

EMS MANUAL

Framework, Processes and Practices in support of Sustainable Forest Management

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Chapter 1 Introduction

The interest from the international and domestic marketplace in buying wood products from certified forests has grown and many British Columbia forest products companies have obtained certification of their forest management programs. This has been supported by the provincial government, recognizing that forestry certification is voluntary and complementary to the standards of the province's *Forest and Range Practices Act* and Regulations.

The fundamental value of this environmental management system (EMS) is that it enables BC Timber Sales (BCTS) to arrange and focus its management activities into an integrated, functioning system (including administration, planning and operations) with particular emphasis upon environmental impacts and risks. More specifically, the EMS encourages the following:

- corporate commitment to excellence in forest management, and related quality control
- development of a foundation to address resource management activities and practices
- application of continual improvement principles and procedures
- continual improvement of objectives, targets and results (public, transparent)
- assignment of fiscal and human resources to appropriate activities
- assignment of responsibilities and accountabilities to each position
- development of good record keeping processes and procedures
- demonstrating due diligence
- implementing sustainable forest management (SFM) standards

This document outlines BCTS EMS and roles and responsibilities for BCTS management, staff and clients (TSL holders, contractors & permittees) to implement and maintain the program provincially and at BCTS Business Areas.

The Executive Director has the overall responsibility for the EMS and SFM at the corporate level. Responsibilities of the Executive Director include:

- approving environmental and SFM policies
- providing senior management authority and resources for the effective management of the EMS and sustainable forest management plan (SFMP)
- participating in corporate EMS and SFM management reviews, and

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- other responsibilities outlined in this manual

The BCTS Business Areas (BAs) will implement the EMS and SFMP at the local level.

Scope

The scope of the EMS includes all BCTS agreements as defined under the *Forest Act* and contracts awarded by BCTS. This includes all activities undertaken by tenure holders of BCTS agreements as defined under the *Forest Act*, BCTS staff, and contractors in the following functional areas: planning, roads, harvesting and silviculture under those BC Timber Sales agreements.

Updates

The Certification Officer is responsible for ensuring that the EMS Manual is maintained.

The official copy of the latest version of the EMS Manual, associated EMS and SFM program documents, including a glossary of definitions, are maintained on the BCTS website. Users of the EMS should check the website to ensure that they have the current versions.

Chapter 2 Environmental and SFM Policies

Purpose

To define and maintain environmental and sustainable forest management SFM policies that are appropriate to the activities of BC Timber Sales.

Scope

This chapter defines the procedure for approval, adoption, and communication of the environmental and SFM policies.

Roles

(See Chapter 6: Structure and Responsibilities)

- Executive Director
- Timber Sales Manager

Procedure

Executive Director will:

- Approve environmental and SFM policies and review them annually for their continuing suitability and appropriateness
- Ensure the policies are prominently displayed and available at the BCTS corporate office and on the corporate certification webpage
- Communicate the environmental and SFM policies to all Timber Sales Managers

Timber Sales Manager will:

- Communicate the environmental and SFM policies to all Business Area (BA) staff, LPCs, and the public
- Ensure the policies are prominently displayed and available at the TSO

Related Documents

- Environmental Policy
- Sustainable Forest Management Policy
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 3 Environmental Aspects

Purpose

Assess environmental aspects in a consistent manner to determine the highest risk to BCTS and to ensure that these aspects are periodically reassessed.

Scope

This chapter defines the procedures for addressing and maintaining a list of significant environmental aspects.

Roles

(See Chapter 6: Structure and Responsibilities)

- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- Local Committee

Procedure

Timber Sales Manager will:

- Ensure, through the management review, that environmental aspects are risk rated and maintained at the BA as per the procedure and changes are communicated to the Certification Officer
- Approve significant environmental aspects developed by each BA (Table 004-3 and Table 004-1)

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Certification Officer will:

- Maintain and approve the Significant Environmental Aspects Form (Table 004-1), Aspect Risk Assessment Procedure (Table 004-2) and Environmental Aspect Evaluation Form (Table 004-3) templates
- Periodically request Certification Standards Officers (CSOs) and BA local committees to conduct a full review of BA significant environmental aspects following the procedure described in the Aspect Risk Assessment Procedure (Table 004-2) utilizing the Significant Environmental Aspects Form (Table 004-1) and Environmental Aspect Evaluation Form (Table 004-3) templates
- Address any changes to the corporate list of environmental aspects taking into consideration any information presented during the annual management review (Chapter 16)

Certification Advisory Team (CAT) will:

- Submit recommendations for revision to the Aspect Risk Assessment Procedure (Table 004-2) and Environmental Aspect Evaluation Form (Table 004-3) to the Certification Officer as required for consideration in the corporate management review

Local Committee will:

- Conduct periodic reviews of the BA specific aspects (using Table 012-2) and update, as required, the BA Environmental Aspect Evaluation (Table 004-3) and BA Significant Environmental Aspects (Table 004-1), based on information including:
 - Changes in legislation and the impact on the EMS
 - Changes in scale and technology of woodlands operations
 - New or modified activities
 - Evaluation of operational controls
 - Review of non-conformance issues
 - Concerns expressed by interested parties, and
 - Criteria, objectives, and indicators of SFM as applicable to the scope of the EMS

Related Documents

- Significant Environmental Aspects Form (Table 004-1)
- Aspect Risk Assessment Procedure (Table 004-2)
- Environmental Aspect Evaluation Form (Table 004-3)
- Local Business Area Management Review (Table 012-2)

Chapter 4 Legal & Other Requirements

Purpose

To ensure that BA staff have access to legal and other requirements that are applicable to the BA operations.

Scope

This chapter defines the procedure for the access, review, evaluation and communication of current pertinent legislation and other requirements or commitments.

