



Minnesota Master Logger Certification Program

Business Practices Report

Revised July 9, 2015

Business Name: _____

Type of Business: Sole Proprietorship Corporation LLC Partnership S Corp

Owner Name(s): First Name MI Last Name Nickname

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: Home: _____

Office: _____

Cell: _____

Fax: _____

Email: _____

Company Operations

In-woods Logging Equipment (Type)

- Cut to length
- Conventional
- Hand- Felling

Annual Wood Production:

- Less than 1,000 cords
- 1,000 to 2,500 cords
- 2,501 to 5,000 cords
- 5,001 to 10,000 cords
- 10,001 to 15,000 cords
- Greater than 15,000 cords

Please list the names of your employees (within the last 12 months).

Last Name	First Name	Position	Crew Leader Y/N

Subcontractors

(please list fellers, skidders, forwarders, road builders, truckers, and others you have sub-contracted with during the past twelve months):

Name	Type of Business	Phone Number	Written Contract Y/N

You may list them on separate or additional sheets if necessary.

Areas of Responsibility

Area Four: Compliance with Government Regulations

Performance Standard IV-A

Appropriate federal, state and county laws, posting notices, checks and permits have been addressed.

- 1-2. Describe the process you follow to identify wood from the stump to the primary processor for each sale.

Is documentation available for inspection? Yes No

- 3-4. Who checks with the county to ensure property taxes have been paid and files necessary notices before any harvest operation begins?

Is documentation available for inspection? Yes No

- 5-6. Prior to harvest, do you have a process in place to identify any threatened or endangered species or cultural resources that may be present on site? Yes No
(If yes, please describe the process)

Is documentation available for inspection? Yes No

Performance Standard IV-B

All federal and state safety standards and regulations pertinent to a logging business are followed.

1. Are LogSafe safety practices and OSHA regulations implemented on the job site? Yes No

- 2-3. Do you have a company safety plan? Yes No
 If yes, is documentation available for inspection? Yes No

- 4-6. Do you conduct meetings of OSHA safety requirements with all employees that comply with logging standards?

Annually? Yes No
Monthly? Yes No

If yes, is documentation available for inspection? Yes No

- 7-8. Do you conduct monthly safety inspections of equipment and personal protective equipment?
Yes No

If yes, is documentation available for inspection? Yes No

Area Five: Adherence to Site Specific Harvest and Management Plans

Performance Standard V-C

A clear understanding of sale terms and conditions must be established between seller and purchaser.

- 1. Does a pre-harvest meeting occur on site with the landowner or landowner representative to discuss the harvest plan, property boundaries, and all contract provisions found in the contract? Yes No

(If yes, please describe the procedures used during the meeting)

Performance Standard V-A

A written management plan or harvest plan is in place for the property or specific site on which the timber harvest occurs.

- 1-2. Is there a written management or harvest plan in place for each property or specific site on which the timber harvest occurs? Yes No

If yes, is a copy available for inspection? Yes No

- 3. Describe how are employees made aware of any sale contract and/or harvest plan provisions?

- 4. Do you provide a copy of the SFI Landowner's Manual to private forest landowners? Yes No

Area Six: Employment of Sound Business Management Practices

Performance Standard VI-A

Contracts with landowners, mills, and subcontractors are in place.

- 1-2. Do you have written contracts with landowners for all timber sales? Yes No
(If No, explain below)

If yes, is a copy available for inspection? Yes No

- 3-4. Do you have contracts with all subcontractors? Yes No
(If no, explain below)

If yes, is a copy available for inspection? Yes No

Performance Standard VI-B

Insurance policies are in place.

1-2. Do you carry general liability insurance?

Yes No *If yes, is documentation available for inspection?* Yes No

3-4. Do you carry workers compensation insurance for all employees? Yes No

If yes, is documentation available for inspection? Yes No

Area Seven: Participation in a Continuing Logger Education and Training Program

Performance Standard VII-A

Training standards adopted by the Minnesota Logger Education Program must be achieved and maintained.

1. Are you and your employees in conformance with MLEPs and LogSafe training requirements? Yes No

To complete this part of the certification process applicant must provide a list of all sales open or closed within the last 12 months*. Start with any sales that had stream crossing permits.

The Master Logger Applicant Timber Sale Information Form included with this questionnaire should be completed for each sale. The Timber Sale Information form can be duplicated as needed.

* Up to a maximum of 10 jobs. Start with any sales that had stream crossing permits. Then list the most recently completed jobs and work back to January of the previous year.