

Forest Certification Work Instruction**Date of Draft Document:****Effective Date:** 6-29-07**Revision Number:** 1**Supersedes Version Dated:** June 20, 2005

Work Instruction Title: 1.2 Management Review Process for Continual Improvement in the Management of Forest Resources**Work Area Group:** 1 – Plan, Monitor and Review

Purpose: A systematic process for gathering information regarding improvement in forest management practices, reporting that information to management, and formal management review.

Work Instruction:

1. Internal audit teams will be formed and will conduct regular audits on DNR forest management units. The audits will include field implementation of State and District level programs.
 - a. Eight internal audits will be conducted in 2005 within the same Forest Management Units (FMUs) included in the 2005 external forest certification audit.
 - b. Seven remaining FMUs will be internally audited in 2006
 - c. Thereafter, four FMUs per year will be audited.
 - d. Supplemental internal audits can be requested through the chain of command.
 - e. The DNR Statewide Council will designate which FMUs and state forest related programs will be audited each year.
 - f. Internal audits will be conducted by a DNR lead auditor and an audit team.
2. Annual Management Review.

The Statewide Council will conduct an annual management review to evaluate audit results for state forest operations, evaluate effectiveness of work instructions, evaluate non-conformances, and determine changes and improvements necessary to continually improve conformance. The review will be based on the following:

 - a. Internal Audits: Internal audits must record, evaluate, and report non-conformances with forest certification standards and related work instructions at all levels of the Department.
 - i. FMFM and WLD Field Coordinators will oversee the internal audit process in conjunction with the Forest Certification Coordinator.
 - ii. Monitoring requirements cited in the forest certification standards and work instructions will be incorporated into the internal audit process.
 - iii. DNR District Supervisors must monitor implementation of internal audit corrective action plans, and report pending or continuing non-conformance at the annual management review.
 - b. Annual Forest Certification Surveillance Audits by external SFI and FSC auditors
 - c. Field Management Review
 - i. Schedule the management review to follow annual forest certification audits.
 - ii. Management Review will consist of a statewide review of audit results. Audits will evaluate field operations and Department programs.
 - iii. Conduct an annual management review. Meeting will be hosted and chaired by the field coordinators of FMFM and WLD. Fisheries Division will participate in the meeting. Ecoteams will also be represented at the annual management reviews.
 - iv. UP and LP field coordinators will prepare a joint draft report addressing conformance with the forest certification standards and recommendations for improvement. The draft report will be

submitted to DNR division chiefs for review. Field Coordinators will incorporate division management team review comments and submit a final report to the Statewide Council and the Forest Certification Implementation Team (FCIT).

- v. The conformance report will include a report of management actions immediately taken to address audit results, will site non-conformance issues, and report other significant findings.

3. Implementing Improvements:

- a. Whenever possible, immediate changes will be made to remedy identified non-conformances.
- b. The FCIT will be responsible for ongoing management review implementation and for recommending actions necessary to improve sustainable management of forest resources.
- c. The Statewide Council will identify changes and improvements necessary at all Department levels to continually improve conformance with work instructions via a written annual communication to all employees.
- d. Division Chiefs will ensure changes and improvements approved by the Statewide Council are implemented via written communication to employees.

Scope: (All State Forest Land and Affected Divisions): ☒ State Forest Land ☐ Other: _____

☒ DNR – FMFM ☒ DNR – Wildlife ☒ DNR – Fish ☐ DNR – Law ☐ DNR – Parks

Responsibility and Role: (Staff who will implement or supervise this instruction)

Job Title/Division	Role
Statewide Council	Conduct an annual management review, identify changes and improvements necessary to improve forest management. Designate which units or state forest related programs will be audited each year.
Internal Auditors	Conduct annual internal audits and recommend improvements to internal audit process.
Field Coordinators / FMFM, WLD, FSHD	Oversee internal audit process. Conduct annual management review in the UP and NLP. Prepare draft and final compliance reports. Implement changes and improvements into field operations.
Division Chief / FMFM, WLD, FSHD	Review draft compliance reports, provide recommendations for incorporation into final report. Implement improvements recommended at state and regional levels via written communications with employees.
FCIT	Coordinate ongoing management review implementation. Recommend actions necessary to improve sustainable forest management.
Forest Certification Specialist / FMFM	Oversee and support internal audit process.
District Supervisors/ FMFM, WLD, FSHD, LED	Monitor implementation of internal and external audit corrective action plans, and report pending or continuing non-conformance at the annual management review

Training/Skills: (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists/ New
Internal Auditor Training	Train select DNR staff in forest certification audit procedures to meet forest certification standards	<input type="checkbox"/> E <input checked="" type="checkbox"/> N

References:

- Regional forest Stewardship Standard for the Lake States-Central Hardwoods Region
- Sustainable Forestry Initiative Standard, 2005-2009

Monitoring:

- Annual Compliance Reports
- Annual Surveillance Reports

Records:

- Internal Audit Reports
 - Annual Compliance Reports
 - Annual Surveillance Reports
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