

FSC FM GROUP PROCEDURE

2016

PART 1 QUALITY SYSTEM REQUIREMENTS

1 General requirement

1.1. Tamil Nadu Newsprint and Papers Limited (TNPL) is an independent legal entity. The board of directors list can be seen through this link http://www.tnpl.com/BoardOf_Directors.aspx. It was established in 1979 by the Government of TamilNadu to produce Newsprint and Printing & Writing paper using wood and baggase, a sugarcane residue, as the primary raw material at Kagithapuram near Karur District, TamilNadu, India.

1.2 The Group entity is complied with relevant legal obligations, as registration and payment of applicable fees and taxes. The group entity is a state administrative company and this details is available in this following link,

http://www.tnpl.com/DisplayPage.aspx?file=share_holding.htm

The group entity also have relevant legal obligations, as registration and payment of applicable fees and taxes. The details are presented in http://www.tnpl.com/Annual_Reports.aspx

1.3 The Group entity having a written public policy of commitment to the FSC Principles and Criteria. The same policy is made available in <http://www.tnpl.com/FSCPolicy.pdf>

1.4 The Group entity having a defined training needs and it will implement the training activities and/or communication strategies which are relevant to implementation of applicable FSC standards.

The success of any people centered plantation program is vested with the awareness created and the level of participation by the people. Hence group entity has systematically incorporated awareness creation program and decentralized capacity building activities to all levels of stakeholders involved in the plantation program. The following activities will help to resolve the issues related to plantation promotional activities, conflict resolution and to create entrepreneurial skill among the participating stakeholders.

Nature of Training	LOCATION
Technology sensitization	Mill site
Semi-mechanized Operation	Plantation areas
Safety	Mill site
FSC and Inventory, Identification & Documentation of various HCVFs	Mill site / Plantation areas
Personality development	Mill site

2 Responsibilities

2.1 The Group entity having the clearly defined responsibilities for Group entity as well as Group members and documented the division of responsibilities between them in relation to forest management activities (Example: Management planning, Planting & Maintenance of plantations, Monitoring, Harvesting, Quality control, Marketing & Sale of FSC products, etc.,)

The responsibilities in Captive Plantations for the group entity and the group members in relation to forest management activities are given below,

S.No	Responsibilities	Group entity responsibility	Group member responsibility
1	Management planning	<ul style="list-style-type: none"> • Identification of land • Legal clearance for the land which are to be taken • To fix contractor through tender and obtain the rate for scope of works to be carried out • Execution of Memorandum of Understandings (MOU) with group member 	<ul style="list-style-type: none"> • Decision making to hand over the land to group entity either on lease or revenue share basis • Execution of Memorandum of Understandings (MOU) with group entity
2.	Planting and Maintenance of plantations	<ul style="list-style-type: none"> • The land development, establishment and maintenance of plantations till harvest 	<ul style="list-style-type: none"> • The group member does not have any responsibility on maintenance of captive plantations
3	Monitoring	<ul style="list-style-type: none"> • The internal monitoring of plantations to be carried out periodically at various level 	<ul style="list-style-type: none"> • In captive plantations the group member does not have any role in monitoring aspects
4	Harvesting	<ul style="list-style-type: none"> • Yield estimation • Collection of harvesting application from group member • Release of purchase order • Harvesting through contractor 	<ul style="list-style-type: none"> • Giving consent to harvest the plantations by group entity
5	Quality control	<ul style="list-style-type: none"> • Maintaining good quality plantations till harvest in case of Captive plantations 	<ul style="list-style-type: none"> • The group member does not have any role in quality control aspects
6	Marketing & Timber sale	<ul style="list-style-type: none"> • The entire pulpwood will be harvested from Captive plantations and consumed internally by the group entity 	<ul style="list-style-type: none"> • Under Captive Plantation the group member has to give the consent to harvest the plantations
7	Processing	<ul style="list-style-type: none"> • Either storage of pulpwood in wood yard or direct feeding for chipping 	<ul style="list-style-type: none"> • The group member doesn't have the responsibility in processing

2.2 The Group entity has appointed DGM (P & BM) as a management representative who is having overall responsibility and authority for the group entity's compliance with all applicable requirements of this standard.