Roles

(See Chapter 6: Structure and Responsibilities)

- Timber Sales Manager
- Certification Officer
- BA CSO
- BA Supervisors

Procedure

Timber Sales Manager will:

- Ensure that staff have access to current pertinent legislation
- Determine and approve local requirements or commitments, such as BA Sustainable Forest Management Plans, if applicable
- Communicate any other BA requirements or commitments to the relevant BA staff

Certification Officer will:

- Review changes to legal and other requirements or commitments and evaluate the need for changes to EMS documents
- Communicate changes to the CSOs
- Identify and record corporately controlled documents on the Document Control Matrix (Table 010-1)

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BA CSO and/or relevant BA Supervisors will:

- Monitor changes in legislation for relevancy to BA activities
- Identify and record locally controlled documents (see Chapter 9), as required
- Evaluate the relevancy of legislation and other requirements to BA activities and aspects and maintain this information within Table 004-1
- Communicate changes to legal and other requirements or commitments and changes in EMS procedures to appropriate staff and LPCs using in-house communication, in-house training sessions, and pre-work meetings

Related Documents

- Significant Environmental Aspect Form (Table 004-1)
- Document Control Matrix (Table 010-1)
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 5 Objectives, Targets and Programs

Purpose

To ensure that BCTS establishes and maintains documented environmental objectives and targets consistent with its environmental policy, legal and other requirements, and significant environmental aspects, and establishes and maintains program(s) for achieving its objectives and targets.

Scope

This chapter provides the procedures for the development, approval, maintenance and review of the environmental objectives and targets, and the development of environmental management programs which ensure that the BCTS operations are consistent with:

- Objectives and targets established in the EMS
- Available resources and time frames for achieving the objectives and targets

Roles

(See Chapter 6: Structure and Responsibilities)

- Senior Manager, Tenure Operations & Sustainability, BCTS Provincial Operations
- Timber Sales Manager
- Certification Officer
- BA CSO
- Local Committee

Procedure

Senior Manager Tenure, Operations & Sustainability (BCTS Provincial Operations) will:

- Approve corporate objectives and targets, and environmental management programs (Table 006-2)

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Certification Officer will:

- Ensure that corporate objectives and targets and environmental management program are developed and reviewed annually and are consistent with the environmental policy and any direction from the Executive Director based on the results of the corporate management review
- Review and approve provincial core BA objectives and targets
- Maintain BA EMP Template (Table 006-1) and Corporate EMPs (Table 006-2)

Timber Sales Manager will:

- Approve BA environmental management programs
- Implement BA and corporate environmental management programs

BA CSO will:

- Maintain approved local objectives and targets in the BA EMP Template (Table 006-1)

Local Committee will:

- Establish BA objectives in consideration of:
 - significant environmental aspects
 - legal requirements
 - sustainable forest management plans (if applicable)
 - technological options
 - financial, operational and strategic business requirements
 - views of interested parties and licensees / permittees / contractors, and continual improvement requirements
- Ensure BA objectives are developed and reviewed periodically and are consistent with the environmental policy and any direction from the Executive Director and/or Timber Sales Manager based on the results of the management reviews (Chapter 16)
- Develop and maintain measurable targets to meet the objectives
- Develop environmental management programs (Table 006-1) that encompass the BA objectives and targets, which describe:
 - The action(s) required to achieve the target
 - Responsibility for achievement
 - Deadlines for completion

Related Documents

- BA EMP Template (Table 006-1)
- Corporate EMPs (Table 006-2)
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 6 Structure and Responsibility

Purpose

To maintain the structure and ensure the roles, responsibilities and authorities of the environmental management system (EMS) and sustainable forest management (SFM) programs are defined, documented and communicated in order to facilitate effective environmental and SFM performance.

Scope

This Chapter provides the procedure for the designation of responsibility for all EMS/SFM roles within BCTS, including Provincial Operations and BA staff, all BCTS licensees / permittees / contractors (LPCs) and their forest workers.

Roles

- Executive Director
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- Local Committee
- BA Woodlands Manager / Operations Manager / Supervisors
- BA Staff
- LPCs

Procedure

Executive Director will:

- Ensure that the environmental management system and corporate sustainable forest management requirements are established, implemented and maintained in accordance with the relevant standards

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Timber Sales Managers will:

- Ensure that the environmental management system and corporate sustainable forest management requirements are implemented in accordance with the relevant standards
- Ensure that local and BCTS Provincial SFMP requirements are established, implemented and maintained in accordance with relevant standards (ie. local BMPs such as species at risk, wet weather shutdown procedures, migratory birds, etc.)
- Report on the performance of the corporate EMS and SFM Programs to corporate senior management for review and as a basis for continual improvement
- Document the assignment of roles and responsibilities at the BA utilizing the SFI Roles and Responsibilities Matrix
- Provide resources necessary to ensure effective environmental management and implementation of the BCTS Provincial SFMP at the BA as relevant
- Ensure the local committee is adequately resourced and meets on a regular basis

Certification Officer will:

- Ensure that the corporate environmental management system and sustainable forest management requirements are established and maintained in accordance with the relevant standards
- Provide leadership towards provincial and business area implementation of the EMS and corporate SFM programs
- Update and approve corporately controlled EMS and SFM documents
- Report the progress of the EMS and corporate SFM programs to corporate senior management for review and as a basis for continual improvement

Certification Advisory Team will:

- Maintain a consistent corporate approach for the BCTS EMS and BCTS Provincial SFMP by implementing BCTS policy and direction
- Periodically complete continuous improvement of the EMS and BCTS Provincial SFMP under corporate direction
- Provide BA input for BCTS corporate EMS and BCTS Provincial SFMP
- Review EMS and SFM issues and concerns identified by BA staff

BA CSO will:

- Provide leadership towards business area implementation of the EMS and SFMP

Local Committee will:

- Maintain a consistent corporate approach for the BCTS EMS and BCTS Provincial SFMP by implementing BCTS policy and direction
- Periodically complete routine continuous improvement of the local EMS and SFMP under direction of the Timber Sales Manager

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BA Woodlands Manager / Operations Manager / Supervisors will:

- Communicate the roles and responsibilities to the people that report to them
- Ensure that their workers receive appropriate training according to Chapter 7; Training, Awareness, and Competence

BA Staff will:

- Ensure that operations conform to SFMP and EMS requirements.

Licensees / Permittees / Contractors will:

- Ensure that their operations conform to SFMP and EMS requirements as specified in licences, permits and contracts.

