

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 SYTEM expectations. Assessment results are to be documented on applicable project pre-work checklist and communicated to BCTS contractors and Timber Sales Licensees (TLs) during project pre-work.

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 activity. **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. domestic water use, wildlife feature, arch or rec site, plan complexity, public interest and client history, contract quality assurance factor. Discuss adjusted inspection/monitoring plan with supervisor's prior to finalizing. **At a minimum inspection frequency needs 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 (Circle One)	Risk	BCTS Pre-work and Inspection Frequency				LPC
		Pre-work	Initial (within 30 days)	Progress	Final	LPC Inspection Frequency
Harvesting, Road Construction, Rehab and Deactivation	High	Mandatory	Mandatory	One / project	Required	One / project or one / 2 months for projects > 4 wks
Stand Tending, Chemical/Manual Brushing, Site Prep and Burning	Mod	Mandatory	Mandatory	One / project	Optional	
Road Maintenance (Structural) Planting	Mod	Mandatory	Mandatory	Optional	Optional	
Planning Development (block and road layout)	Low	Mandatory	Optional	One / project if > 4 weeks	Optional	One / projects if > 4 weeks
Professional Assessments Road Maintenance & ERAs Silviculture Survey	Low	Mandatory	Optional	Optional	Optional	Optional
Administration and Planning (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, Yarding, MSP, Road Deactivation	High	Mandatory	Monthly
Non-Logging type field work, silviculture work, assessments, block & road layout development work in isolated areas	Mod	Mandatory	Initial inspection within 30 days of contract activities, then one/every 3 months there after
Assessments, work in non-isolated areas	Low	Mandatory	One / project

PART C. MINIMUM CONTRACT QUALITY ASSURANCE INSPECTION FREQUENCY

Project Activity	Risk	Pre-work	Inspection
Contractors new to BCTS or have had a previous contracts with BCTS but have had issuance of multiple Contract Notices, previous cancellation, or significant issues cited in evaluations. This would also include contracts that have 10 or more staff working on the contract	High	Mandatory	Initial inspections ASAP within 30 days of contract activities, then weekly/monthly inspections during active operations . A final inspection to document/demonstrate how deliverables were met.
Contractors that have successfully completed contracts with BCTS and some areas for improvement were identified in the contract evaluations. This would also include contracts containing between 5 and 10 employees	Mod	Mandatory	Initial inspection ASAP within 30 days of contract activities, then one/every 3 months there after. A final inspection to document/demonstrate how deliverables were met.
Contractors that successfully completed similar contracts with BCTS and no issues were identified in contract	Low	Mandatory	Initial inspection ASAP within 30 days of contract activities.

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.

Inspections/Monitoring

- ✓ Joint inspections between BCTS & client are encouraged:
 - Prior to any seasonal shutdowns and final inspections (prior to equip demobilization) to identify any issues.
 - Inspections counted towards LPC self-inspection
- ✓ Inspections include follow-up of previously identified actions.
- ✓ Conduct inspections as per inspection frequency, deviation requires documented rationale and discussions with 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 accordingly.
- ✓ Formal inspections and monitoring forms are posted on TCC Forest Certification website
<https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>

Initial Inspections

- ✓ Focus, project awareness/obligations, ER preparedness, necessary project information (maps, plans etc.), 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 / 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 <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>
- ❖ Licensee and Permittee Environmental Operating Procedure EOP #2 [BC Timber Sales - Sustainable forest management certification - Forests, Lands, Natural Resource Operations and Rural Development \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm)
- ❖ BCTS Contract Projects Environmental Operating Procedure EOP#3 [BC Timber Sales - Sustainable forest management certification - Forests, Lands, Natural Resource Operations and Rural Development \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm)
- ❖ BCTS Safety Manual Chapters 18 and 19 <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>
- ❖ BCTS CQMS Contract Monitoring plan <https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales/forest-certification/ems-sfm>