2.3 The Group entity staff and Group members will have the knowledge of the Group's procedures and the applicable Forest Stewardship Standard. To facilitate them to acquire knowledge on this the hard copy of TNPL's Group Procedure Manuals made available at main site as well as in all regional office of TNPL's Plantation Department. The soft copy of this procedure is made public in following link

http://www.tnpl.com/web_pdf_files/1_3_TNPLGroupProcedureManual.pdf

3. Group entity's procedures

3.1 The Group entity will establish, implement and maintain written procedures for Group membership covering all applicable requirements of this standard, according to scale and complexity of the group including:

I. Organizational structure;

The Organizational structure is represented in Annexure-1.

II. Responsibilities of the Group entity and the Group members including main activities to fulfill such responsibilities under Captive Plantations (i.e. Management planning, Planting and Maintenance of plantations, Monitoring, Harvesting, etc) are given below;

S.No	Responsibilities	Group entity responsibility	Group member responsibility
1	Management planning	<ul style="list-style-type: none"> The land will be identified and selected based on the site conditions The Legal clearance for the identified land will be obtained and the MoU will be executed with group member The rate for the scope of the works will be fixed through tender 	<ul style="list-style-type: none"> The group member will execute the MoU with group entity either on lease or revenue share basis
2.	Planting and Maintenance of the plantations	<ul style="list-style-type: none"> The contractor will be fixed and the purchase orders will be issued to them to carry out plantation activities such as land development, planting, and maintenance activities 	<ul style="list-style-type: none"> The group member doesn't have any responsibility on maintenance of captive plantations

3	Monitoring	<ul style="list-style-type: none"> The internal monitoring of plantation activities will be carried out periodically on a random basis @ 0.6* square root of number of FMU incase of New FMU's and 0.3* square root of number of FMU incase of old FMU's by the field executives of group entity. 	<ul style="list-style-type: none"> The group member does not have any role in monitoring aspects.
4	Harvesting	<ul style="list-style-type: none"> The yield will be estimated by field officials based on sampling method. The harvesting application along with yield estimation sheet will be sent to mill site and the purchase orders will be issued based on the documents. The contractor will be fixed by the group entity to harvest the plantations and the contractor will harvest and transport the pulpwood to mill site. The harvested pulpwood will be weighed at local weighbridge and transported to mill site along with delivery challan, Form JJ and FSC claim. The delivery challan, Form JJ and FSC claim will be signed by group entity field officials. 	<ul style="list-style-type: none"> The group member will give their consent to harvest the plantations by the group entity.
5	Quality control	<ul style="list-style-type: none"> The captive plantations will be maintained by the group entity and carry out maintenance activities every year. By this the good quality plantations will be raised and maintained by the group entity. 	<ul style="list-style-type: none"> The group member does not have any role in quality control.
6	Sales & Marketing of FSC products	<ul style="list-style-type: none"> The entire pulpwood is taken from Captive plantation and consumed internally by the group entity. The FSC papers are produced by group entity and will be marketed by them. 	<ul style="list-style-type: none"> The group member will give the consent to harvest the plantation.
7	Processing	<ul style="list-style-type: none"> The harvested pulpwood will be received at mill site and weighed at mill weighbridge. After weighment the pulpwood will be 	<ul style="list-style-type: none"> The group member doesn't have the responsibility in processing.

		<p>either stored in wood yard or sent to direct feeding for chipping.</p> <ul style="list-style-type: none">• In wood yard the pulpwood is stored separately. Thus the group entity is ensured that the FSC pulpwood is not mixed with uncontrolled pulpwood.• During chipping also the identity of FSC material will be maintained by the group entity.	
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III. Rules regarding eligibility for membership to the Group;

TNPL is actively implementing a plantation program under Captive plantation scheme

The entire captive plantation establishment and maintenance activities will be carried out by the group entity with its own expenditure and maintained up to harvesting. Under this scheme, Government waste lands, Temple lands, Industrial / Institutional lands are taken on lease / revenue sharing basis and pulp wood plantations are developed by the group entity using high yielding pulp wood species.

The eligibility to join as a group member in the captive plantation scheme is as follows:-

- a. The size of the unit of the land must be 10 Ha in a single location, single ownership or owned by the family members.
- b. The land should be patta land with proper legal rights to the group member.
- c. The group member land should be cleared legally by the advocate nominated by the group entity. The group member should accept the FSC policies and adhere to all the FSC principles / criteria and will be allowed to sign MOU with the group entity.