Related Documents

- Environmental Operating Procedures
- Environmental Field Procedures
- Sustainable Forest Management Plan(s)
- EMS Checklist Guidance Documents
- Document Control Matrix (Table 010-1)
- Sustainable Forestry Initiative (SFI) Forest Management Standard
- BA SFI Roles and Responsibilities Matrix

Chapter 7 Training, Awareness & Competence

Purpose

To ensure that all personnel with responsibilities within the scope of the BCTS EMS have an appropriate level of understanding of the principles of their roles. To deliver training to personnel based on their EMS roles, and to verify the competency of persons performing roles within the EMS and SFMP.

Scope

This chapter provides the procedures for the development, assessment and maintenance of training needs and responsibility awareness. The EMS training program includes:

- Awareness of responsibilities in meeting the requirements of the EMS and of the potential impact of their work on the environment
- Awareness of responsibilities in meeting the requirements of the BCTS Provincial SFMP
- The skills and knowledge to competently fulfil roles

Roles

(See Chapter 6: Structure and Responsibilities)

- Certification Officer
- Certification Advisory Team
- BA CSO
- BA Supervisors
- BA Staff
- Licensees / Permittees / Contractors (LPC)

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Procedure

Certification Officer will:

- Provide leadership in the development and maintenance of corporate EMS training programs and materials

Certification Advisory Team will:

- Develop and maintain corporate Training Matrix templates (Tables 008-1, 008-1A, and 008-2)
- Develop and maintain EMS and SFM corporate training materials

BA CSO will:

- Provide leadership and EMS training information and materials to BCTS licensees / permittees / contractors
- Monitor the effectiveness of the training programs

BA Managers / Local Committee will:

- Provide resources at BA for staff to complete mandatory training
- Establish and maintain system to track training of BA staff
- Regularly monitor training records and develop plans as needed to address any gaps

BA Supervisors will:

- Maintain current records of training
- Ensure that staff receive EMS and SFM awareness training appropriate to their position and the BA Training Matrix
- Regularly monitor training records and ensure staff complete / update training as needed
- Monitor competency of staff and provide additional training or mentoring as needed
- Encourage staff to pursue opportunities for continuing professional development

BA Staff will:

- Require BCTS LPCs to complete BCTS LPC EMS and SFM awareness training, to train their workers in the EMS and SFM and to keep records of their training
- Ensure BCTS LPCs follow requirements for which documents must be available on site as set out in the Licence / Contract EMS Schedule
- Provide additional LPC training as specified in the LPC Training Matrix
- Evaluate the competency of LPCs (through LPC training records and BCTS pre-works, monitoring and/or inspections) with regard to awareness of the potential environmental impacts of the tasks they perform
- Maintain awareness of training requirements and complete training as needed

Licensees / Permittees / Contractors will:

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- Complete BCTS LPC EMS and SFM awareness training
- Provide an appropriate level of EMS and SFM awareness training to their workers, and ensure that their workers meet the relevant training requirements of legislation
- Maintain records of required training as prescribed by BCTS
- Maintain documents and records (including training records) on site as required by BCTS and described in the Licence / Contract EMS Schedule)

Related Documents

- Corporate Training Matrix Templates - Tables 008-1, 008-1A, 008-2
- BCTS LPC EMS / SFM Awareness Training (online)
- MyLearning Portal (for BCTS Staff)
- Sustainable Forestry Initiative (SFI) General Awareness Document (online)
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 8 Communication

Purpose

To ensure that communication procedures are established and maintained which convey expectations and performance regarding the EMS and BCTS Provincial SFMP.

Scope

This chapter provides the procedure and defines the responsibility for internal and external communication of environmental issues and SFM issues and performance, when applicable.

Roles

(See Chapter 6: Structure and Responsibility)

- Executive Director
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- Local Committee
- BA Woodlands Manager / Operations Manager / Supervisors
- BA Staff
- Licensees / Permittees / Contractors (LPC)

Procedure

Communication

Executive Director will:

- In the course of the corporate Management Reviews, provide direction to the Certification Officer for the ongoing maintenance of the EMS and BCTS Provincial SFMP
- Communicate the environmental and sustainable forest management policies to Timber Sales Managers
- Ensure that the environmental and sustainable forest management policies are made available to the public and interested parties at the corporate level

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Timber Sales Manager will:

- In the course of the BA Management Reviews, provide direction to the BA CSO for the ongoing maintenance of local EMS documents and SFMP
- Communicate the environmental and sustainable forest management policies to all BA staff LPCs,
- Ensure that the environmental and sustainable forest management policies and current SFI Certificate are posted in the Timber Sales Office
- Develop system to maintain records of communication received from general public and interested parties and BA responses to those inquiries
-

BA Woodlands Manager / Operations Manager / Supervisors:

- Managers and all BA Supervisors with a role in the EMS and SFMP will communicate the roles and responsibilities to the people who report to them
- Provide leadership and assist in the continuous improvement of local SFM program

BA Staff will:

- Communicate on environmental issues internally and to various LPCs as required by Environmental Operating Procedures (EOP) (Chapter 10 Operational Control)
- Report incidents of potential / alleged non-compliance and non-conformance to the BA CSO and their supervisor
- Document and respond in a timely manner, in an appropriate way, to all public inquiries and/or complaints received by the BA about the EMS and SFM, and relevant environmental activities at the local level
- Refer any local public inquiries and/or complaints about the EMS and SFM at the corporate level to the Certification Officer

Certification Officer will:

- Ensure communication of any change in the EMS Manual, BCTS Provincial SFMP requirements and related legislation to BAs
- Document and coordinate timely, appropriate responses to all corporate public inquiries and/or complaints about the EMS, corporate SFM programs, and relevant environmental activities at the corporate level
- Ensure that the BCTS Provincial SFMP, is posted and maintained on the external certification webpage
- Ensure the EMS and SFM policies are posted and maintained on the external certification webpage

Certification Advisory Team will:

- Meet periodically to review environmental performance and related issues

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- Provide advice to the Certification Officer for the ongoing management and continual improvement of the corporate EMS and BCTS Provincial SFMP
- Communicate status of BA environmental programs to the Certification Officer
- Provide BA input for BCTS Provincial SFMP
- Review SFM issues and concerns identified by BA staff

Local Committee will:

- Meet periodically to review environmental performance and related issues
- Provide advice to the BA CSO for the ongoing management of the EMS and SFMP
- Communicate status of environmental management programs to the BA CSO

BA CSO will:

