

**CHAIN-OF-CUSTODY CERTIFICATION PROGRAM
FOR WOOD PRODUCTS**

QWEB-PTPB-V3

APPENDIX 7

**QUEBEC WOOD EXPORT BUREAU (QWEB)
REQUIREMENTS FOR THE ACCREDITATION OF CONSULTANTS**

CHAIN-OF-CUSTODY CERTIFICATION PROGRAM FOR WOOD PRODUCTS

QWEB REQUIREMENTS FOR THE ACCREDITATION OF CONSULTANTS

1.0 ETHICS, CONFIDENTIALITY AND THE ABSENCE OF CONFLICTS OF INTEREST

The consultant must sign the *Declaration regarding ethics, confidentiality and the absence of conflicts of interest* (Appendix 1). This document confirms that, within the consultant's activities, he/she will conduct themselves in a manner that fully demonstrates impartiality, independence and professional ethics.

To meet the requirements regarding independence and objectivity, consultants must ensure that the services they provide are free from any conflict of interest and that the information, data and documents that they may have obtained or become aware of during the delivery of these services are kept strictly confidential.

Consequently, it is forbidden for consultants to divulge any information or distribute any document without the prior written consent of the person duly authorized by the company participating in the program.

2.0 QUALIFICATIONS AND EXPERTISE

The persons called upon to provide services within this program must have the training and experience to ensure a high level of expertise.

When it comes to the preparation for implementing a chain of custody for export products that must meet the phytosanitary standards of the Canadian Food Inspection Agency (CFIA) (under the Canadian Heat Treatment Wood Products Certification Program (CHTWPCP) or the Canadian Wood Packaging Certification Program (CWPCP)), the organizations chosen by QWEB will be those that are recognized by this agency, i.e. the Canadian Lumber Standards Accreditation Board (CLSAB) and its 13 affiliated agencies, including the Quebec Forest Industry Council (QFIC), and the Canadian Wood Pallet and Container Association (CWPCA).

With regard to the other types of chains of custody, consultants must:

- Be certified by the Association québécoise de vérification environnementale or a similar organization; or
- Have the skills and experience equivalent to such a certification; or
- Be appropriately trained in the implementation of chains of custody meeting one or another of the requirements of recognized forest certifications (CSA (PEFC)/FSC/SFI).

3.0 WRITTEN PROPOSAL

Consultants, who want to apply for accreditation for the Chain-of-Custody Certification Program for Wood Products, must do so in writing to QWEB. This application must demonstrate how they meet the requirements specified herein and include the relevant documents, namely the *Declaration regarding ethics, confidentiality and the absence of conflicts of interest*.

QWEB agrees to respond in writing within seven days. If the consultant is accepted, this person will receive an accreditation letter and his/her name will be included on the list of accredited consultants available on Q-WEB's website.

4.0 CONTRACTUAL AGREEMENT

When chosen by a company participating in the program, consultants shall sign a contractual agreement with QWEB (Appendix 2), stating that they meet the requirements outlined herein and outlining the other conditions associated with their mandate.

It should be noted that the person who signs this agreement must be the same person who has signed the *Declaration regarding ethics, confidentiality and the absence of conflicts of interest* and who will carry out the activities in the company that has chosen this person's services.

Appendix 1. *Declaration regarding ethics, confidentiality and the absence of conflicts of interest*

Appendix 2. Contractual agreement QWEB/consultant