IV. Rules regarding withdrawal/ suspension of members from the Group;

In captive plantation scheme, the plantation fields are managed by the Group entity. As per the legal agreement, the land owner will be receiving either annual lease amount or one time share at the time of pulp wood harvesting. Hence, the land owner is not involved in the planting, monitoring, management or harvesting operations. All the activities are carried out by the contractor through work order.

The group member may be withdrawn (permanently) from the group under the following circumstances. The land owner agrees that he/she shall not cut the pulpwood trees or create any charge, lien, mortgage or transfer the right, title, interest of any nature whatsoever the said prosperity or on trees without prior written permission of the company. If the land owner violates the above condition then his membership will be withdrawn.

An intimation or notification letter will be send to the group member regarding the suspension from the group. The letter will have the details of reason and the effective date of suspension.

TNPL will withdraw FMU (permanently) from the group for the following reasons

- 1) Suspension is not revoked with three months of time period.
- 2) FMU is not interested or willing to continue.

An intimation or notification letter will be sent to the group member regarding the withdrawal of group membership. The letter will have the details of reason and effective date of withdrawal.

V. CORRECTIVE ACTION REQUESTS

The process to fulfill any corrective action requests issued internally and by the certification body including timelines and implications if any of the corrective actions are not complied with is as follows,

The monitoring of plantation activities will be carried out once in a year on a random basis by the field executives of the group entity at the rate of 0.6^* square root of number of FMU's for new FMU's and 0.3^* square root of number of FMU incase of old FMU's. Any corrective action issued by field executives of group entity will be assessed by higher executive cadre of the group entity (Assistant Manager and above). The higher executive cadre of the group entity will verify the action taken by FMU including the timelines as specified in the corrective report. The format of the corrective action report is presented in Annexure-2.

Any corrective action requests issued by the certification body will be resolved by the group entity within the timelines as specified by the certification body.

VI .Documented procedures for the inclusion of new group members;

The following procedures are followed in Captive Plantation scheme for inclusion of the new group as in the group entity procedure document.

- a. The minimum land requirement under this scheme is 10 Ha in a single block. The land may be owned by single ownership or family or institution. The group member has to produce the required land documents like chitta, adangal, patta, parent documents, topo sketch, field map,

Encumbrance Certificate for 22 years, land tax receipt etc., at his own risk to prove the legal rights over the said land for raising plantation.

- b. These documents are sent to the TNPL's legal department for their clearance.
- c. The group members satisfy the legal as well as the technical requirements, will be allowed for signing the bilateral agreement and included as a member.

The included member will be intimated to certification body once in 12 months.

VII. COMPLAINTS PROCEDURE FOR GROUP MEMBERS.

The Group members may complaint about their field problems and get the solutions by one of the followings means:

1. By phone call to concern Field officer or to the plantation office.
2. By registering in the complaints register available at plantation offices of TNPL
3. By sending mail to the group entity through the website.
4. By sending the written complaints through posts/courier

3.2. The group entity's procedures are sufficient to establish an efficient internal control system ensuring that all members are fulfilling the applicable requirements

The group entity has established systematic monitoring mechanism to evaluate the performance of growth and dynamics of pulp wood plantations. The group entity has internal monitoring mechanism on monthly basis and the status of plantation program and procurement plan are elaborately reviewed and the issues related to constraints are resolved on need basis. The annual growth rate in terms of height, diameter and volume increments is assessed and the growth pattern reports have been maintained by the plantation department.

Monitoring Mechanism

- 100% of plantations are being monitored at the time of inspecting the work in all the plantation areas during the course of implementing different operations in different locations by the field staff up to the level of Officer in Charge of the Region.
- The Regional Officers are assigned to visit the plantation areas in their control once in six months and report to the Head of Plantation department
- The internal Audit/Monitoring team members Senior Manager (Forestry) /Manager (Plantation)/Deputy manager (Plantation)/Assistant Manager (Plantation / Assistant Manager (Forestry) / Field Officer will visit all the Captive Plantation areas on need basis and report to the Head of Plantation Department

- The Head of Plantation Department visits the Captive Plantation on need basis.

The monitoring indicators are developed in order to assess the Management & Evaluation team to assess the output and outcome of the plantation program are given in Annexure 4 and Captive Plantation Journal.