- Communicate any change in the EMS Manual, SFMP and related legislation to the Timber Sales Manager
- Communicate any changes to legal and other requirements or commitments and changes in EMS procedures and SFM program to appropriate staff and LPCs through in-house communication, in-house training sessions as applicable, and pre-work meetings
- Ensure appropriate information is provided to public and LPCs on the BA external website
- Ensure records of communications from external parties are retained and reported as part of annual management review

Licensees / Permittees / Contractors will:

- Communicate on EMS and SFM issues to BA staff and to their employees as required (ie. EFP's, EOP's, etc)

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Related Documents

- Environmental Policy
- Sustainable Forest Management Policy
- BCTS Provincial Sustainable Forest Management Plan (SFMP)
- Environmental Operating Procedures, Environmental Field Procedures
- Sustainable Forestry Initiative (SFI) Forest Management Standard
- External Audit Certification Summary Report (Public audit report)
- Table 012-2 EMS Provincial MR Local Report Template, Table 012-4 SFI Provincial MR Local Report Template
- Table 012-1 Provincial Management Review Report Template EMS, Table 012-3 Provincial Management Review Report Template SFI

Chapter 9 Document Control

Purpose

To ensure that BCTS establishes and maintains procedures for controlling documents of importance to the design, implementation and operation of the EMS and/or SFM program, when applicable.

Scope

This Chapter defines controlled documents, their creation, maintenance and distribution.

Roles

(See Chapter 6: Structure and Responsibility)

- Timber Sales Manager
- Certification Officer
- BA CSO
- BA Staff
- Licensees / Permittees / Contractors

Procedure

Defining Controlled Documents

All documents that describe core elements of the EMS and/or the SFM program, or which are necessary for the planning and execution of the EMS and/or SFM, shall be defined as controlled documents. These shall include at a minimum:

- The environmental and sustainable forest management policies
- Procedures and other documented operational controls necessary to conform to the policies and to achieve the objectives and targets
- Procedures to monitor and measure operations and activities that can have significant impact on the environment
- Procedures to assess compliance with legal and other requirements
- External documents that govern activities within the EMS and/or SFM program

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All controlled documents shall be identified along with their associated levels of consistency in Table 010-1. Provincial consistency levels are:

Level 1	Provincial Core Documents (consistent format and content). Mandatory Use when applicable.
Level 2	Provincial Core Documents with Supplemental Content (consistent format and content with some BA discretionary content). Mandatory Use when applicable.
Level 3	Provincial Supplements (consistent format and content with some BA discretionary content). Discretionary Use.
Level 4	Local Supplements (format content and use at BA discretion)

Creating, Modifying and Approving Controlled Documents

Timber Sales Manager will:

- Ensure corporate levels of consistency are maintained
- Approve locally controlled documents, if applicable

Certification Officer will:

- Approve corporately controlled EMS and SFM documents
- Provide leadership in review of controlled documents, including the modification, deletion and construction of corporately controlled documents
- Record effective dates of the corporately controlled documents on Table 010-1
- Record effective dates on the corporately controlled documents

Certification Advisory Team will:

- Periodically review controlled documents and make recommendations for modifying, deleting or constructing provincially controlled documents

Maintaining Controlled Documents

All controlled documents will be subject to periodic review as a result of one or more the following:

- Audits
- Document reviews made following a change to a related or linked controlled document
- Document reviews made following a change to legislation or other commitments of the company, and/or
- Management Review

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Document Distribution

The most current version of all controlled documents shall exist in electronic form, and shall be made available to those who require them on the BA certification webpages

Certification Officer will:

- Communicate to the BA CSOs to enable updates to the BA certification webpages when corporately controlled documents have been revised and/or approved for implementation
- Retain corporately controlled obsolete documents in archives

Maintain the corporate document management (sharepoint, Teams, EDRMS, etc)

BA CSO will:

- Ensure the maintenance of the BA certification webpages
- Ensure obsolete documents are retained in archives
- Facilitate the distribution of controlled documents to ensure that out-of-date or obsolete versions of these documents are removed from use

BA Staff will:

- View the documents on the BA certification webpages and may print copies of various portions for their use. Printed versions of the controlled documents are not official versions and are considered uncontrolled documents. Holders of printed controlled documents must ensure that they are current and discard obsolete versions.

Licensees / Permittees / Contractors will:

- View the documents pertaining to licences, permits and contracts on BCTS certification webpages and may print copies of various portions for their use. Printed versions of the controlled documents are not official versions and are considered uncontrolled documents. Holders of printed controlled documents must ensure that they are current as per the EMS schedule of their licence / contract agreement and discard obsolete versions.

Related Documents

- Document Control Matrix (Table 010-1)
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 10 Operational Control

Purpose

To ensure that operational control procedures are established and maintained for activities associated with the significant environmental aspects and consistent with the environmental policy, objectives and targets and SFM requirements.

Scope

This chapter identifies operational controls for the EMS and provides the procedures for their development and maintenance.

Roles

(See Chapter 6: Structure and Responsibility)

- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- BA Staff
- Licensees / Permittees / Contractors

Procedure

Operational controls for the EMS include:

- Environmental operating procedures (EOPs) that provide direction to BCTS staff
- Environmental field procedures (EFPs) that provide direction to BCTS staff, LPCs and their forest workers
- Forms and checklists which are used by BCTS BA staff, LPCs and their forest workers to inspect environmental performance
- Environmental Emergency Response Plans
- Business Area EMS Supplements (when applicable)

Timber Sales Manager will:

- Approve any new or revised Business Area EMS Supplements
- Approve responsibility for tasks within the EOPs

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Certification Officer will:

- Approve any new or revised corporately controlled EMS operational controls
- Ensure that all required corporately controlled EMS operational controls are developed and maintained according to the requirements of this manual.

Certification Advisory Team will:

- Review and make recommendations on any new or revised corporately controlled EMS operational controls

BA CSO ensures that:

- Operational controls are available to the respective staff, and LPCs

BA Staff and Licensees / Permittees / Contractors are:

- Responsible for implementing approved operational controls

Related Documents

- Environmental Operating Procedures (EOP)
- Environmental Field Procedures (EFP)
- Environmental Emergency Response Plans (eERP)
- Forms and checklists
- Business Area EMS Supplements
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 11 Emergency Preparedness and Response

Purpose

To ensure that BCTS establishes and maintains procedures to identify the potential for appropriate response to environmental incidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

To ensure all BC Timber Sales staff and LPCs are able to respond to environmental incidents and emergency situations in an appropriate manner to minimize environmental damage.

