage-based estimates to all SLIMF MUs in the Group.

When one or more MUs are labelled as SLIMF the row below the Area Totals will become active: you can enter % values in here for the columns 7.11-7.14 and 7.17. The same % will then be applied to the total MU area for each SLIMF MU. (It will not be calculated for non-SLIMF MUs.) This calculation can be over-riden simply by typing in the relevant box. But once that calculation has been over-written once it cannot be recaptured by deleting any manual data entry. If the audited certificate contains SLIMF MUs and you wish to take advantage of this option it is therefore recommended that you list out all the MUs first, and then review the answers to 7.11-7.14 and 7.17.

As of v1.4.0 there is minimal validation rules applied to the forest areas entered, but the spreadsheet does check that no answer to 7.11-7.18 exceeds the total area of the MU (7.10). If you are getting unexplained errors then please check those figures.

7.01 MU name *	7.02 Forest zone *	7.03 SLIMF type *	7.10 Total area of MU *	7.11 Natural Forest area	7.12 Plantation area *	7.13 Replanted Forest area *	7.14 Natural regenerated forest area *	7.15 Conservation area	7.16 Strictly protected area *	7.17 NTFP area *
Area Totals			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Area Estimates										

	Field Name	Guidance	Format	Example
7.01	MU name	Enter the name or code of the Management Unit. The MU name shall never be duplicated.	Text (< 100 characters)	<i>Bonn Stadt Forest</i>
7.23	Cadastral identifier	Official code identifying real estate parcel(s) included in this land holding. If no cadastral identifier available enter here such other means of identification as is available.	Text (< 100 characters)	
7.02	Forest zone	Choose forest zone from the drop-down list provided. In rare cases when spreading MU over more than one forest zone is justified, please enter the main forest zone (note that in such case the quality of data will be compromised, and such MU design shall be avoided).	Dropdown	<i>Boreal</i>
7.03	SLIMF type	Specify whether and which SLIMF type applies for the MU by choosing from the drop-down list provided.	Dropdown	<i>Small forest</i>
7.04	Tenure-ownership	Choose the appropriate the tenure-ownership from the drop-down list provided. Note that the option for "State" forests includes all those under government ownership.	Dropdown	<i>Community</i>
7.05	Tenure-management	Choose the appropriate the type of tenure management from the drop-down list provided. Note that the option for "State" forests includes all those under government management.	Dropdown	<i>State</i>

	Field Name	Guidance	Format	Example
7.24	Recognised as Community Forest	Calculated field which uses the answers given to 7.04 and 7.05 to determine whether this Management Unit is recognised as a Community Forest within the FSC scheme, according to FSC-STD-01-003.		
7.25	SLIMF or Community	Calculated field which uses the answers given to 7.03, 7.04 and 7.05 to determine whether this Management Unit can be classified as either SLIMF or Community Forest.		
7.06	Centroid Latitude	Enter the Centroid Latitude in decimal degrees according to the WGS84 geodetic standard. A latitude entered as degrees, minutes and seconds will be treated as an error, as will happen if you enter the degree symbol. (To convert from degrees, minutes & seconds see online converters like <a href="#">this</a> .) Not compulsory for SLIMF MUs.	Number (Decimal between -180 and +180)	43.77600
7.07	Centroid Longitude	Enter the Centroid Longitude in decimal degrees. Not compulsory for SLIMF MUs. See guidance on 7.06 above for more detail.	Number (Decimal between -180 and +180)	18.12540
7.08	Total production forest area	This field should include the total production forest area. This area includes all areas in the MU that are used for production, including replanted and naturally regenerated forest.	Number (rounded to one decimal place)	100000.5 ha
7.09	Total non-production forest area	<p>This field should include the total non-production forest area. This area includes an area of forest and non-forest land currently not considered for commercial harvesting. For example, it can include bogs, parts of the forest left with no human interventions (also past plantations).</p> <p>If a natural hazard occurs that triggers management activities in the non-production area, the classification of the area shall be revised and whether it will still be considered a non-production area will depend on the scale of the hazard and plans developed for future use of this area. Or, in the case when a non-production area includes e.g., agriculture lands left for natural forest succession, the status of succession forest shall be revisited as well, according to the management plans developed for this area.</p>	Number (rounded to one decimal place)	100000.5 ha
7.10	Total area of MU (automated)	This field will auto-sum the values from 7.08 and 7.09.	Number (rounded to one decimal place)	100000.5 ha
7.11	Natural Forest area	Enter the natural forest area.	Number (rounded to one decimal place)	100000.5 ha