To establish an efficient internal control system ensuring that all members are fulfilling applicable requirements TNPL's Plantation Department is developing a system called mobile monitoring of plantation activities. It covers all the plantations activities such as Pre Inspection of land, FMU Registration (including assessment of FSC standard requirements and details of HCVF), Pre Planting Inspection, Distribution Acknowledgement, Post Planting Inspection, Periodic Inspection (Regular), Periodic Inspection (Need Based) , Pre Harvest Inspection, Pulp Wood Supply, Post harvest Inspection etc. This system also includes Farmers List, Transaction Summary, Weather Information.

3.3 The group entity having the defined personnel responsible for each procedure together with the qualifications or training measures required for its implementation. The details are as follows,

Executives	Qualification	Responsibility	Training requirement
Deputy General Manager (P & BM)	Doctorate in Environment Management, Post graduate in Environmental science & Post Graduate Diploma In Forest Management and Graduate in Agriculture	Overall responsibility for implementation of FSC standards.	Technology sensitization, Mechanized operation & HCVF
Senior Manager (Forestry)	Post graduate in Agronomy	In charge of Forest procurement and monitoring Captive plantation felling operations.	FSC Principles, Safety, Mechanized operation & HCVF
Manager (Plantation)	Post graduate in Agriculture Extension	In charge of Captive plantation planting and monitoring.	FSC Principles, Safety & HCVF
Dy. Manager (Plantation)	Doctorate in Forest Genetics and Tree improvement	In charge of Forestry Research and Development work and monitoring of clonal/seedling plant production operations.	Technology sensitization, FSC Principles, Safety & HCVF

Asst Field Officer- Forestry R&D	Post graduate in Plant Breeding & Genetics	In charge of Forestry Research and Development work	Technology sensitization
Field Officer- CPRC	Doctorate in Soil Science	In charge of Clonal Propagation Research Center Plant Production and Dispatch	FSC Principles &Safety
Asst Field Officer- CPRC	Post graduate in Botany	In charge of Clonal Propagation Research Center Plant Production and Dispatch	FSC Principles &Safety
Field Officer-Karur and Namakkal Region	Post graduate in Forestry Tree improvement.	Monitoring Captive plantation work in Karur and Namakkal region.	FSC Principles, Safety & HCVF
Field Officer - Pudukottai	Post graduate in Horticulture	Monitoring Captive Plantation work in Pudukottai region.	FSC Principles, Safety & HCVF
Field Officer- Gandarvakottai	Post graduate in Forestry sp in Forest Pathology	Monitoring Captive plantation work in Gandarvakottai region.	FSC Principles, Safety & HCVF
Asst. Field Officer- Gandarvakottai	Post graduate in Forestry sp in Forest Pathology	Monitoring Captive plantation work in Gandarvakottai region.	FSC Principles, Safety & HCVF
Asst. Manager - Alangudi	Post graduate in Botany	Monitoring Captive plantation work in the Alangudi region.	FSC Principles, Safety & HCVF
Asst. Field Officer- Alangudi	Post graduate in Forestry Ecology & Environment Science	Monitoring Captive plantation work in the Alangudi region.	FSC Principles, Safety & HCVF
Field Officer - Karaikudi Region	Post graduate in Horticulture	Monitoring Captive plantation work in Karaikudi region.	FSC Principles, Safety & HCVF
Asst. Field Officer- Karaikudi Region	Graduate in Agriculture	Monitoring Captive plantation work in Karaikudi region.	FSC Principles, Safety & HCVF
Asst. Manager -Trichy Region	Post graduate in Forestry	Monitoring Captive plantation work in Trichy region.	FSC Principles, Safety & HCVF
Management Trainee - Trichy Region	Post graduate in Forestry Tree improvement.	Monitoring Captive plantation work in Trichy region.	FSC Principles, Safety & HCVF
Field Officer- Jayamkondam	Graduate in Forestry	Monitoring Captive plantation work in Jayamkondam region.	FSC Principles, Safety & HCVF
Asst. Field Officer- Udayarpalayam	Post graduate in Agronomy – Agricultural Science	Monitoring Captive plantation work in Udayarpalayam region.	FSC Principles, Safety & HCVF
Management Trainee -Jayamkondam	Graduate in Agriculture	Monitoring Captive plantation work in	FSC Principles, Safety & HCVF

		Jayamkondam region.	
Field Officer- Kanchipuram	Post graduate in Forestry sp in Silviculture	Monitoring Captive plantation work in Kanchipuram region.	FSC Principles, Safety & HCVF

3.4 The Group entity or the certification body will evaluate every applicant for membership of the Group and ensure that there are no major nonconformities with applicable requirements of the Forest Stewardship Standard, and with any additional requirements for membership of the Group, prior to being granted membership of the Group.

