

**BC Timber Sales
ENVIRONMENTAL MANAGEMENT SYSTEM**

GLOSSARY

DEFINITIONS

POSITIONS	
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.
BCTS staff	Ministry of Forests staff working on BC Timber Sales business activities.
Business Area Certification Standards Officer (CSO)	The Business Area EMS specialist as appointed by the Timber Sales Manager.
Business Area Office Local Committee	Various BCTS staff as designated by the TSM that participate in the implementation and maintenance of the EMS.
Interested party (parties)	Persons or group with or affected by the environmental performance of an organization.
Lead auditor (environmental)	Person qualified to manage and perform environmental audits.
Licensees / permittees / contractors	BCTS registrants, holders of BCTS tenures, permits, or contracts to perform BCTS activities that could potentially have an impact on the environment.
LWCP staff	Licensees with cutting permits staff working on BCTS operations.
Senior management	Includes the Director of Forestry and Director of Operations at the corporate level and the Timber Sales Manager and Operations Manager at the Business Area level who have ultimate responsibility to implement and maintain the EMS, as defined in the EMS manual.

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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.
Canadian Standards Association Z809 Sustainable Forest Management Standard	A definition of sustainable forest management for defined forest areas, developed by the Canadian Standards Association (CSA) based on criterion developed by the Canadian Council of Forest Ministers.
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 eliminate the cause of a nonconformity.
Document	Information and its supporting medium (the medium can be paper, magnetic, optical computer disc, photograph or master sample, or a combination thereof).
Emergency Response Plan	A detailed plan that describes the logistics and reporting requirements in the event of fire, erosion or spills.
Environmental Field Procedures	Procedures to be followed by licensees, permittees, or contractors, as defined in this glossary, in order to mitigate the "significant risks" to the environment.
Environmental Operating Procedures	Procedures to be followed by staff in order to mitigate the "significant risks" to the environment.
Environmental Management System (EMS)	Part of an organisations management system used to develop and implement it 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 or work instruction.
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 organisation sets itself to achieve.
Environmental performance	Measurable results of an organisations management of its environmental aspects.
Environment Policy	Overall intentions and direction of an organisation related to its environmental performance as formally expressed by top management

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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.
Internal Audit	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 organisation are fulfilled
Management review	Includes reviewing by senior management of the suitability, implementation and performance of the EMS with the objective of identifying opportunities for continual improvement.
Non-compliance	A contravention of a legislative requirement(s) as determined by a senior official. Potential non-compliance is most often identified by a forest official.
Nonconformity	Non-fulfillment of a 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.
Preventive Action	Action to eliminate the cause of a potential nonconformity
Procedure	Specified way to carry out an activity or a process
Record	Document stating results achieved or providing evidence or activities preformed.
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.
Significant environmental aspects	Are those environmental aspects that have or can have a significant impact, and that are therefore managed on a priority basis within the EMS.
Sustainable Forestry Initiative (SFI)	The SFI Standard reflects a commitment to social responsibility through a set of principles, objectives, performance measures, and indicators.
Sustainable Forest Management Plan (SFMP)	A plan to manage the forest resource to achieve a balance of environmental, social, and economic objectives.
Training	Process of imparting specific skills to undertake defined tasks.
Vetting	Making a careful and critical examination of (a scheme, work, candidate, etc.).
Uncontrolled documents	Printed portions of the EMS Manual are not official versions and are considered uncontrolled documents.