



Qualified Logging Professional: Guidelines and Training Requirements September 2023, Version 4.9

Atlantic Sustainable Forestry Initiative® (SFI) Implementation Committee: Roles & Responsibilities

The Atlantic SFI® Implementation Committee (Atlantic SIC) is responsible for:

Approving Qualified Logging Professional (QLP) training and education requirements for SFI Program Participants within the Atlantic Provinces and other Atlantic SIC affiliated provinces and states

The Atlantic SIC Training Subcommittee is responsible for:

- Drafting and updating QLP requirements to reflect changes in SFI Standards; and
- approving QLP training programs, training providers and educational material

Qualified Logging Professional: General Qualifications

To become an Atlantic SIC approved QLP, an individual must meet the following conditions:

1. Complete Atlantic SIC approved BMP Training
2. Participate in Atlantic SIC approved Continuing Education (refer to continuing education guidance document)

The designation of Qualified Logging Professional can be revoked if the individual or company:

1. does not maintain all conditions stated above
2. is operating out of compliance with laws, regulations or guidelines relative to the type and location of their work
3. is found to be operating out of conformance with the principles and requirements of SFI and/or the Atlantic SFI Implementation Committee

The decision to revoke or reinstate the status of Qualified Logging Professional must be approved by the Atlantic SFI Implementation Committee.

Qualified Logging Professional Training Requirements

The level of training and mechanisms for delivery may vary between provinces, based on differences in legislation and legal compliance. Training programs provided by SFI Program Participants, that have been reviewed and accepted by third-party certification bodies, are considered approved by the Atlantic SIC.



All QLP training programs must include modules to address training and education requirements of the most current SFI Forest Management and Fiber Sourcing Standards (which may be covered in a single course or a series of training sessions). These requirements include:

1. Wood Producer core training courses addressing the following:
 - a. awareness of sustainable forestry principles and SFI's work across four pillars: standards, conservation, community, and education;
 - b. best management practices, including streamside management and road construction, maintenance, and retirement;
 - c. awareness of responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act, Forests with Exceptional Conservation Value (critically imperiled and imperiled species and ecological communities), and other measures to protect biodiversity and wildlife habitat;
 - d. logging safety;
 - e. U.S. Occupational Safety and Health Administration (OSHA) and Canadian Centre for Occupational Health and Safety (CCOHS) regulations, wage and hour rules, and other provincial, state, and local employment laws, and
 - f. other topics identified by Certified Organizations and/or SFI Implementation Committees that improve their responsibilities in meeting the SFI 2022 standards.

2. Wood Producer continuing education training. (See Wood Producer Continuing Education requirements below)

When changes occur to SFI Standards and/or provincial forestry requirements, the Training Subcommittee will decide:

- Whether the change(s) warrant additional training of QLPs;
- If information bulletins are needed to communicate the changes; and
- The level of training required (i.e. structured classroom time, webinar, "tailgate" meeting, etc.)

Training Records

The Canadian Woodlands Forum (CWF) is the approved registrar of training for Atlantic SIC. With support from the Atlantic SIC Training Subcommittee, the CWF will maintain a listing of QLPs and relevant training records; along with a list of Atlantic SIC Training Subcommittee approved QLP training providers.

Atlantic SIC participants and affiliates are encouraged to submit training records and other relevant QLP information to the Canadian Woodlands Forum.

Approved SFI training providers and QLPs will be shown on the Atlantic SFI website, unless otherwise requested.



It is the responsibility of the Forestry Enterprise (i.e. SFI Program Participant) to prove that they have a program to promote the use “Qualified Logging Professionals” when purchasing raw materials or carrying out forestry operations.

It is the responsibility of the “Qualified Logging Professional” to prove their training is adequate and up to date whether by using the CWF registry or by his/her own records.

To be recognized in a province or state other than where a QLP originally received their training and designation, the QLP must:

- Submit proof of qualifications and training records to the Atlantic SIC Training Subcommittee
- Receive additional region-specific training and/or information bulletins as deemed necessary by the ATLANTIC SIC Training Subcommittee.

Requirements for “Wood Producer” Continuing Education

The following outlines Atlantic SFI Implementation Committee (Atlantic SIC) requirements for Wood Producer continuing education. These requirements are applicable for anyone wishing to maintain “Qualified Logging Professional” status in the Atlantic Provinces. The requirements are modeled after generally accepted Continuing Forestry Education (CFE) standards for the Atlantic Provinces, and they comply with SFI FM Indicator 13.2.2 & FS Indicator 6.2.2

SFI FM Indicator 13.2.2 / FS Indicator 6.2.2

Participation in or support of SFI Implementation Committees to establish criteria and identify delivery mechanisms for wood producer continuing education training courses that shall be taken by qualified logging professionals at least once every two years to maintain their status.

Procedure

The Atlantic SIC Training Subcommittee has been granted authority by Atlantic SIC to evaluate and determine whether training initiatives and materials adequately meet Atlantic SIC Continuing Forestry Education standards.