	Field Name	Guidance	Format	Example
7.12	Plantation area	This field refers to the active plantation area. By default, all plantations would be considered active. A non-active plantation could be a part of the forest left with no human intervention for stimulation of natural evolution etc.	Number (rounded to one decimal place)	100000.5 ha
7.13	Replanted Forest area	“Replanted Forest area” is the area regenerated primarily by replanting or by a combination of replanting and coppicing of the planted stems. (This does not include enrichment planting to supplement natural regeneration.)	Number (rounded to one decimal place)	100000.5 ha
7.14	Natural regenerated forest area	“Natural regenerated forest area” may include area of production forest regenerated primarily by natural regeneration, or by a combination of natural and coppicing of the naturally regenerated stems.	Number (rounded to one decimal place)	100000.5 ha
7.15	Conservation area	Conservation area refers to forest and non-forest area protected from commercial harvesting of timber and managed primarily for conservation objectives. This means that there might be harvesting occurring in such area if it serves conservation purposes.	Number (rounded to one decimal place)	100000.5 ha
7.16	Strictly protected area	Insert strictly protected area. However, in strictly protected area, no harvesting is envisaged.	Number (rounded to one decimal place)	100000.5 ha
7.17	NTFP area	Insert NTFP area. Not more than total MU area-strictly protected area.	Number (rounded to one decimal place)	100000.5 ha
7.18	Area with ecosystem services claims	Enter the total area with one or more ecosystem services claims within given MU (when different claims overlap, their area shall not be double counted). ES area shall be equal or smaller than total MU area. This field becomes mandatory when ES is in the scope of certificate (field 1.17 is checked).	Number (rounded to one decimal place)	100000.5 ha
7.19	Annual allowable cut (AAC)	Enter annual allowable cut at the MU level and select the right unit from the dropdown menu.	Number (rounded to one decimal place)	175 m3
7.20	Group member name	This field is compulsory in the case of Group certificates, and should be left blank otherwise. If ownership is split between more than one Group member, please enter just one. This field can be left blank in the case of SLIMF Mus. Where you have listed Resource Managers on sheet 6 then choose the appropriate Resource Manager rather than Group Member.	Dropdown	

	Field Name	Guidance	Format	Example
7.21	Active / Inactive	An Active management unit is one where site-disturbing activities have taken place since the last evaluation implemented by certification bodies, or in the previous 12 months if there was no previous evaluation. Applicable only to group certificates; defaults to Active.	Dropdown	<i>Active</i>
7.26	Num years into applying CIP	Enter here the number of years since the start of the Continuous Improvement Plan for this Management Unit.	Number (whole number)	
7.22	MU Notes	Optional free-form field for you to add notes on particular Management Units.	Text	<i>Contains mix of HCVs 1 and 3</i>

## 8. Commercial Timber Species

This sheet provides space for listing the commercial timber species present in the certified forest(s) and the products sold<sup>2</sup>, as per the certificate scope as entered into the FSC Certification Database. Species that are in scope but which were not harvested or sold last year should still be listed, but with zero quantities reported. In the case of updates to that information CBs should ensure the Database is also updated before submission of this report. In the future FSC will automatically update that data based on submission of this report, but that functionality is not available at this time.

In entering species data note the following:

- The Template is integrated with species dictionary and the validation of entered species name is performed based on this dictionary.
- To avoid typing, you can copy and paste directly from the Species List (which contains the list of species included in the dictionary) or chose the species name from the drop-down list.
- Always full name (genus and species) is required. In case of uncertainty, you shall choose the most likely species and justify the choice in the field "Remarks".
- In case of hybrids, enter only one species from the hybrid, and mention the other one(s) in "Remarks".

The species dictionary in the Template will be updated periodically and new versions issued: see the update date stated on the worksheet **10 Pesticides** to see when the data dictionary was last updated. If you need to add a species not already listed then the CB must email FSC using the usual address with relevant details: the scientific name of the requested species, and, in case of hybrid species, please also provide the parental and maternal species scientific names, distribution, and references in English. Only by doing this will the species will be made available for selection in the FSC Certification Database, and thus displayed in the Public Search information on this certificate. However, you can still proceed to use the current version of the template and enter the new species name in the space provided on the right hand side of the main data table; this list allows for up to 30 new species to be added. Species added in this way will appear at the very bottom of the dropdown selection list; you must still select the newly entered species in 8.01 in order to have a valid row of data. (If, in dialogue with FSC, the scientific name to be used is amended, please ensure you also use the final agreed species name here.)

The data entered into this sheet should be that which is available and accurate at the time of audit. If a CH has yet to complete a stocks inventory (some companies only inventory harvesting coupes shortly before harvesting), and thus expected harvest levels are not known you can enter zero against question 8.04.

Note that from v1.3.9 of this template questions 8.04 and 8.06 are not included in the Public Summary of this sheet to preserve CH confidentiality on what may be regarded as commercially sensitive data.