The evaluating criteria's are as follows,

- Agree to join membership of the plantation scheme
- Submitted the required land documents/ Legal ownership and agree to sign the bilateral agreement with FSC standards
- Knowledge of FSC standards/Access to a copy of the FSCstandards.
- Knowledge of FSC certification process.
- Agreed to access His/Her forest area by the group entity or FSC officials or certification body officials for the purposes of evaluation and monitoring.
- Agreed to access His/Her forest area by the group entity or FSC officials or certification body officials for the purpose of evaluation and monitoring.

The evaluation format is enclosed as Annexure-3

4. Informed consent of Group members

4.1 The Group entity will provide each Group member with documentation, or access to documentation, specifying the relevant terms and conditions of Group membership. The documentation includes:

i) The certification process is explained to the tree growers during signing of the bilateral agreement between the group member and the group entity. It can also be viewed in <http://www.tnpl.com/DisplayPage.aspx?file=plantation.htm>

ii) Rights to access the group members forests and documentation for the purpose of evaluation and monitoring by the certification body's and FSC's is incorporated in the bilateral agreement between the group member and the group entity.

iii) The group members will give consent with respect to publication of information by the certification body's, and FSC's as per the bilateral agreement between the group member and the group entity.

iv) The following are the explanation of any obligations with respect to group membership:

- Maintenance of information for monitoring purposes of group membership can be assessed in the bilateral agreement between the group member and the group entity.
- Systems for tracking and tracing of forest products can be assessed in the bilateral agreement between the group member and the group entity
- The conditions or corrective action requests issued by the certification body and the group entity are available in the bilateral agreement between the group member and the group entity.
- Any special requirements for group members related to marketing or sales of products within and outside of the certificate are as per bilateral agreement between group member and the group entity.
- Other obligations of Group membership if any will be discussed case by case and will be met out by FME

4.2 A consent declaration or equivalent will be available between the Group Entity and each Group member or the member's representative who voluntarily wishes to participate in the Group. The consent declarations will:

- Include a commitment to comply with all applicable certification requirements;
- Acknowledge and agree to the obligations and responsibilities of the Group entity;
- Acknowledge and agree to the obligations and responsibilities of Group membership;
- Agree to join membership of the scheme, *and*
- Authorize the group entity to be the primary contact for certification and to apply for certification on the member's behalf.

This consent declaration is made available between the group entity and each group member through the bilateral agreement made between group member and group entity.

5 Group Records

5.1 The group entity will maintain complete and up-to-date records covering all applicable requirements of this standard. These includes:

- i List of names and contact details of Group members, together with dates of entering and leaving the Group scheme, reason for leaving, and the type of forest ownership per member;
- ii. Any records of training provided to staff or Group members, relevant to the implementation of this standard or the applicable Forest Stewardship Standard;
- iii A map or supporting documentation describing or showing the location of the member's forest properties;

- iv. Evidence of consent of all the Group members;
- v. Documentation and records regarding recommended practices for forest management (i.e. silvicultural systems);
- vi. Records demonstrating the implementation of any internal control or monitoring systems. Such records shall include records of internal inspections, non-compliances identified in such inspections, actions taken to correct any such non-compliance;
- viii. Records of the estimated annual overall FSC production and annual FSC sales of the Group

Records to conform the above requirements are made available in the Department of Plantation office at mill site.

5.2 Group records will be retained for at least five (5) years.

5.3. Group entities will not issue any kind of certificates or declarations to their group members that could be confused with FSC certificates. Group member certificates may however be requested from the certification body.

PART 2 GROUP FEATURES

6 Group Size

6.2 The Group entity could be able to support 10,000 group members by its management system and it has sufficient human and technical resources as per organization set up given in the Annexure-1 to manage and control the group.

7 Multinational groups

7.1 Group schemes will only be applied to national groups which are covered by the same Forest Stewardship Standard. The TamilNadu Newsprint and papers Ltd (TNPL) is an independent legal entity, which are having the plantation operation in the state of TamilNadu, India. Hence the group scheme is applied to national group.

7.2 In cases where homogeneous conditions between countries/ regions may allow an effective and credible cross- border or multi-regional monitoring system, the Group entity can request formal approval by FSC IC through their accredited Certification Body to allow certification of such a group scheme. But the group entity (TNPL) is not having any such circumstances hence this point will not be applicable to the group entity.