Scope

This chapter provides the procedures for the development, maintenance, evaluation and approval of the environmental Emergency Response Plan (eERP).

Roles

(See Chapter 6: Structure and Responsibilities)

- Executive Director
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA Staff
- BA CSO / Local Committee
- Licensees / Permittees / Contractors

Procedure

Executive Director will:

- In the course of the corporate Management Review(s), assess the effectiveness of the environmental emergency response program

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Timber Sales Manager will:

- Implement the environmental emergency response program at the Business Area level and ensure staff are conforming with the requirements of the program
- Ensure that environmental emergency response procedures are tested annually within the Business Area

Certification Officer will:

- Approve and maintain corporate eERP templates

Certification Advisory Team will:

- Periodically review and evaluate content and provide recommendations for updates of eERP templates including relevant preparedness and response information for:
 - Fire preparedness and response
 - Erosion preparedness and response
 - Spill preparedness and response
- Periodically review efficacy of the eERP, including the results of eERP testing and incidents and ensuring emergency contact information is current

BA CSO / Local Committee will:

- Prepare a BA staff eERP and make the eERP available to staff
- Ensure that staff is appropriately trained in environmental emergency preparedness and response
- Provide Business Area input into the maintenance of the eERP templates at the Certification Advisory Team
- Review local environmental emergency response procedures and contact information periodically and update as needed

BA Staff will:

- Communicate requirement for LPC to conduct tests / drills in the pre-work as indicated by risk-rating
- Verify that LPCs have an Emergency Response Plan in place
- Verify the LPCs complete tests / drills as required

Licensees / Permittees / Contractors will:

- Establish and maintain an eERP at the worksite to ensure that an adequate level of preparedness is maintained at all times
- Conduct tests and/or drills of environmental emergency preparedness and response program as required and provide and maintain records for BA staff
- Complete reports of environmental incidents and submit copies of these reports to BA staff
- Ensure that all employees are aware of their responsibilities under the eERP

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Related Documents

- Environmental Emergency Response Plan Template - Client
- BCTS Staff Emergency Response Plan
- CHK-009 Incident Report Form
- CHK-010 Environmental Emergency Test / Drill Report Form
- Guide for Conducting Emergency Response Tests / Drills for Fires, Spills and Erosion Events (ER Test-Drill Guide)
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 12 Monitoring and Measuring

Purpose

To ensure that the BA maintains procedures for inspecting and monitoring operations and activities for EMS and BCTS Provincial SFMP requirements, when applicable. Inspections and monitoring are key activities to help ensure achievement of objectives and targets, and satisfy the environmental and sustainable forest management policies. They also provide the basis for determining if the EMS and SFMP are working appropriately, and the basis for securing continual improvement.

Scope

This chapter provides the procedures for inspecting and monitoring conformance with environmental operating procedures (EOP), environmental field procedures (EFPs), BCTS Provincial BCTS Provincial SFMP, compliance with legal requirements, progress on completing environmental management programs, and achievement of EMS and SFM objectives and targets.

Roles

(See Chapter 6: Structure and Responsibilities)

- Executive Director
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- BA Supervisor
- Local Committee
- BA Staff / Contracted Monitors
- Licensees / Permittees / Contractors

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Procedure

Monitoring of Legal Compliance and Conformance with Operational Controls

Executive Director will:

- In the course of the corporate Management Review, evaluate the compliance, conformance, EMP status, and performance monitoring information provided by the Certification Officer

Timber Sales Manager will:

- In the course of the local Management Review, evaluate the compliance, conformance, EMP status, and performance monitoring information provided by the Local Committee
- Periodically evaluate the BA's effectiveness in administering TSLs including meeting requirements of the corporate EMP template.

Certification Officer will:

- Prepare a summary of corporate environmental management program implementation and performance related to the corporate objectives and targets on Table 006-2
- Communicate a summary of BCTS compliance, conformance, EMP status, and performance monitoring status to the Executive Director annually

Certification Advisory Team will:

- Prepare recommendations for EMS improvements based on their review of compliance and conformance data prior to the corporate management review

BA Supervisors will:

- Evaluate conformance with EMS & SFM requirements for those BA staff reporting to them, using the roles & responsibilities matrix as guidance
- Track instances in LRM Incident Tracking System (ITS) of potential non-compliance and/or significant non-conformance
 - A **potential non-compliance** is defined in the EMS Glossary as:
 - In the opinion of the person reporting, legislation and regulation has been violated and there may be an agency investigation to determine fact and possible enforcement action.
 - Examples: Failure to maintain natural drainage patterns, Unauthorized harvest, Failing to meet silviculture obligations, Compliance Actions, Enforcement Actions and or Government Statutory Obligations issued by C&E
 - a **significant non-conformance** is defined in the EMS Glossary as:
 - An occurrence or event that has or will likely result in a negative impact to a significant environmental aspect and cannot be immediately rectified and/or
 - where the EMS program has been severely compromised and / or a "Notice to Comply" has been issued at the discretion of local management. This

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includes; repeated non-conformances that may become significant, e.g. not following EFPs, eERPs, Project Plans.

Licensees / Permittees / Contractors will:

- Monitor, inspect, and document their activities for conformance/compliance, at the frequency identified in the pre-work, with:
 - Project Plan(s)
 - EMS/SFM requirements
 - Licence, permit and contract conditions
 - Compliance to legal requirements

BA staff will:

- Monitor and inspect LPCs, other BA staff and BCTS Operations by:
 - Conducting monitoring and inspections of BA LPC operations. Inspections are conducted at a frequency that reflects the potential risk of the project, as guided by the risk assessment framework. In the course of conducting monitoring and inspections, assess:
 - Conformance with Project Plan(s)
 - Conformance with EMS/SFM requirements (ie training requirements)
 - Conformance with licence, permit and contract conditions
 - Compliance with legislation
- Document any incidents, potential non-compliance, or non-conformances, information resulting from inspections on the appropriate checklist
- Record dates of completed inspections in LRM
- Assign corrective and preventative action(s) to identified incidents, non-conformances, and potential non-compliances
- Follow-up on any corrective and preventative action(s) identified in previous inspection(s) completed by BCTS or the LPC Supervisor to ensure they have been completed

Note: Non-compliances can only be determined by statutory decision or prosecution. A non-compliance noted on an inspection form is only a potential non-compliance. Report potential non-compliances to the appropriate agency.

