
Purpose

To outline a consistent process for planning, conducting, and reporting on managed forest (MF) inspections

Reference

CPO-01 Inspection Policy

Background

The intent of an inspection is to confirm compliance with legislation. The discovery of a potential non-compliance, although not the intent of an inspection, may occur. If a potential non-compliance is discovered, a field review and investigation may follow.

Procedure

1. Responsibilities

- a) Executive Director (ED)
 - Ensures qualified inspectors are retained
 - Determines inspection type and frequency
 - Notifies MF owners about upcoming inspections
 - Reviews and approves inspection reports
 - Updates the inspection database and plans follow-up actions
- b) Inspector
 - Plans and conducts assigned inspections
 - Communicates with MF owners and collects any required information from them
 - Ensures inspection activity follows procedure, safety, and confidentiality requirements
 - Submits inspection reports to the ED

2. Contracting with Inspectors

- a) Inspector qualification
 - Inspectors must have experience and skills to adequately assess compliance with Council Regulations, including:
 - Minimum eight years operational experience including road construction, road maintenance, harvesting, silviculture or a combination that would be suitable for specific MFs
 - Experience with performance or compliance assessments
 - Preferred experience for larger and/or active MFs includes performance or compliance audits, involvement in EMS
 - Excellent understanding of the Council Regulation and knowledge of the MF program
 - Registration with Forest Professionals BC as RPF, RFT

3. Inspection Program Planning and Assignment

- a) The ED selects the managed forests for inspections
 - Select managed forests to meet the inspection frequency established in the Inspection Policy
 - May adjust inspection frequency for:
 - noted risk of future non-compliance
 - high level of owner activity
 - access logistics
 - Initiate a risk-based inspection when available information indicates increased risk of non-compliance
 - For example, high risk activity; identified key environmental values that could be negatively impacted; increased or unreported activity level; stakeholder complaints or inquiries
- b) Assign qualified Professional inspectors based on
 - Inspector experience, availability, and potential conflict of interest.
 - Location and travel logistics
 - Consideration for a team of multiple inspectors for larger or more diverse managed forests, or to provide experience for a trainee inspector
- c) Notify the landowner

The ED sends a written notice to the owner that includes:

 - purpose, scope and nature of the inspection
 - inspector name(s) and proposed timeframe
 - process for handling potential non-compliance if one were to be identified during the inspection
 - privacy and confidentiality provisions
 - next step- the inspector will contact the owner directly
- d) Timing
 - For regularly scheduled inspections, the inspector should plan the inspection to provide opportunity for the owners or their representatives to accompany the inspector where possible
 - For risk-based inspections, the specific reasons for the inspection may determine the expediency required for carrying out the inspection. The ED will inform the owner of the required timing for an inspection if it is not appropriate to delay.
- e) Provide background documents to inspectors
 - Inspection forms may include
 - Inspection summary report template & instructions
 - Risk assessment template
 - Field sample listing template

- Managed forest specific documents for inspectors may include:
 - Management commitments and amendments
 - Annual declarations and activity summary
 - Past inspection and risk assessment reports
 - Past investigation reports
 - Recent slide reports
 - Notes on notable activities or concerns, or specific areas that require field review or extra attention
 - Owner contact information

4. Carry out the Inspection

a) Inspector planning

- Contact the owner
 - Confirm date, time and logistics
 - Verify owner's managed forest activities and request records if needed
 - Establish clear communication
- Review background information
 - Determine what forest management activities are ongoing
 - Determine if there are values that may be at risk
 - Discuss any uncertainties with the ED before proceeding
- Set inspection priorities
 - Activities with the highest potential risk of non-compliance
 - Obligations due in the near future
 - Activities or items noted in previous inspection or risk assessment reports
 - A representative mix of activities
 - Any focus areas highlighted by the ED
- Consider if an office or virtual review of records with the owner is useful prior to the field review
 - A managed forest with regular ongoing activity may warrant a records review with the owner regarding harvesting, reforestation, road maintenance and other records and tracking systems
- Prepare a field plan that balances coverage with adequate assessment to determine if there is risk of potential non-compliance

b) Conduct the field inspection

- If the owner or owner representative is on site
 - Verify identity and authority upon request
 - Explain the purpose, scope, and potential outcomes of the inspection



- Engage with the owners when they have questions about forest practices, or the managed forest program, where knowledgeable
- Record observations, notes, and supporting evidence
- Take photos of representative activities

5. Reporting and Follow-Up

a) Reports

- The inspector prepares a report using the provided template and report instructions and submits to the ED within 30 days of the inspection
 - Ensure reports provide adequate reference to upcoming obligations and potential issues
- The ED will review the report for completeness and to ensure owner obligations are adequately documented
 - Provide feedback, if any, to the inspector if discussion or revision is required

b) Final report and communication with the owner

- The ED sends the final report to the owner
 - Identify notable findings, if any, that require action

6. Database Updates and Tracking

- a) Update the inspection database to reflect inspection outcomes, update reforestation obligations, and track action items
- b) Update the inspection master list to reflect the next year's scheduling and include any notes that may reflect more frequent inspections for individual managed forests

7. Records

- a) Add final inspection reports and risk assessments to the MF Owner folders
- b) Consider overall report on the annual program (last done in 2024)