PART 3 INTERNAL MONITORING

8 Monitoring requirements

8.1 The Group entity will implement a documented monitoring and control system that includes at least the following:

- i. Written description of the monitoring and control system;
- ii. Regular (at least annual) monitoring visits to a sample of Group members to confirm continued compliance with all the requirements of the applicable Forest Stewardship Standard, and with any additional requirements for membership of the Group.

8.2 The Group entity will define criteria to be monitored at each internal audit and according to the group characteristics, risk factors and local circumstances.

8.3. The minimum sample to be visited annually for internal monitoring is determined as follows:

b) Type II Resource Manager Groups:

The group entities who also operate as resource managers will define the required internal sampling intensity at their own discretion for the forest properties they are managing, independent of their size and ownership (the minimum numbers as defined above do not apply here).

8.4 For monitoring purposes the Group entity will use the same stratification into sets of 'like' FMUs as defined by the certification body in their evaluation.

8.5 The Group entity will visit different members in their annual monitoring than the ones selected for evaluation by the certification body, unless pending corrective actions, complaints or risk factors are requiring a revisit of the same units.

8.6 In the selection process of members to be visited, the Group entity will include random selection techniques.

8.7 The Group entity will issue corrective action requests to address non-compliances identified during their visits and monitor their implementation.

8.8 Additional monitoring visits will be scheduled when potential problems arise or the Group entity receives information from stakeholders about alleged violations of the FSC requirements by Group members.

The monitoring mechanisms of the group entity are presented in 3.2 of group entity procedures. The monitoring and control system executives will visit the group member's field once in a year to confirm the continued compliance with all the requirements of the applicable Forest Stewardship Standard, and with any additional requirements for membership of the Group. The following criteria are monitored at each internal audit.

- Awareness on FSC Principles.
- Employment of local people by FMU for forest management activities.
- Wages paid to labours as per prevailing local standards.
- Attending training program of worker safety, Health and FSC (Principle Criteria, Indicators and group procedures).
- Intimation to FME on work- related accidents and preferably all safety performance.
- Non employment of Child labour.
- Intimation to FME grievances related to legal rights, damage compensation and negative impacts.
- Processing the harvesting operation locally.
- Minimization of waste.
- Intimation to FME on rare, threatened and endangered species and their habitat, the FME shall use this information to protect these resources.
- Following silvicultural systems and pest management system.
- Is chemicals used (Yes / No)
 - If Yes ,
 - Name
 - Quantity
 - Date of application
 - Method of application
 - Method of Storage
 - Remarks (if any)
- Is Manure / Bio-pesticide / Bio-fungicide used (Yes / No)
 - If Yes,
 - Name
 - Quantity
 - Date of application
 - Method of application
 - Method of Storage
 - Remarks (if any)
- Avoidance of Chemicals prohibited by the FSC (FSC-POL-30- 601) or those banned in Europe, U.S., and India, or World Health Organization Type 1A or 1B and chlorinated hydrocarbon pesticides
- Safe disposal of Chemical container and other wastes.
- Identification of forest fire
- Record of any accident

➤ Occurrence of Electric wire over the plantation

The plantation activities are carried out within the state of TamilNadu, India. Hence, the group characteristic, risk factors and local circumstances will be similar for all FMUs.

The number of sample visited by the monitoring and control system executives will be $0.6 \times$ square root of number of FMU for New FMU's and $0.3 \times$ square root of number of FMU incase of Old FMU's by the field executives of the group entity. The Group entities use the same stratification into sets of FMUs as defined by the certification body in their evaluation for monitoring purposes.

The group entity will visit different members in their annual monitoring than the ones selected for evaluation by the certification body. The group entity will revisit the same units on complaints, risk factors or due to pending corrective actions.

Random selection technique will be adopted by the group entity in the selection process of members to be visited.

The group entity will issue the corrective actions requests to address non-compliances identified during their visits and monitor their implementation.

When potential problems arise or the group entity receives information from stakeholders about alleged violations of the FSC requirements by Group members then the additional monitoring visits are scheduled

The Group entity is developing a system called mobile based monitoring of plantation activities which is an efficient monitoring and control system. The software of these monitoring activities is developed by Source trace Systems, Coimbatore. It covers all the plantations activities such as Pre Inspection of land, FMU Registration (including assessment of FSC standard requirements and details of HC VF), Pre Planting Inspection, Distribution Acknowledgement, Post Planting Inspection, Periodic Inspection (Regular), Periodic Inspection (Need Based) , Pre Harvest Inspection, Pulp Wood Supply, Post harvest Inspection etc. This system also includes Farmers List, Transaction Summary and Weather Information. This system is implemented and the plantation registration is being documented.