Note: Monitoring and inspections of LPC operations may be conducted by BA contracted monitors.

BA Supervisors and Managers will:

- Work with BA staff to utilize TSL Administration tools as needed to ensure LPC's are following EMS/SFM, contractual, and legal requirements

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Local Committee / BA CSO will:

- Communicate the status of the BA environmental management program to the TSM at least annually
- Prepare recommendations for EMS improvements based on their review of compliance and conformance data prior to the Management Review
- Prepare a summary of the status of local environmental management program implementation and performance measures related to the objectives and targets on BA EMP Template (Table 006-1)
- Evaluate the information in LRM ITS (e.g.: for quality control, action plan completion/closure, trending, new or developing issues, etc.)
- Evaluate compliance information when provided by regulatory agencies
- Communicate summary of local compliance, conformance, EMP status, and performance monitoring status to the Certification Officer annually, if required

Related Documents

- BA EMP Template (Table 006-1)
- Corporate EMPs (Table 006-2)
- Provincial EMS Management Review Local Business Area Report Template (Table 012-2)
- Provincial SFM Management Review Local Business Area Report Template (Table 012-4)
- BCTS Checklists
- BCTS Guidance Documents
- Risk Rating BMP
- BA Risk Rating Procedures
- BCTS Emergency Response Checklist & Guidance
- Environmental Operating Procedures (EOP)
- Environmental Field Procedures (EFP)
- Roles & Responsibilities Matrix
- Sustainable Forestry Initiative (SFI) Forest Management Standard
- LRM Certification Module Incident Tracking System Supplementary User Guide

Chapter 13 Non-conformance, Corrective and Preventative Actions

Purpose

To ensure that BCTS establishes and maintains procedures for handling and investigating potential non-compliance and non-conformance, taking action to mitigate any impacts and to initiate and complete corrective and preventative action.

Scope

This chapter provides procedures for the , monitoring, reporting and investigation of potential non-compliance with legal, EMS and SFM requirements.

Roles

(See Chapter 6: Structure and Responsibility)

Timber Sales Manager

Certification Officer

BA Woodlands Manager / Operations Manager / Supervisors

BA Staff

BA CSO

Local Committee

Procedure

Certification Officer will:

In relation to conformance with the corporate Environmental Management Program:

- Assess achievement of the corporate EMP, including progress towards achievement of the objectives and targets, annually. If the targets or activities have not been completed or are not on track, and the objectives may not be met, determine the root cause by identifying the impediments to achievement of the objectives and targets
- Document achievement of the corporate objectives and targets on the corporate EMP (Table 006-2)

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In relation to potential non-compliance with legal requirements and non-conformance with the EMS and BCTS Provincial SFMP:

- Document a consistent corporate approach to identifying, investigating potential non-compliances and significant non-conformances (i.e. checklist 9, EOP 4)
- Document a consistent corporate approach to tracking corrective and preventative actions arising from potential non-compliances and significant non-conformances using LRM ITS
- Address any potential corporate non-compliances and non-conformances
- Track the completion of corporate corrective or preventative actions resulting from corporate EMS and/or SFM audits

Timber Sales Manager will:

-
- Ensure BA program to investigate and action potential non-compliances and non-conformances is effectively resourced and implemented

BA Woodlands Manager / Operations Manager / Supervisors will:

During the investigation:

- Assign investigation team roles
- Assist staff to determine the extent of the potential non-compliance or non-conformance
- Provide guidance regarding corrective and preventative actions

Following the investigation:

- Communicate investigation results and root causes
- Ensure corrective and preventative actions are effectively implemented and completed including documentation

BA staff will:

In relation to potential non-compliance with legal requirements and non-conformance with the EMS and BCTS Provincial SFMP:

- Monitor activities in accordance with Chapter 12 - Monitoring and Measurement
- Document instances of potential non-compliance and/or significant non-conformance
- Discuss with supervisor to determine the extent of potential non-compliance and/or significant non-conformance, and determine depth of investigation required
- Implement and document any corrective and preventative actions as applicable
- Provide guidance to LPCs regarding corrective and preventative actions as applicable

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In relation to Incidents Reported:

- Work with LPC (if applicable) to complete the CHK-009 Part A
- Participate in investigation to determine the root cause of the incident
- Determine if there are any requirements to report the incident as a potential non-compliance to a regulatory agency (example C&E, WorkSafe BC, DFO).
- Ensure corrective or preventative actions are effective and implemented.
- Document actions, recommendations and deadline for completion in the LRM ITS
Recommendations that involve revising the EMS/SFM Program must be passed to the CSO for consideration
- Confirm and document that the corrective or preventative actions have been taken before the deadline

Note: In some situations when an environmental issue is reported there may also be a requirement to conduct a safety incident investigation for any related safety issues.

Local Committee will:

In relation to potential non-compliance with legal requirements and non-conformance with the EMS and BCTS Provincial SFMP, as tracked in the tracking system:

- Periodically review LRM ITS data for compliance and conformance results
- Monitor quality and completeness of LRM ITS data and corrective and preventative actions
- Identify repetitive or significant non-conformances and determine if further corrective and preventative action are required, by considering the identified root causes, the pervasiveness and severity of non-conformance and documented input on corrective/preventative action taken
- Document actions, recommendations and deadline for completion in the LRM ITS
- Ensure that recommendations that involve revising the corporate EMS / SFM Program are added to the CI Opportunities Matrix for consideration by the Certification Advisory Team
- Track the completion of the corrective and preventative actions. Document the completion of the corrective and preventative actions in the LRM ITS
- Periodically review the effectiveness of corrective and preventative actions

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BA CSO will:

In relation to conformance with the Environmental Management Program(s):

- Assess achievement with the BA EMPs, including progress towards achievement of the BA objectives and targets, annually. If the targets or activities have not been completed or are not on track, and the objectives may not be met, determine the root cause by identifying the impediments to achievement of the BA objectives and targets
- Document achievement of BA objectives and targets on the BA EMP Template (Table 006-1)
- Determine corrective or preventative actions to ensure achievement of the local objectives and targets

Related Documents

- BA EMP Template (Table 006-1)
- Corporate EMP (Table 006-2)
- Environmental Operating Procedures (EOP)
- Environmental Field Procedures (EFP)
- BCTS Pre-work and Inspection Checklists
- BCTS Pre-work and Inspection Guidance Documents
- BCTS Incident Report Form (CHK-009)
- LRM Certification Module Incident Tracking System Supplementary User Guide
- BCTS Provincial Sustainable Forest Management Plan (SFMP)
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 14 Records

Purpose

To ensure that the BCTS identifies, maintains and disposes of all records generated by the EMS and BCTS Provincial SFMP from implementation of the procedures in the relevant documentation.

