



Tanzania Community-Managed Forests Certified Group

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CONTROL DOCUMENTS ANNUAL REVIEW PROCESS RECORD

Doc Code	Title	Current Version	Last Updated	Review Required
ED01	FSC Group Administration Manual	3.0	27/10/11	
ED02	Group Guidelines on Forest Assessment and Sustainable Harvesting	1.4	30/09/10	
ED03	VNRC Forest Management Training Curriculum	1.0	20/10/08	
ED04	Forest Monitoring Procedures	2.0	22/10/11	
EF01	Register of Members & Forests	1.0	07/10/08	
EF02	Pre-Entry Inspection Report	1.0	07/10/08	
EF03	Document Revision Record	1.0	07/10/08	
EF04	Remedy Instruction Register	1.0	07/10/08	
EF05	Monitoring Schedule	1.0	07/10/08	
EF06	Monitoring Visit Report	1.0	07/10/08	
EF07	Complaints Register	1.0	07/10/08	
EF08	List of Authorised Persons	1.0	07/10/08	
EF09	Register of Personal Injuries	1.0	07/10/08	
EF10	List of Permanently Flowing Rivers	1.0	07/10/08	
EF11	Control Documents Annual Review Process Record	2.0	27/11/11	
EF12	Register of External Stakeholders	1.0	07/10/08	
EF13	Register of Trained Community Forest Managers	1.0	07/10/08	
EF14	List of Traded Species	1.0	07/10/08	
EF15	Annual Risk Assessment	1.0	19/11/09	
SD01	Rules of Membership *	3.0	31/10/11	
SD02	Village Forest Management Plan Template	2.0	30/09/10	
SD03	Forest Harvesting Plan Template	1.0	30/09/10	
SD04	Participatory Inventory Method	1.0	02/02/10	
SD05	Explanation of Applicable FSC Principles and Criteria *	1.0	01/12/09	
SD06	Health & Safety in the Forest *	1.0	01/12/10	
SD07	Procedures for Timber Harvesting	1.0	06/01/10	
SD08	Complaints & Appeals Procedure	1.1	27/10/11	
SF01	Pre-Entry Inspection Checklist	1.1	25/06/09	
SF02	Application to Join	1.0	17/10/08	
SF03	Adding a Forest	1.0	11/10/08	
SF04	Notice of Forest Withdrawal	1.0	11/10/08	

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SF05	Notice of Leaving Group	1.0	11/10/08	
SF06	Remedy Instruction	1.0	11/10/08	
SF07	Monitoring Visit Checklist	1.0	11/10/08	
SF08	Safe Timber Harvesting Checklist	2.0	14/08/09	
SF09	Environmental Impact Assessment	1.0	11/10/08	
SF10	Invoice for Sale of Certified Produce	1.3	29/10/11	
SF11	Report of Personal Injury	1.0	08/07/09	
SF12	Notification of Unauthorised Harvesting	1.0	15/07/09	
SF13	Annual Work Plan and Budget Template	1.1	10/10/11	
SF14	Permanent Sample Plot Location Record	1.1	22/10/11	
SF15	Permanent Sample Plot Data Recording Sheet	2.0	22/10/11	
SF16	Forest Patrol Record	1.1	02/09/10	
SF17	Bird Monitoring Record Sheet	1.2	16/03/11	
SF18	Monitoring Data Analysis Summary	1.0	14/08/09	
SF19	Sales Agreement Template			
SL01	Notice of Passing Pre-Entry	1.0	11/10/08	
SL02	Notice of Pre-Entry Failure	1.0	11/10/08	
SL03	Notice of Membership Acceptance	1.0	11/10/08	
SL04	Notice of Forest Acceptance	1.0	11/10/08	
SL05	Notice of Impending Expulsion	1.0	11/10/08	
SL06	Letter Acknowledging Receipt of Complaint	1.0	11/10/08	
SL07	Notice of Deduction to an Allowable Cut	1.0	11/10/08	
SL08	Notice of Exemption from Required Management Activities	1.0	11/10/08	
SL09	Certificate of Course Completion – Forest Management for Communities	1.1	31/10/11	
SL10	Certificate of Course Completion – Safe Timber Felling Techniques	1.1	31/10/11	

Documents marked with an asterisk are Revision Sensitive must be circulated to all members following a Major Revision.

New / Updated Laws and Regulations Reviewed:-

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Review Completed on:

Authorising Signature: (Group Manager)