PART 4 CHAIN OF CUSTODY

9. Sales of forest products and use of the FSC trademark

9.1 The Group entity will document and implement a system for tracking and tracing of forest products produced by the Group members which are supposed to be sold as FSC certified.

9.2 For the purpose of ensuring that non certified material is not being mixed with FSC certified material, FSC products will only be sold according to a sales protocol agreed by the group members and the Group entity.

9.3 The Group entity will ensure that all invoices for sales of FSC certified material are issued with the required information (see *FSC-STD-40-004 V2-0* Clause 6.1.1) and are filed by the group members.

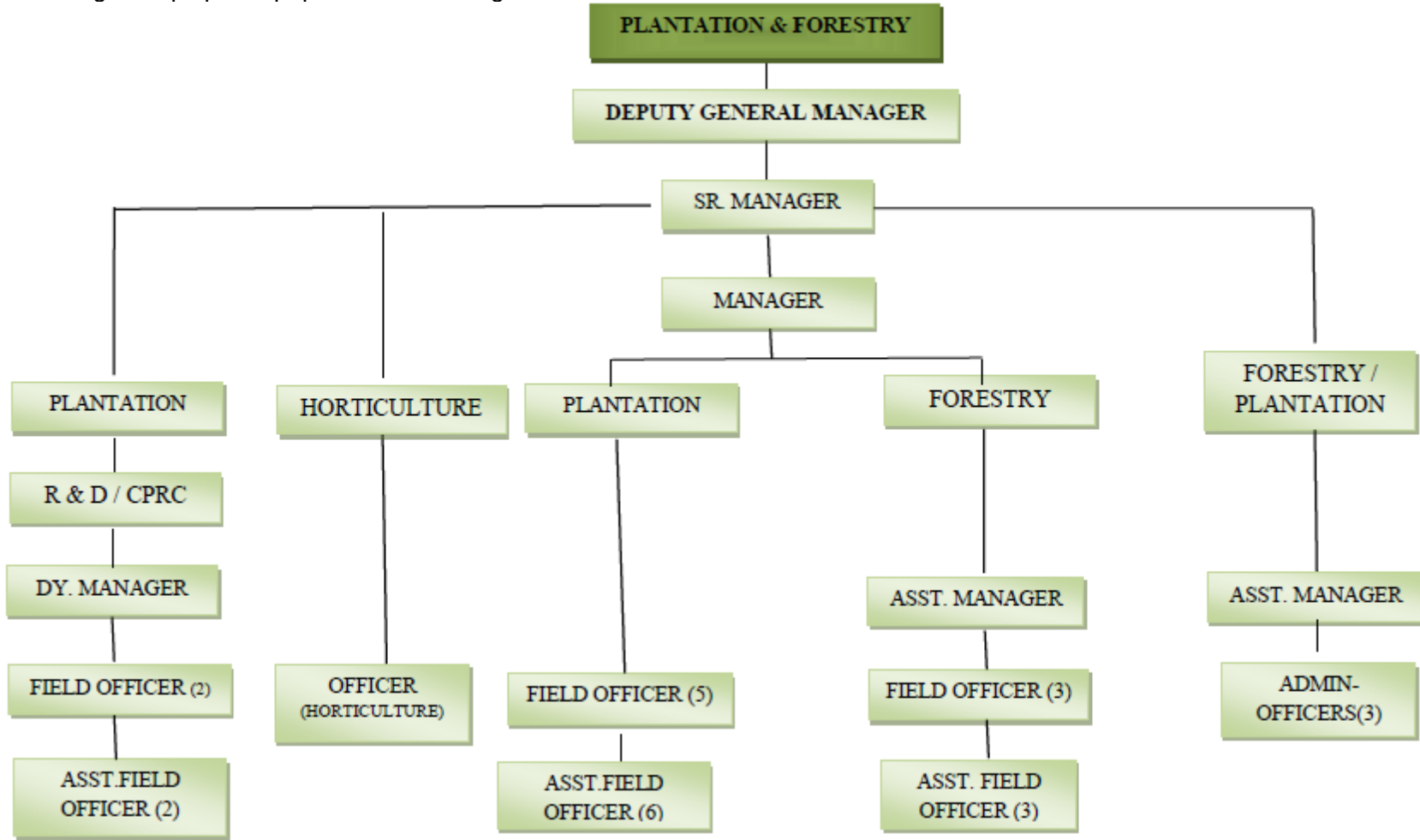
9.4 The Group entity will ensure that all uses of the FSC Trademark are approved by the responsible certification body in advance.