Scope

This Chapter provides the procedure for the administration and control of all corporate and BA EMS as well as SFMP records, when applicable.

Roles

(See Chapter 6: Structure and Responsibility)

- Executive Director
- Timber Sales Manager
- BA Staff
- LPCs

Procedure

A government-wide records management program is mandated and administered via policies, standards, and guidelines established by the Corporate Information & Records Management Office (CIRMO). The *Information Management Act* (administered by CIRMO) is the enabling legislation.

In BCTS, records management is mandated by ministry policy. This policy delegates authority to the ministry Records Officer to administer the ministry records management program.

EMS and SFMP records administration and control

Executive Director will:

- Ensure that all required corporate records are managed as mandated

Timber Sales Manager will:

- Ensure that all required local records are managed as mandated

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BA Staff are responsible for:

- Receiving, sorting, filing, maintaining and disposing of correspondence and documents relating to the EMS and SFMP, in accordance with Ministry Records Management Standards and Procedures
- Ensuring that records are readily retrievable and protected against damage, deterioration or loss
- Implementing, maintaining and monitoring records management systems and operations according to government policy standards and procedures (see ministry Records Management Standards and Procedures)

LPCs are responsible for:

- Maintaining records as required by the EMS and SFM programs and communicated via the pre-work and/or EMS schedule. Records required may include:
 - BCTS inspection / monitoring reports
 - Self-inspections
 - Test / drill records
 - Training records
 - Project plans and any amended plans
 - Environmental conditions (rainfall / fire weather)

Related Documents

- Ministry Records Management Standards and Procedures
- Sustainable Forestry Initiative (SFI) Forest Management Standard

Chapter 15 Audit Program

Purpose

To establish and maintain an audit program to determine if the EMS and SFMP are being properly implemented and maintained, and are effective.

To provide information to the Executive Director on the environmental performance of corporate EMS and SFM programs and to the Timber Sales Manager(s) on the environmental performance of the EMS and SFMP at the BA level. To provide information to the Executive Director on the environmental performance of the corporate EMS and SFM programs and to the Timber Sales Manager(s) on the environmental performance of the EMS and SFMP at the BA level.

Scope

This Chapter provides the procedure and defines the responsibility for external and internal audits of the EMS and SFM Program, when applicable.

Roles

(See Chapter 6: Structure and Responsibility)

- Executive Director
- Certification Officer
- Certification Specialist
- Certification Advisory Team
- Timber Sales Manager(s)
- BA CSO
- Local Committee
- Lead Auditor (Internal or External)
- Internal auditors

Procedure

Planning

Executive Director will:

- Allocate corporate resources for BCTS provincial external and internal audit programs.

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Certification Officer will:

- Establish and maintain provincial external audit program, plans and scheduling with the provincial Audit Task Team and the Certification Advisory Team.
- Work with Certification Specialist to ensure internal audit program is established and maintained.

Certification Specialist will:

- Establish and maintain provincial internal audit program, plans and scheduling with the provincial Audit Task Team and the Certification Advisory team
 - BA internal audit frequency will be a minimum of once every 3 years, with additional full or limited scope audits to be scheduled where requested by the BA or where determined as an effective tool to achieve certification goals.
- solicit BCTS staff to support internal auditor positions as necessary.
- maintain BCTS staff internal auditor roster and assist lead internal auditor with assignments based on availability.

Lead Auditor will:

- Submit annual audit plan protocols to the Certification Specialist or Officer for approval prior to initiation of the audit program, or as otherwise required.
- Work with provincial CS, CO, and BA CSO to establish audit schedule, sample population and audit plan.
- Submit a BA audit protocol plan to the CSO at least 30 days prior to the audit being conducted indicating the purpose and scope of the audit to be conducted.

Certification Advisory Team will:

- Work with Certification Specialist and Certification Officer to establish and maintain audit plan and schedule.

Timber Sales Manager(s) will:

- Allocate BA resources to support BCTS provincial external and internal audit programs, plan and scheduling.

BA CSO will:

- Work with Local Committee to identify need for additional audits.

Audit Implementation

Executive Director will:

- Allocate resources for the execution of corporate external and internal EMS/SFM audits.

Certification Officer will:

- Assist the lead auditors, at the corporate level, in determining the audit population for external and internal audits.

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- Implement external and internal audits corporately with support of the Certification Advisory Team.

Lead Auditor will:

- Ensure that corporate EMS/SFM audits assess organizational performance as a whole and at the individual site level.
- Conduct an exit meeting at the conclusion of BA and Corporate audits

Internal Auditors will:

- Obtain management system auditing training
- Participate in internal audit task team calls, periodic training and awareness sessions
- Participate in at least one audit / year when possible, includes pre and post-audit activities
- Maintain familiarity with applicable standards and audit protocols
- Seek opportunities to maintain and improve competency by through participation in internal / external audits, auditor evaluations, and opportunities for professional development.

Timber Sales Managers will:

- Allocate resources for the execution of the BA internal and external EMS/SFM audits.

BA CSO will:

- Work with the Certification Officer and Certification Advisory Team to schedule specific dates for BA external and internal audits and ensure that the purpose and scope of each audit is conveyed to BA staff.
- Assist the auditors in determining the audit population by preparing a list of all projects and licences that are within the audit scope.
- Lead the implementation of external and internal audits within the BA.
- Coordinate audit logistics, including transportation, field site visits, location of opening and exit meetings, and work areas for the audit team.
- Ensure internal audits are conducted at required frequency or as requested (refer to CO planning section above for established frequency).