Note also that as of v1.5.0 of this template the meaning of question 8.04 changed substantially from the planned harvest in the current year to the actual harvest in the previous calendar year.

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<sup>2</sup> In FSC-STD-20-007 V3-0 only the main commercial timber species needed to be listed. From V4-0 all commercial timber species that are harvested need to be listed here.

	Field Name	Guidance	Format	Example
8.01	Species	Select the species name in field.	Dropdown	<i>Picea abies</i>
8.02	Product code	Select the product code from the list provided.	Dropdown	<i>W1.2 Fuel wood</i>
8.03	Trade name	Type in commercial name or trade name. If no commercial or trade name is known, enter "Not known" in the space provided.	Text (< 100 characters)	<i>Pine</i>
8.04	Harvested quantity in previous calendar year	Enter the volume harvested in the previous calendar year.	Number (rounded to one decimal place)	<i>100000.5 m3</i>
8.05	Remarks	Enter any remarks, including for example justification for the choice of species, or, in the case of hybrid species, those in the hybrid that were not entered in 8.01.	Text (< 4000 characters)	
8.06	Sold with FSC Claim in previous calendar year	Enter volume relevant for the previous calendar year.  E.g., if the evaluation has taken place in March 2020, the total volume of products sold with FSC claim in 2019 shall be entered. If the evaluation has been conducted in September 2020, the same 2019 volume shall be entered.  Also, remember to select the right unit from the dropdown menu.	Number (rounded to one decimal place)	<i>100000.5 m3</i>

## Matrix Data Entry

Matrix Entry (planned harvest   sold in previous year)	8.02 Product code *					
8.01 Species *	N3.2 Cork powder		N3.3 Cork granules		N3.6 Cork disks	
Abies alba	1.00	2.00	3.00	4.00	5.00	6.00
Acacia auriculiformis	0.00	0.00	1.00	1.00		

For certificates where many products are made from many species there is an option to enter data using the Matrix Entry table furthest to the right on this data sheet. This allows for up to 20 different products (selected in the column headings) and 100 different species (selected in row headings) to be cross-referenced, with the planned harvest and previous sales volume entered into adjacent cells at each intersection point. Both the planned harvest and previous sales volume must be entered for every possible combination of species and product listed in the matrix; you can enter zero where that product will not be or were not made from this species.

The data from the Matrix Entry table are copied automatically into the main data table on the left starting at the top row. However, this data can be over-written, at which point the formulae will no longer work. So if you want to use a combination of the two methods then you should first use the Matrix Entry table, and once finished there you can add extra rows at the bottom of the main data table. The Trade Name and Remarks columns are not written to from the Matrix Entry table, so you if you have data to add there you have to fill these in separately, copying and pasting (or dragging down) if need be amongst the rows. If you add new entries into the Matrix check that the information in the Trade Name and Remarks columns still match up to the appropriate rows.

## 9. Non-Timber Forest Products

This worksheet functions similarly to the sheet **8 Commercial Species**, but is much simpler. If you need to add extra species please use the supplementary table in **8 Commercial Species** for that purpose.

For some NTFPs it is not possible to identify a single species in a meaningful way, e.g. honey. In such cases create a dummy species called N/A using the area for listing new species in sheet 8, and then select it here in 9.01.

	Field Name	Guidance	Format	Example
9.01	Species	Select the NTFP species in the space provided.	Dropdown	
9.02	Product code of NTFP	Choose the product code of the NTFP from the drop-down list.	Dropdown	<i>N9.5 Fruits</i>
9.03	Trade name	Enter the NTFP trade name in the space provided.	Text (< 100 characters)	
9.04	Harvested quantity in previous calendar year	Enter the amount harvested in the previous calendar year and select the right unit from the dropdown menu.	Number (rounded to one decimal place)	<i>100000.5 ton</i>
9.05	Sold with FSC Claim in previous calendar year	Enter the volume sold in the previous calendar year.	Number (rounded to one decimal place)	<i>100000.5 ton</i>

## 10. Pesticides

Pesticide use since previous audit/year									
Pesticide Restrictions Data Last Updated: 31/12/2019									
Number of Valid Entries: 0									
10.01 Active ingredient *	10.02 Restriction	10.03 Applied area	10.03.1 Units *	10.04 Reason for use *	10.05 Quantity of ingredient *	10.05.1 Units	10.06 Summary of ESRA *	Validation	New Pesticides
			ha						
			ha						
			ha						

This worksheet provides space to list all pesticide use by the Certificate Holder in the last year. As with adding new tree species (see **8 Commercial Species**) you can include other pesticides that do not appear on the current data dictionary using the supplementary table to the right; you must still select the newly entered pesticide in 10.01 in order to have a valid row of data. Note that the Restriction column is looked up automatically by the spreadsheet for pesticides that appear in the FSC data dictionary, but that this data may get out of date. The date of the last update is given at the top of the sheet, and auditors should check in case there have been recent new restrictions added since the last update of the data dictionary in the version of the template they are using.

