

**PURPOSE:** This project risk assessment guide provides the necessary information to assist BCTS staff when determining a project monitoring plan, (inspection frequency) that supports BCTS EMS/SFM, SAFETY AND CONTRACT QUALITY MANAGEMENT SYSTEM expectations. Assessment results are to be documented on applicable project pre-work checklist and communicated to BCTS contractors and Timber Sales Licensees during project pre-works.

#### RISK ASSESSMENT / MONITORING PLAN PROCEDURES

**Step 1.** Identify minimum Project (TSL and Contract) EMS inspection frequency based on type of activity. **See Part A.**

**Step 2.** Identify minimum Contract SAFETY inspection frequency based on type of activity. **See Part B.**

**Step 3.** Identify minimum Contract Quality Assurance inspection frequency based on the Contractors experience and compliance history. **See Part C**

**Step 4.** Adjust inspection frequency/monitoring plan (above minimums) based on influence/consideration of OTHER FACTORS such as: timing of activities, seasonal, site conditions, environment/adjacent resource values, (i.e., wildlife feature, arch or rec site, plan complexity, public interest and client history, contract quality assurance factor). Discuss adjusted inspection/monitoring plan with your supervisor prior to finalizing. **At a minimum inspection frequency must support program expectation identified in PART A, B & C.**

**Step 5. Document assessment/monitoring plan results on the applicable Project Pre-work Checklist,** details include:

- BCTS and LPC inspection frequency, (Monitoring Plan)
- Project Risk Ranking (V-Low, Low, Medium, High)
- Emergency Response Test or Drill type (Fire/Spill/Other) and target date for completion

*Communicate results of risk assessment to client during project pre-work and conduct/document inspections/monitoring activities as per frequencies outlined on pre-work checklists.*

#### PART A. MINIMUM EMS PROJECT INSPECTION FREQUENCY

| Project Activity<br>(Circle One)  | Risk  | BCTS Pre-work and Inspection Frequency |  |                            |          | LPC   |
|---|-------|--|--|----------------------------|----------|---|
|   |       | Pre-work                               | Initial<br>(within 30 days)  | Progress                   | Final    | LPC Inspection<br>Frequency                           |
| Harvesting, Road Construction, Road Maintenance and Deactivation, Bridge Installations and Maintenance. | High  | Mandatory                              | Mandatory  | One / project              | Required | One / project or one /2 months for projects > 4 weeks |
| Planting, Silviculture Surveys, Manual Brushing   | Mod   | Mandatory                              | Mandatory  | One / project              | Optional |   |
| Planning Development<br>(Block and Road layout, Professional Assessments)                               | Low   | Mandatory                              | Optional   | One / project if > 4 weeks | Optional | One / projects if > 4 weeks                           |
| Administration and Higher-Level Planning,<br>(no field work)  | V-Low | Mandatory                              | Conformance to EMS procedures not required, no inspections required. |                            |          |   |

#### PART B. MINIMUM SAFETY CONTRACT INSPECTION FREQUENCY

| Project Activity (Circle One)  | Risk | Pre-work  | Inspection  |
|--|------|-----------|---|
| Falling, Bucking, Blasting, Road Construction, Road Maintenance, Bridge Installations and Maintenance, Yarding, Ground-based Harvesting, Road Deactivation | High | Mandatory | Monthly   |
| Non-Logging or Road Building type of field work, Silviculture work, Professional Assessments, Block & Road Layout and development in isolated areas        | Mod  | Mandatory | Initial inspection within 30 days of contract activities, then one every 3 months thereafter. |

#### PART C. MINIMUM CONTRACT QUALITY ASSURANCE INSPECTION FREQUENCY

Use the [BCTS - Project Risk Rating Form](#) in conjunction with the [BCTS - Contract Monitoring Plan](#) to determine inspection frequency for Contract Quality Assurance.

#### PART D. BEST PRACTICES

##### Pre-works

- ✓ Contract quality specifications and standards / Milestones / Communication plan/ Payment and invoicing details.
- ✓ Conduct pre-works prior to operations startup and after periods of extended project shutdowns.

**continued**

## Inspections/Monitoring

- ✓ Joint inspections between BCTS & client are encouraged:
  - Prior to any seasonal shutdowns and final inspections, (prior to equip demob) to identify any issues.
  - Joint inspections count towards LPC self-inspection.
- ✓ **Inspection Reports/Checklists must include follow-up comments that all previous identified Corrective Actions were addressed including the: Description, Target Date and Completion Date.**
- ✓ Conduct inspections as per inspection frequency, deviation requires documented rationale and discussions with your supervisor.
- ✓ It's recognized that inspections may only focus on certain elements at different times throughout the life of the project including support of various program elements--EMS, Safety and or CQMS expectations.
- ✓ Monitoring activities are informal site visits that must be documented and filed on the EMS-Safety Folder accordingly.
- ✓ Formal Inspection Checklists are posted on the [TST-BA EMS and SFM Certification website](#)

## Initial Inspections

- ✓ Focus, project awareness/obligations, ER preparedness, necessary project information (maps, plans, critical elements), Training, Documentation, Fuel Handling, Safety.
- ✓ Review quality against expected standards and clarify if needed / Respond to questions from contractor / measure progress.

## Progress Inspections

- ✓ Following the Plan, Compliance, EMS conformance, safety practices/hazards, client relationships, corrective action follow-up .
- ✓ Review quality and consistency. Work proceeding according to progress plan and milestones. Confirm any changed conditions or changes in work or plans and required amendment documentation complete. Verify if on budget, Deal with issues, i.e., contract modification agreement.

## Final Inspections

- ✓ Overall plan performance, compliance, completion of project plan requirements including identification of outstanding obligations.
- ✓ Assess for meeting milestones and potential budget overruns / Remedial or additional action if required, (i.e., contract modification agreement, option to renew) / Discuss with contractor what went well and opportunities for improvement.

## Reference Material

- ❖ Pre-work and Inspection Guides on the [TST-BA EMS and SFM Certification webpage](#)
- ❖ BCTS Safety Manual Chapters 18 and 19 on the [BCTS Safety Certification webpage](#)
- ❖ BCTS [CQMS Policy, Guidance and Forms](#)