

# Form 1: Voluntary Peer Review

If you are unsure how to approach any of these questions or complete the form, refer to the checklist and Voluntary Peer Review Guide.

## Member Being Reviewed

Last Name	Given Names	Name	Suffix	Member Number
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**Registration Category:**  RPF  RFT **Is this Member:**  Practising  Non-Practising

## Member Conducting Review

Last Name	Given Names	Member Number
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Registration Category :  RPF  RFT

Street Address	Mailing Address (if different)
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City	Province	Postal Code
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( ) Telephone	E-mail
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## Questionnaire

**The following questions should be filled out by the reviewer (circle your answer where required):**

1. Does the member have copies of his/her completed self-assessment form readily on file?  
Yes    No
2. Does the member have copies of his/her completed professional development forms readily on file?  
Yes    No
3. Using Form 3, review the professional development plan with the member being reviewed.
4. Is the member's Certificate of Registration prominently displayed at his/her office or other place of business?  
Yes    No
5. After viewing and discussing the member's job performance expectations and his/her assessment of his/her area of professional forestry practice do you agree with the member's assessment of his/her areas of practice? Discuss your findings with the member  
  
Yes    No

Question/Inquiry	Superior	Needs Improvement	Adequate	Not Applicable
<b>6. Advocacy:</b> How would the member advocate good stewardship of forest lands and how does he/she work to extend public knowledge of forestry?				
<b>7. Professional Independence:</b>				
a. How would the member handle a situation where he/she is asked to compromise his/her professional principles? If he/she is a manager how does he/she exercise management prerogative without being in conflict with professional principles?				
b. Ask the member to give examples of where he/she has publicly voiced his/her professional opinion. Ask the member to describe how he/she maintained his/her professional independence while voicing an opinion.				
c. Ask the member to provide an example of where he/she had to make a professional work decision, recommendation or prescription based on input/comments from a variety of sources such as peers, other types of resource professionals and various public groups. Ask him/her to describe the process he/she followed to make a professionally independent decision.				
<b>8. Professional Integrity:</b>				
a. How would the member handle a situation where he/she may suspect or know that another member may be guilty of infamous or unprofessional conduct, conduct unbecoming a member, negligence or be in breach of the Foresters Act or Bylaws? What steps would he/she take to resolve the situation?				
b. How would the member keep up-to-date with environmental, industrial and construction safety legislation and policy related to his/her job duties?				
c. What steps would the member take to ensure that confidential or proprietary information that is available to him/her is not disclosed while executing his/her job duties? Does the member have consent to use this information? What measures does the member take to avoid disclosure of such information?				
d. What steps does the member take to ensure work assignments do not create, or perceive to create a conflict of interest? How does the member resolve an issue if it does create a conflict?				
e. For consulting members being reviewed, ask the member to describe the general process used to charge for services rendered.				
f. For members who review, and provide comments or recommendations regarding professional work which is prepared by other members; ask him/her to describe the methodology, thought processes and rationales used to review and provide comments or recommendations on another member's professional work. How does the member avoid imposing his/her professional opinion onto the other member's work?				

Question/Inquiry	Superior	Needs Improvement	Adequate	Not Applicable
g. What steps does the member take to avoid disputes with other members, other types of resource professionals or various public groups? What does the member do to resolve differences of opinion?				
h. Is the member presently sponsoring an enrolled member? If so, how would he/she: <ul style="list-style-type: none"> <li>• guide the enrolled member's development towards professionalism,</li> <li>• provide advice, direction and diversity for the enrolled member's work experience period,</li> <li>• provide advice and direction for the enrolled member's development and assume responsibility for their accountability; and,</li> <li>• assist the enrolled member in preparing for the registration exam.</li> </ul>				
<b>9. Professional Competence:</b>				
a. How does the member remain competent in his/her field of practice? How does the member work to improve practices and policies affecting the stewardship of forest land? How does the member share his/her knowledge and experience with others?				
b. Does the member have a system for tracking his/her professional development? Has the member followed through on his/her professional development plans? If no, discuss the reasons why and the relevance of the items remaining. Ask the member to provide a written example of professional work product from each area of practice listed in his/her self-assessment question 5A. Review the work product against the appropriate requirements listed under the Completeness and Correctness Standard of Professional Practice, Guidelines for Interpretation.				
c. What would the member do if asked to practise outside his/her limits of experience or expertise, or if he/she was in a situation where he/she was practising outside his/her area of competence?				
d. How does the member provide opportunities for the professional development and advancement of other members in his/her employ or supervision. What does the member do to encourage subordinate members to achieve the requirements of the ABCFP voluntary continuing education program? How does the member act as a mentor and provide training for advancement?				
<b>10. Signing and Sealing:</b> Can the member explain how he/she would determine if a document needed to be signed and sealed. What does the member do as far as signing and sealing goes if some or all of the work is carried out by someone else.				

Question/Inquiry	Superior	Needs Improvement	Adequate	Not Applicable
<b>11. Due Diligence:</b> a. How does the member incorporate the work of other resource professionals into any of his/her professional work and/or does he/she sign and seal professional documents where some or all of the work is carried out by someone else? Describe the due diligence practices the member carries out to ensure the work is completed to a professional level. Can the member provide documentation to support the above?				
b. Describe how the member becomes familiar with client/employer objectives and requirements and how he/she relates to other values and interests. How does the member become familiar with relevant characteristics of his/her areas of professional practice? How does the member become familiar with relevant geographical and ecological characteristics of the land base on which he/she works.				
c. Describe how the member assesses and manages risk				
d. Does the member keep a properly maintained professional diary and phone log? What does the member do with his/her old diaries and phone logs?				
e. Ask the member to describe how he/she would take and document all necessary steps to ensure that desired outcomes are achieved or the chances of negative consequences or outcomes are minimized.				
f. Ask the member to describe how he/she would handle practice administration with respect to: <ul style="list-style-type: none"> <li>• having an effective filing and document storage/recovery system,</li> <li>• being the only one who can make a change to your professional documents,</li> <li>• accessing his/her professional documents even if he/she is no longer an employee,</li> <li>• having supporting materials underlying his/her professional documents on file and appropriately cross-referenced,</li> <li>• having appropriate controls in place to prevent accidental destruction and loss of his/her professional documents; and,</li> <li>• retaining professional documents long enough to cover his/her liability period.</li> </ul>				
<b>12. Stewardship:</b> a. Ask the member to explain how he/she would determine the identity of the public who are affected by his/her area of practice and how he/she would interpret his/her interests in order to make professional decisions or prescribe forest management practices?  What steps does the member take if he/she becomes aware of any practices that are detrimental to good stewardship of forest land?				
b. How does the member keep informed, assess practices, develop options, monitor, participate in, and advocate when managing species at risk?				

Question/Inquiry	Superior	Needs Improvement	Adequate	Not Applicable
<p><b>13. Other Professional Issues:</b>            Ask the member if there are any other professional issues he/she would like to discuss or is there anything else you would like added to the peer review professional development plan? This is a chance to provide closure and discuss or implement any other ideas for improvement which came up during the peer review.</p>				

Reviewer's Signature	
<p data-bbox="155 560 199 581">Date</p>	<p data-bbox="604 560 873 581">Peer Reviewer's Signature &amp; Seal</p> <div style="text-align: right; color: lightgray; font-size: small; transform: rotate(-15deg); opacity: 0.5;">             Affix Seal Or Stamp Here           </div>