

Use of Professional Forester Seal

1. General

This policy covers the use of the Professional Seal by a member of the Association of Saskatchewan Forestry Professionals

2. Enabling Legislation and Jurisdiction

Forestry Professionals Act 2006 Section 22 states:

Professional seals

22(1) Every professional forester is entitled, in accordance with the bylaws, to sign and seal all final plans, reports and other documents relating to the practice of professional forestry that are prepared, issued or approved by that person.

(2) All seals must be acquired from the association and be designed in the manner set out in the bylaws.

(3) A professional forester who is expelled or suspended shall return his or her seal to the association for the period of the suspension or expulsion.

The provision of seal is currently outlined in the Association By-laws, Section 5, 6, 7 and 8 and is subject to the ASFP Code of Ethics.

3. Conditions for Use of Seal

- a. The application of the Professional Seal to a document or a portion thereof signifies that the contents conform to the Code of Ethics and professional forestry standards. Certification must take the form of the seal's imprint, signature of the member, and current date.
- b. The Professional Seal should be applied whenever the Registered Professional Forester prepares official estimates, specifications, prescriptions, reports, plans and all other documents in his/her professional capacity.
- c. The work presented by the sealed document shall have been personally carried out by the member or shall have been carried out under the member's "direct supervision" or review.
- d. Supervision must be such that the member can reasonably monitor and accept responsibility for the work of the person being supervised.
- e. Alterations or amendments to a document sealed by a Registered Professional Forester, whether made by the author or another individual will immediately void the seal and signature of the Registered Professional Forester. Altered or amended documents can be re-signed and dated by the original Registered Professional Forester or another, as the circumstances require.

4. Implications of the Use of Seal

The Code of Ethics as identified under the Act and the Bylaws requires that (in part) a member shall undertake only work that he or she is competent to perform by virtue of training and experience.

This implies that members limit their practice to those areas of forestry wherein they maintain a competence by virtue of education and/or experience and do not extend their endeavors beyond the realm of competence.

A note regarding implications of the Code of Ethics and Use of Seal:

The code restricts some members use of seal for certain documents where they do not have the required competency. It is expected that members would recognize their competency limitations and would not seal and sign a document where they did not have the required competence. This is especially significant if the Association By-laws were to specify those circumstances or documents where a seal is required.

The use of the seal also has implications regarding liability and discipline. Sealing a document signifies that that the member is accepting responsibility for the contents of the document. If the seal is misused, or if the document sealed is not prepared in accordance with the standards and ethics of the profession, members could be held liable or be subject to disciplinary action.

5. Policy Administration

- a. The use of the Professional Seal is subject to investigation and disciplinary action as provided in the Forestry Professions Act 2006 and the Association By-laws.
- b. Each Professional Seal is the property of the Association of Saskatchewan Forestry Professionals. It must be returned to the Association upon termination of membership.

6. Examples of Documents

Following are examples of documents, non-inclusive, upon which a Registered Professional Forester may use his/her Professional Seal. In each circumstance, the member shall use his/her discretion as to whether the application of the Professional Seal and signature conforms to the Forestry Professions Act, 2006, the Association By-laws, and this policy.

- cost claims associated with forestry activities or programs,
- forest protection plans,
- forest management plans,
- silviculture plans,
- site remediation plans,
- annual or long term operating plans,

- volume surveys and estimates,
- timber volume cruise plans and reports,
- timber sales agreements and contracts,
- scaling plans,
- letters, plans, and/or reports incorporating professional opinions and recommendations,
- annual reports, and
- forest audits.