Glossary

Terminology	Definition
Audit team	Group of auditors, or a single auditor, designated to perform a given audit; the audit team may also include technical experts and auditors-in-training.
Auditor	Person with the competence to conduct an audit.
Audit criteria	Policies, practices, procedures or requirements against which the auditor compares collected audit evidence about the subject matter.
Audit findings	Results of the evaluation of the collected audit evidence compared against the agreed audit criteria.
Audit report	Set of documents that outline the results of an audit.
BCTS staff	Ministry staff working on BC Timber Sales business activities.
Business Area Certification Standards Officer (CSO)	The Business Area EMS specialist.
Business Area Office Local Committee	Various BCTS staff as designated by the Timber Sales Manager that participate in the implementation and maintenance of the EMS.
Canadian Standards Association Z809 Sustainable Forest Management Standard	A definition of sustainable forest management for Defined Forest Areas (DFA), developed by the Canadian Standards Association (CSA) based on criteria developed by the Canadian Council of Forest Ministers. The performance criteria are set for each DFA through a detailed public consultation process and locally based indicators of these values.
Continual improvement	Recurring process for enhancing the environmental management system in order to achieve improvements in overall environmental performance consistent with the organization's environmental policy.
Corrective Action	Action to be taken to address the site-specific issues related to an identified non-conformance or a potential non-compliance.
Preventative Action	Action to be taken to revise the management system to help prevent a recurrence of the issues that gave rise to an identified non-conformance or a potential non-compliance.
EMS Incident	An event or action within the scope of our EMS/SFM Program. Events or actions are defined as: • Forest Fires, Hazardous Material Spills and Erosion Events. • Potential Non-compliances. • Significant Non-conformances.
Emergency Response Drill	Drill – a due diligence exercise to ensure that onsite personal have adequate levels of comprehension and awareness of environmental emergency preparedness and response procedures. This involves a demonstration of workers level of knowledge and training.
Emergency Response Incidents	**Fire**: Any uncontrolled fire related to BCTS activities and/or **Spills**: any spill exceeding BCTS reportable levels or any amount spilled into or immediately adjacent to a stream, lake or running water and/or **Erosion/Landslide events**: any emergency situations or potential emergency exists, abnormal movement has or is occurring, abnormal sedimentation, a volume of material greater than 250m3 has moved or is at imminent risk of movement, or a land area greater than 0.25 ha is disturbed through erosion processes.

Environmental Emergency Response Plan	A detailed plan that describes the logistics and reporting requirements in the event of fire, erosion or spills.
Emergency Response Test	Test – a comprehensive testing of the environmental emergency response procedures to ensure that they are adequate to address emergency events. This includes full, hands on scenario testing of equipment, communications, and procedures outlined in the eERP.
Environmental Field Procedures	Procedures to be followed by licensees, permittees, and contractors, as defined in this glossary, in order to mitigate significant risks to the environment.
Environmental Operating Procedures	Procedures to be followed by staff in order to mitigate significant risks to the environment.
Environmental Management System (EMS)	Part of an organization's management system used to develop and implement its environmental policy and manage its environmental aspects.
Environmental Management System (EMS) audit	A systematic and documented verification process of objectively obtaining and evaluating audit evidence to determine whether an organization's environmental management system conforms to the environmental management system criteria set by the organization, and for communication of the results of this process to management.
Environmental Management System (EMS) documentation	Documentation that needs to be consulted in order to follow an EMS procedure.
Environment	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.
Environmental Aspect	Element of an organization's activities, or products or services that can interact with the environment.
Environmental impact	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
Environmental objective	Overall environmental goal, consistent with the environmental policy, that an organization sets itself to achieve.
Environmental performance	Measurable results of an organizations management of its environmental aspects.
Environmental Policy	Overall intentions and direction of an organization related to its environmental performance as formally expressed by top management.
Environmental target	Detailed performance requirement applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
Forest Stewardship Council® (FSC®) Principles and Criteria	The FSC International Principles and Criteria (P&C), they describe how the forests have to be managed to meet the social, economic, ecological, cultural and spiritual needs of present and future generations. They include managerial aspects as well as environmental and social requirements. The FSC P&C form the basis for all FSC forest management standards.
Inspections	Inspections are a formal official examination of operations for conformance and compliance and must be documented using a BCTS inspection report (i.e. CHK 001 to 008).

