

**Required Documents for PGES Qualification - Small Forestry Business (PES)** (see detailed requirements in the Cahier des charges PGES found at [www.forevia.ca/pges](http://www.forevia.ca/pges) - in French only)

The absence of a required document at the time of application is not acceptable. The subcontractor must begin the PGES qualification process only when all required documents are available.

First year VS subsequent years

Some supporting documents refer to balance sheets, contracts, or records from your previous year of operation as silviculture subcontractor. Those are obviously not available nor required in your first year of qualification. Other documents, such as taxation documents, may not be available in the first year of a new business. It is perfectly acceptable for the applicant not to have these documents in the first year. Once qualified, when the subcontractor obtains contracts, they use and complete the balance sheets and records and can submit them starting in the second year. The subcontractor must ensure they retain all documents for their audit the following year.

Available Templates

Some supporting documents are simple, but others cover several specific elements required by the PGES specifications. For documents that are tables or registers, the applicant can create and use their own documents or can choose to use the templates provided by Forevia (available upon request).

Specifications requirements	Documentary evidence	Qualification	
		Year 1	Year 2+
4.1.2	Registration with the <a href="#">Quebec Enterprise Registrar</a> (REQ). A screenshot or printout of your company's page on the Quebec Enterprise Registrar website is acceptable.	X	X
	Registration for GST and QST taxes). A screenshot or printout of the result of your tax registration on the website of <a href="#">Canada Revenue Agency</a> and of <a href="#">Revenu Québec</a> are accepted. This proof is not required if you are below the minimum billing threshold.	X	X
	Latest tax compliance certificate (Quebec), available on <a href="#">your business file</a> . If you have not yet filed taxes this year, the certificate of the previous year is acceptable. Not required of a new business that is less than one year old.	X	X
	Most recent provincial and federal notices of assessment are available (you can find them online on the Revenu Québec and	X	X

	My Account websites at the CRA). Not applicable for a new business less than one year old. GST/QST tax return.		
	Monthly statements for the last 12 months of the company's bank account in PDF format, or the maximum number of months if your company is less than 1 year old.	X	X
<b>4.1.4</b>	Written designation signed and dated by the person in charge of the PGES. Template available upon request at <a href="mailto:pges@forevia.ca">pges@forevia.ca</a>	X	X
<b>4.1.7</b>	Three first numbers of the Social Insurance Number (SIN) of each worker. For SINs beginning with "9", a valid work permit for the relevant sector of activity must be presented.	X	X
<b>4.2.1</b> <b>4.2.2</b>	Signed agreement governing the previous year's work awarded to your company your client(s). This is the contract you signed with your client before starting work last year. It must contains all the information required by 4.2.1 or 4.2.2 of the Cahier des charges PGES.		X
<b>4.2.3 et</b> <b>4.2.4</b>	Report prepared by your client describing the work your company carried out the previous year and which contains the information required by 4.2.3 and 4.2.4 of the Cahier des charges PGES.		X
<b>4.3 et 4.4</b>	Register of customers from the previous year covering all the elements required in 4.3.1 and 4.4.1 of the Cahier des charges PGES.		X
<b>4.3.2 et</b> <b>4.4.2</b>	Record of work carried out in the previous year covering for each employee all the elements required in 4.3.2 and 4.4.2 of the Cahier des charges PGES.		X
<b>4.5.1</b>	A signed and dated employment contract for each employee, signed by the company's manager. The contracts must cover elements a) through k) of requirement 4.5.1. It is acceptable for elements b) and c) not to be known at the time of application. It is also acceptable for all contracts not to be signed at the time of the initial qualification application. In this case, the applicant must still provide a contract template demonstrating that its contracts cover all the elements required by the PGES.	X	X
<b>4.5.2</b>	Any monetary penalties that were applied to an employee (if applicable) in the previous year must be documented.		X
	The production sheets or employee time sheets, which must accurately reflect the actual production achieved or the time spent at work in the previous year.		X
<b>4.6.1</b>	- Proof of registration with the CNESST - The most recent CNESST assessment notice	X	X
<b>4.6.3</b>	Current year's invoice and latest PRÉVIBOIS site visit report (if applicable)	X	X
<b>4.6.4</b>	a) Up-to-date accident prevention program	X	X

	b) Up-to-date evacuation and transport protocol for the injured	X	X
<b>4.7.1</b>	Workplace first aid certificate (16-hour training) (1 first aider/5 workers) with expiry date. If fewer than 5 workers, 1 first aider with 16 hours of training is required.	X	X
<b>4.7.3</b>	Lone worker monitoring procedure	X	X
<b>4.8.2</b>	Completed checklists for equipment (brush cutters) compliance and PPE usage, for each month of operation. Template available upon request at <a href="mailto:pges@forevia.ca">pges@forevia.ca</a>	X	X