Some pesticides are applied to only specific trees rather than across a wide area. E.g. pesticides applied to saplings in selective re-planting. In such cases it is not appropriate to enter the entire area of the FMU or compartment. In such cases one should estimate the area occupied by a typical individual (i.e. the area of ground cover by the canopy of a single tree of that age), and multiply that by the total number of individuals to which the pesticide has been applied. (This number may also be estimated.) In performing such a calculation what is important is the overall order of magnitude, not total precision on the resulting area. Only in the case of pesticides applied to logs should you enter zero for the applied area.

	Field Name	Guidance	Format	Example
10.01.1	Trade name	Enter the local trade name of pesticide used.	Text (< 100 characters)	
10.01	Active ingredient	Choose one active ingredient from the drop-down list provided.	Dropdown	<i>Borax</i>
10.02	Restriction	Calculated field showing restriction level on the use of the selected pesticide in FSC certified forests. This information will be up-to-date as per the date given at the top of the screen. Auditors should therefore be sure to check if there have been any updates to the restricted list since that date.	Text (< 100 characters)	<i>Restricted</i>
10.03	Applied area	Enter the area where the pesticide was applied on since previous audit and select the right unit from the dropdown menu. In the case the pesticides are applied on logs, enter 0 (zero). As of version 1.3.0 of this template, smaller areas units (m <sup>2</sup> and ft <sup>2</sup> ) are now selectable here.	Number (rounded to one decimal place)	<i>100.5 ha</i>
10.04	Reason for use	Enter the reason or purpose of use in the space provided.	Text (< 4000 characters)	
10.04.1	Location used	Briefly describe the location where the pesticide was used.	Text (< 100 characters)	
10.04.2	Period of use	Briefly describe the period of time over which the pesticide was used.	Text (< 100 characters)	

	Field Name	Guidance	Format	Example
10.04.3	Number of applications	List how many times the pesticide was applied. (This is not the amount that was applied, but the number of different occasions on which the pesticide was used.)	Number (whole number)	
10.04.4	Frequency of application	Briefly describe the frequency with which the pesticide was used over the period that it was being applied.	Text (< 100 characters)	
10.05	Quantity of ingredient	Enter the quantity of ingredient and select the right unit from the dropdown menu.	Number (rounded to one decimal place)	500.5 kg
10.06	Summary of ESRA	Enter the summary of ESRA in the space provided. Summary should generally include hazard identification, assessment of degree of risk, and mitigation measures. Often the emphasis will be on the last part, e.g. conditions for pesticide use and what monitoring on impacts is conducted. You may also include what consideration there was of lower risk alternatives.	Text (< 4000 characters)	
10.07	HHP derogation (if any)	Provide details on any applicable derogation that allowed for the use of a Highly Hazardous Pesticide. (This should be an extremely rare event.) Field is compulsory for any pesticide whose use is not Unrestricted.	Text (< 4000 characters)	

## 17. Ecosystem Services Sponsorships

This sheet is optional (i.e. it can be deleted from the spreadsheet), but it cannot be replaced with an alternative.

Sponsor information is required whenever there is a sponsor associated with one or more demonstrated Ecosystem Services impacts.

	Field Name	Guidance	Format	Example
17.01	Name of the sponsor	Enter name of the sponsor. If the sponsor prefers to remain anonymous, the word "Anonymous" shall be entered.	Text (<100 characters)	
17.02	Address	Enter the address of the sponsor. In the case the sponsor chose to remain anonymous, enter the address of FSC International office (Adenauerallee 134, 53113 Bonn, Germany).	Text (<4000 characters)	
17.03	Contact person	Enter the name of the contact person of the sponsor. If anonymous, enter FSC.	Text (<100 characters)	
17.04	Phone	Enter phone number of the sponsor. If anonymous enter +49 0228 367660 .	Text (<100 characters)	
17.05	Email	Enter email of the sponsor. If anonymous enter info@fsc.org in the space provided.	Text (<100 characters)	
17.06	Ecosystem Service Sponsored	Select the particular Ecosystem Service that has been sponsored.	Dropdown	
17.07	Management unit sponsored	Select the management unit.	Dropdown	
17.08	Start of sponsorship	Enter start date of the sponsorship.	Date	
17.09	End of sponsorship	Enter end date of the sponsorship.	Date	
17.10	Additional comments	Enter additional comments concerning sponsorship in the space provided.	Text (< 4000 characters)	



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