To satisfy Atlantic SIC requirements, Qualified Logging Professionals must complete 1 training course at least once every 2 years.

Individuals and/or SFI certified companies are required to keep their own training records and supporting documentation.



CFE Category Descriptions

Coursework

Typically, industry, university or technical school lead courses, but also including study by correspondence, seminars, short courses, and workshops that meet one or more of the following topics:

- a. awareness of sustainable forestry principles and SFI's work;
- b. best management practices, including streamside management and road construction, maintenance, and retirement;
- c. reforestation, invasive species management, forest resource conservation, aesthetics and special sites;
- d. awareness of rare forested natural communities as identified by provincial or state agencies, or by credible organizations such as NatureServe and The Nature Conservancy;
- e. transportation issues;
- f. business management;
- g. public policy and outreach;
- h. awareness of emerging technologies;
- i. logging safety; or
- j. other topics identified by Certified Organization and/or SFI Implementation Committees that improve their responsibilities in meeting the SFI 2022 Standards

Qualified Logging Professional Training Approval Process

The process steps a training provider must follow to get their QLP program approved are:

Step1 – The training provider writes to the Atlantic SIC training sub-committee expressing interest in getting their program approved as a QLP program. With this request they must submit an outline of their training program and complete this form about how it meets Atlantic SIC's QLP criteria. They must also submit any confidentiality agreements they wish the sub-committee to follow during this approval process. If the training provider has concerns of a potential conflict of interest, they must also bring this to the attention of the sub-committee chair at this time.

The sub-committee chair will try address any conflict of interest concerns appropriately and discuss with the training provider to determine if those means are acceptable. The chair will also determine if a least 3 sub-committee members are willing to follow any confidentiality agreements that have been provided. If the chair or at least 3 sub-committee members cannot follow these confidentiality agreements, or if any conflict of interest concerns could not be



worked out, this process will cease, and the chair and training provider will seek the assistance of the Atlantic SIC before proceeding past this point.

Step 2 - The chair of the training sub-committee confirms that a description has been provided for each criteria. If not, the chair will send it back to the training provider for improvements. In the case where a training provider

Step 3 – If the descriptions are complete the training sub-committee chair will forward the request and information provided onto at least 3 of the training sub-committee members.

Step 4 – Sub-committee members will respond whether they think the training program meets the Atlantic SIC QLP training requirements or if they think it falls short. If 2/3rds of the committee members agree it meets or exceeds the SIC QLP criteria a recommendation can be made to the (main) Atlantic SIC to approve the program. ** (below)

Step 5 - If the program has not been recommended for approval, the subcommittee chair will respond to the training provider encouraging improvements and resubmission after those improvements are made. If the training provider does not accept this determination, he/she can raise the concern with the Atlantic SIC and the SIC will determine the dispute resolution process that is necessary, if any to facilitate the process.

Step 5 continued - If the program has been recommended for approval the subcommittee chair will take that recommendation to the (main) Atlantic SIC. During the time from the recommendation of approval by the subcommittee and step 6 below, approval of training program is granted to allow logger training efforts to begin.

Step 6 – Unless there is objection to the recommendation, the Atlantic SIC will ratify the training program as QLP training and will document the approval of the program and training provider in the meeting minutes and update the list of training providers.

Step 7 – After a training provider gets their program approved, they must maintain their program for it to remain approved. To do this, providers should keep with the most current version of this approval process. Additionally, any time a training provider modifies, reduces or simplifies their program and the change affects the Qualified Logging Professional Training requirements (a through f above), the training provider should re-submit their program to the SIC for approval and identify the changes made.

Additional Notes about the process. **The training committee should strive to perform this approval process in 3 weeks. Training providers should afford themselves at least 6 weeks in their training plans before seeking approval of a program. For the case of training providers with established SFI training programs that have trained loggers, a onetime exemption will be made for up to 1 year from the date that they submit their request for approval, to allow them to continue their training activities while making the necessary improvements.



*Please note every requirement of the Atlantic SIC training criteria must be met for the training program to be approved

SIC QLP requirement	Training program, module, chapter or topic	Description of how the QLP requirement will be met	Target Audience	How it will be delivered	Approx. Duration
a) awareness of sustainable forestry principles and SFI's work;	(i.e forestry 101)	(i.e showed SFI 14 principles)	(i.e truckers, loggers, resource professionals	(i.e in person)	(i.e 20 mins)
b) best management practices, including streamside management and road construction, maintenance, and retirement;					
c) awareness of responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act, Forests with Exceptional Conservation Value (critically imperiled and imperiled species and ecological communities), and other measures to protect biodiversity and wildlife habitat;					
d) logging safety;					
e) U.S. Occupational Safety and Health Administration (OSHA) and Canadian Centre for Occupational Health and					



<p>Safety (CCOHS) regulations, wage and hour rules, and other provincial, state, and local employment laws, and</p>					
<p>f) other topics identified by Certified Organizations and/or SFI Implementation Committees that improve their responsibilities in meeting the SFI 2022 standards.</p>					