Internal Audit	An internal systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled
Interested party (parties)	Persons or group interested in and affected by the environmental performance of an organization.
Lead auditor (environmental)	Person qualified to manage and perform environmental audits.
Licensees / permittees / contractors	Holders of BCTS licenses, permits, or contracts performing activities within the scope of the EMS.
Management review	Review by senior management of the suitability, implementation and performance of the EMS or SFMP with the objective of identifying opportunities for continual improvement.
Monitoring	Monitoring can be broadly defined as "determining the status of a system, a process or an activity". Within the context of the BCTS EMS, monitoring consists of informal site visits to assess operational conformance and compliance. Monitoring must be documented (i.e. in an email, diary, on a previous inspection report) and filed on the EMS project file. Monitoring does not require a new BCTS inspection report.
Non-compliance	A contravention of a legislative requirement(s) as determined by a senior official.
Non-conformity	Non-fulfillment of an EMS requirement.
Observation	Statement of fact made during an audit and substantiated by objective evidence.
Organization	Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own function and administration.
Pollution prevention	Use of processes, practices, techniques, materials, products services or energy to avoid, reduce or control (separately or in combination) the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.
Potential Non-Compliance	In the opinion of the person reporting, legislation and regulation has been violated and there may be an agency investigation to determine fact and possible enforcement action. Examples: • Failure to maintain natural drainage patterns • Unauthorized harvest • Failing to meet silviculture obligations • Compliance Actions, Enforcement Actions and or Government Statutory Obligations issued by C&E
Project Plan	A plan that covers primary forest activities on the cutting authority area or other area to which the plan relates. Examples of project plans include the harvest plan, harvest plan map, site plan supporting information, road layout and design, and silvicultural treatment plans.
Record	Document stating results achieved or providing evidence of activities performed.
Remedial Action	A corrective action taken to address or mitigate an undesired environmental impact, such as the removal of contaminated soil following a spill of petroleum products, or the restoration of disturbed fish habitat.

Resource Feature	Resource feature as defined within the Government Actions Regulation - the term Act within this regulation means the Forest & Range Practices Act. 5 (1) Subject to subsection (2), the minister responsible for the Forest Act by order may identify one or more of the following as resource features in relation to a specified area: a surface or subsurface element of a karst system; a range development; Crown land used for research or experimental purposes; a permanent sample site used as a snow course by or on behalf of the federal or Provincial government for the purpose of measuring the water content of the snow pack on a given area; a cultural heritage resource that is the focus of a traditional use by an aboriginal people and that is not regulated by the Heritage Conservation Act; an interpretative forest site, recreation site or recreation trail; a trail or other recreation facility referred to in section 57 of the Act that is authorized by the minister or under another enactment; a recreation feature that the minister considers to be of significant recreational value. (2) The minister responsible for the Forest Act may make an order under subsection (1) if the minister is satisfied that the resource feature requires special management not otherwise provided for under this regulation or another enactment. For complete details of resource features, refer to the GAR interpretation section 5.
Resource Values	Key forest and environmental values that must be maintained and protected including, biodiversity, cultural heritage, resource features, karsts, recreation, soils, timber, visual quality, water, forage and associated plant communities, fish/riparian and wildlife, (including species at risk and their habitats).
Senior Management	Generally includes Executive Director(s), Director, Manager and Timber Sales Leadership Team (TSLT) Certification Lead at the corporate level and the Timber Sales Manager and Woodlands Manager at the Business Area level. Senior Management has the ultimate responsibility to implement and maintain the EMS, as defined in the EMS manual.
Sensitive Area	An identifiable geographic area at the site level that contains a natural feature (or features) with the potential to be adversely impacted by forest practices (i.e. sensitive soils, terrain, wetlands, ecosystems, etc.).
Significant environmental aspects	Those environmental aspects that have or can have a significant impact, and that are therefore managed on a priority basis within the EMS.
Significant Non-conformance	An occurrence or event that has or will likely result in a negative impact to a significant environmental aspect and cannot be immediately rectified and / or where the EMS program has been severely compromised and / or a "Notice to Comply" has been issued at the discretion of local management. This includes; repeated non-conformances that may become significant, e.g. not following EFPs, eERPs, Project Plans.
Stream and Gully Cleaning	The removal of logging debris from a stream, gully or fan channel.

Sustainable Forestry Initiative® (SFI®) Forest Management Standard	The SFI Forest Management Standard consists of a comprehensive system of principles, objectives and performance measures developed by professional foresters, conservationists and scientists, among others that combines the perpetual growing and harvesting of trees with the long-term protection of wildlife, plants, soil and water quality.
Sustainable Forest Management Plan (SFMP)	A plan to manage the forest resource to achieve a balance of environmental, social, and economic objectives.
Uncontrolled documents	Printed portions of the EMS Manual are not official versions and are considered uncontrolled documents.