The FSC products are consumed internally by the group entity for the paper production and hence there are no sales of FSC products. The system to track and tracing of forest products produced by the group members and the non certified material is not being with FSC certified material are presented in section 1.3 of **TNPL/FSC/FM/COC**.

FME ensures compliance with all applicable FSC/Rainforest Alliance/SmartWood trademark use requirements. FME would get appropriate approval from FSC/Rainforest Alliance/SmartWood for use of trademarks. The general labeling requirements and eligibility for labeling are carried out as per TNPL/FSC/COC/LA.

ANNEXTURE -1
Organization Structure of Department of Plantation, TNPL

Tamil Nadu Newsprint and Papers Limited (TNPL), Kagithapuram, Karur District, TamilNadu, India is the largest wood and baggase based integrated pulp and paper manufacturing Mill.



ANNEXURE -2Check List for granting FSC group membership:-

S.No	Category	Decision	
		Yes	No
1.	Agree to join membership of the plantation scheme		
2.	Submitted the required land documents/ Legal ownership and agree to sign the bilateral agreement with FSC standards		
3.	Knowledge of FSC standards/Access to a copy of the FSC standards.		
4.	Knowledge of FSC certification process.		
5.	Agreed to access his /her forest area by the group entity or FSC officials or Certification body officials for the purposes of evaluation and monitoring.		
6.	Knowledge of Certification body's, and FSC requirements with respect to publication of information.		

Certified for grand membership: Yes / No

Remarks (if any) : _____

Signature**ANNEXURE - 3**

INTERNAL AUDIT / MONITORING REPORT

Name of Forest management Scheme:

Region:

Taluk:

FMU Code:

Farmer Name:

Area:

Year of Planting:

Details of species:

SI.No	Criteria	Findings
1	Awareness on FSC Principles	
2	Employment of local people by FMU for forest management activities	
3	Wages paid to labours as per prevailing local standards.	
4	Attending training program of worker safety, Health and FSC (Principle Criteria, Indicators and group procedures)	
5	Intimation to FME on work- related accidents, and preferably all safety performance.	
6	Non employment of Child labour	
7	Intimation to FME grievances related to legal rights, damage compensation and negative impacts	
8	Processing the harvesting operation locally.	
9	Minimization of waste	
10	Intimation to FME on rare, threatened and endangered species and their habitat, the FME shall use this information to protect these resources.	
11	Following silvicultural systems and pest management system	
12	Is chemicals used (Yes / No)	If Yes , Name Quantity Date of application Method of application Method of Storage Remarks (if any)
13	Is Manure / Bio-pesticide / Bio-fungicide used (Yes / No)	If Yes , Name Quantity

		Date of application Method of application Method of Storage Remarks (if any)
14	Avoidance of Chemicals prohibited by the FSC (FSC-POL-30- 601) or those banned in Europe, U.S., and India, or World Health Organization Type 1A or 1B and chlorinated hydrocarbon pesticides	
15	Safe disposal of Chemical container and other wastes.	
16	Identification of forest fire	
17	Occurrence of Electric wire over the plantation	
18	If there is any soil erosion from barren land after felling?	
19	Whether the plantation activities improve the socio-economic status of FMU?	
20	Is there any exotic species invasion in the field?	
21	If HCVF present in the field what kind of protection and maintenance taken by FMU & FME?	
22	Other Remarks	

Signature of Officer
Date:

Remarks made by verifying officer:

ANNEXURE – 4

CORRECTIVE ACTION REPORT

Name of Forest management Scheme:



Region:
Taluk:
FMU Code:
Farmer Name:
Area:
Year of Planting:
Details of species:

SI.No	Category	Remarks
1	Identification of Non Conformance	
2	Identify by	
3	Time line for completion	
4	Action taken and Response by FMU	
5	Non Conformance	Open/Close
6	Reason for open	

Signature of Executives
Date: