



Business Practices Summary Report

Applicant ID#:

Date:

Use this form to **summarize the company's business practices**. Each area of responsibility is listed below. Use the same rating system for each category as was used on the field audit forms.

CODES:

- **E:** Exceeds required practices
- **C:** Conforms with required practices
- **MNC:** Minor non-conformance with required practices
- **SNC:** Serious (major) non-conformance with required practices
- **NA:** Not applicable

Audit Assessment

The recommendation for or against certification in summarizing the audit findings shall be based on the following:

- 1) Failure to meet a *Performance Standard* occurs when:
 - a. there are 3 or More SNCs within a *Performance Standard*;
 - b. or there are 5 or more MNCs within the *Performance Standard*;
 - c. or failure to be in conformance with a majority of the *practices* within a *Performance Standard* (conformance would mean the program participant did not receive a SNC or MNC for a majority of the practices within a *Performance Standard*).
- 2) Failure to meet an *Area* occurs when:
 - a. there is failure to meet 2 or more *Performance Standards* within an *Area*;
 - b. or there is failure to be in conformance with a majority of the *Performance Standards* within an *Area*.
- 3) Applicant must meet all *Areas* on all audited sites.

*Items 1 and 2 apply independently to each site being audited.

Additional requirements "kill switches":

- Performance Standard I-B cannot be met if Practice 3 or Practice 4 regarding roads, lands, and fuel maintenance in Riparian Management Zones receives an SNC.

- Performance Standard I-C cannot be met if Practice 1 regarding crossing permits receives an SNC.
- Performance Standard V-A cannot be met if Practice 1, 2, or 3 addressing harvest and management planning (whichever applies to the size of property) receives an SNC.
- Performance Standard V-B cannot be met if Practice 4 addressing legal ownership receives an SNC.

Provide a **brief** explanation for each Area of Responsibility.

What is the overall rating for Area Four (Regulations)?

Please provide evidence/ illustrate why company received the above rating.

What is the overall rating for Area Six (Business Practices)?

Please provide evidence/ illustrate why company received the above rating.

What is the overall rating for Area Seven (Training)?

Please provide evidence/ illustrate why company received the above rating.

I _____ verify that, based upon the business practice audit I conducted, company

(program administrator)

_____ has met the standards for Master Logger Certification.

(company code)

Date:

Notes: