



PACIFIC LUMBER INSPECTION BUREAU

Certificate of Inspection Rules and Regulations for Authorized Signers

When there are two parties to a bargain, it is only reasonable that the interests of both parties be protected.

In consideration of my being authorized to act as an Agent of the Pacific Lumber Inspection Bureau for the purpose of signing Certificate of Inspection documents, I do hereby solemnly affirm that I will, well and faithfully discharge the duties of such trust in a fair and impartial manner without fear or favour, and that I will observe the rules and regulations of said Bureau.

It is recognized that all questions concerning inspection assignments and procedure cannot be fully covered in a manual of Rules and Regulations. The following rules and regulations shall be used with good judgment and with the sincere objective of furnishing competent and impartial service to the lumber industry.

1. Those who have been authorized by the Pacific Lumber Inspection Bureau to sign Certificates of Inspection, and who at the time are eligible to act in that capacity, are acting as an agent of the Pacific Lumber Inspection Bureau when surveying and inspecting material on which is grade stamped or a certificate of inspection is to be issued and as such, are subject to all requirements and conditions of the Bureau.
2. In the event of a controversy the PLIB Supervisor must be notified at once. Should the question be that of grade, the material in dispute is to be placed to one side awaiting Supervisor's examination and final decision. Authorized signers, when assigned to inspect or grade items with which they are unfamiliar, or are in doubt as to order specifications, or grades of individual pieces, shall contact a Supervisor of the Pacific Lumber Inspection Bureau for instructions and interpretations.
3. Authorized signers must be supplied with written orders if certificates are required, relative to specie, grades, size and quantities of material before inspection. Ascertain from plant official what disposal is to be made of "fall down and trims."
4. No person other than an authorized agent or PLIB Supervisor can perform work for and sign an official certificate of the Pacific Lumber Inspection Bureau.
5. Authorized signers cannot under any condition whatever, sign a Certificate of Inspection for work performed by another man. When two or more authorized signers or inspectors work on the same order, each must sign the applicable certificate.
6. Authorized signers are prohibited from signing any Certificate of Inspection other than the official certificate issued by the Pacific Lumber Inspection Bureau.
7. Authorized signers are prohibited from signing Certificates of Inspection in blank when left at mills.
8. When certificates are prepared at the mill, authorized signers must carefully examine certificates and see that they are properly made out before signing same, that inspection dates are correct, the marking of each piece is indicated properly, the tally is correct, and that the part of plant where inspection is made is indicated on certificate. When certificates are prepared by Pacific Lumber Inspection Bureau, the tally shall provide this information.
9. Authorized signers shall not be required to issue Certificates of Inspection on shipments when undue influence with respect thereto has been used by representatives of either buyer or seller. In such circumstances, the agent concerned must report the matter to Pacific Lumber Inspection Bureau immediately.

10. The proper grade term together with species of timber shipped, as specified in the published rules for grading, under which material is graded, must be shown on Certificates of Inspection. In instances when material is graded in accordance with "Special Contract" or "Instructions" the provisions in regard to grades required must be described on the certificate.
11. Authorized signers shall ensure that adequate conditions, including sufficient lighting, exist to properly conduct an inspection on lumber.
12. When an order specifies a certain number of pieces, care must be taken that the order is neither over nor under shipped.
13. Certificates shall be prepared within a reasonable time after inspection of a parcel has been completed. Certificates cannot be issued after shipments have reached their destination, except with approval of the Pacific Lumber Inspection Bureau management.
14. Rough lumber, if thinner than one inch, must be figured as such, and the actual sawn measurement also indicated on the tally and certificate.
15. Authorized signers are required to keep complete data of each inspection in order that the Certificate of Inspection and other documents may be properly processed. No alterations can be made by the mill or broker to an authorized signer's tally without written consent from the Bureau office. A certificate that is not made up according to the tally shall not be signed without the consent of the Bureau.
16. If order specifications permit surfacing to nominal rough sizes, such as S2S, S1S1E to nominal rough sizes the certificates must be prepared accordingly. Actual nominal sawn sizes must be shown on certificates.
17. Authorized signers must insist on material being properly trimmed and manufactured in accordance with order specifications as to size, pattern, lengths or surfacing.
18. Authorized signers shall be responsible for neat and accurate grade marking, stenciling and paint daubs as required by order specifications, and shall check markings with order and those shown on tally for correctness.
19. Authorized signers shall at all times prepare neat and legible tallies containing all necessary information pertaining to the particular order. All completed tallies must be neatly and accurately recorded and if necessary, shall be figured showing total pieces and footage as required.
20. Authorized signers shall not guess at the requirements of a grade or specifications and must refer to and study the applicable grading rule whenever a new order is started and as frequently as may be necessary while order is being accumulated.

I have read, understand and agree to abide by these Rules and Regulations for Authorized Signers.

Signature

Date

Print Name

Name of Mill/Remanufacturing Facility