BA Staff will:

- Assist CSO with preparing for off-site document review and for field audits
- Participate fully in audits, by assisting in field audits, providing documentation, and being available for interviews as needed

Audit Report

Lead Auditor will:

- Provide a summary of findings at BA audits within one week of the exit meeting whenever possible

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In relation to Corporate External and Internal EMS/SFM Audits;

- Prepare a draft corporate audit report and submit it to the Certification Officer for review and comment.
- Produce a final corporate audit report within two weeks of the draft report and submit to the Certification Officer.
- Conduct an exit meeting with Certification Advisory Team to review final report
- Include in the report a summary of individual BA audit findings which are relevant to the corporate program, and any additional findings, that are applicable corporately.

In relation to BA External and Internal EMS/SFM Audits;

- Prepare a draft audit report and submit it to the BA CSO for review and comment at the exit meeting.
- Significant draft findings that may impact the provincial EMS or SFM program must be discussed with the Certification Officer prior to the completion of the draft report, when possible. Any disagreements, or need for further discussions, shall be noted in the draft report for resolution before the final report is issued.
- Produce a final audit report within two weeks of the exit meeting and submit to the BA CSO and the Certification Officer.

Certification Officer will:

- Review draft and final audit reports as indicated above, to ensure that audit findings accurately reflect the corporate EMS and SFMP. This may include soliciting input from the Certification Advisory Team, provincial audit action plan task team or applicable BA subject to finalizing provincial audit report.
- Receive and file corporate audit reports, including posting the report on the corporate file sharing system within two weeks of receiving the final audit report, when practicable.

BA CSO will:

- Review draft and final BA audit reports to ensure the audit is conducted within scope and the findings accurately reflect business processes and activities.
- Communicate the results of internal and external audits to the BA Leadership Team and BA staff.
- Receive and file BA audit reports, including posting the report on the corporate file sharing system within two weeks of receiving the final audit report, when practicable.
- Ensure that the final BA audit report is forwarded to the Local Committee and Certification Officer.
- Work with local committee to develop audit action plan within 30 days of receipt of audit report.

Local Committee will:

- Review draft and final audit reports.

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Audit Action Plan

Corporate External and Internal EMS/SFM Audits

Executive Director will:

- Allocate resources to implement corporate audit action plans.

CSO Audit Action Plan Task Team will:

- Make recommendations to the Certification Officer on actions to address corporate audit findings to be documented in corporate audit action plans.
- Encourage and promote the BA use of internal Audit Action Plan Peer Review (AAPPR) process.
- Solicit applicable BA input on developing corporate audit action plans.

Certification Officer will:

- Work with CSO audit action plan task team and applicable BA to develop corporate audit action plan.
- Solicit Certification Advisory Team feedback on proposed audit action plan.
- Ensure that corporate audit action plans identify root causes, corrective and preventative actions, for all corporate non-conformities and, when appropriate, corporate opportunities for improvement.
- Assign actions to positions or groups, rather than individuals.
- Document corporate audit action plans and associated evidence material.
- Utilize external and internal audit action plan ledger posted on corporate file sharing system .
- Finalize corporate audit action plans within 30 days of the audit exit meeting, when practicable.
- Working with CSOs, monitor and maintain audit action plans toward completion of corporate and BA audit action plans.
- Prepare summaries of the status and outcome of corporate audit action plans for corporate management reviews and periodic Certification Advisory Team reviews/shared learnings.
- Receive and file corporate audit action plans and evidence material including posting on the corporate file sharing system.
- Coordinate audit action plan peer review participants with applicable BA.

CERTIFICATION SPECIALIST

- Certification Specialist will limit involvement in creation of internal audit action plan in any cases where their participation may present risk of conflict of interest.

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BA CSO

- Work with Provincial CO and local BA local committee to develop and implement provincial and BA/corporate audit action plans.
- Utilize corporate/ BA audit action plan ledger/template to document audit action plans (see corporate file sharing system).
- Provide and maintain necessary evidence material to support audit action plan documentation.
- Provide periodic update audit results and status of provincial BA audit action plans, for example, at Certification Advisory Team meetings.

Certification Advisory Team

- As required by provincial audit program, support implementation of the audit action plan peer review process.

BA External and Internal EMS/SFM Audits

Timber Sales Manager(s) will:

- Allocate resources to implement local audit action plans, and BA actions required in corporate audit action plans.

Local Committee will:

- Assist the BA CSO in developing, implementing and tracking completion of action plans associated with BA and Corporate BA audit related findings.
- Utilize corporate/ BA audit action plan ledger/template to document BA audit action plans (see corporate file sharing system).
- Provide and maintain necessary evidence material to support audit action plan documentation.
- Utilize provincial AAPPR process.

BA CSO will:

- Work with BA local committee develop and implement applicable audit action plans in response to specific BA audit findings and corporate BA findings.
Ensure that all findings (internal /external) that have the potential to affect the corporate EMS/ BCTS Provincial SFMP are forwarded to the Certification Officer for development of corporate audit action plans.
- Ensure that recommendations from local committees for changes to the corporate EMS/SFMP are forwarded to the Certification Officer. Ensure that recommendations from local committees for changes to the corporate EMS/ BCTS Provincial SFMP are forwarded to the Certification Officer.
- Utilize corporate/ BA audit action plan ledger/template to document BA audit action plans (see corporate file sharing system).
- Provide and maintain necessary evidence material to support BA audit action plan documentation.

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- Ensure that BA audit action plans identify root causes, corrective and preventative actions, for all BA non-conformities and, when appropriate, BA opportunities for improvement.
- Collaborate with local committee and managers to assign actions to positions or groups, rather than individuals.
- Finalize audit action plans within 30 days of the audit exit meeting, when practicable.
- BA CSO will request a peer review of the BA internal audit action plan by other CSO's.
- Monitor progress toward completion of audit action plans.
- Submit progress reports to the TSM and Certification Officer, periodically, as required, until all action plan items are addressed.
- Prepare summaries of the status and outcomes of local audit action plans for BA management review.
- Receive and file BA audit action plans, including posting the documents on the Corporate file sharing system.

Certification Officer will:

- Review audit summaries and recommendations from local committees and BA CSO's for changes to the corporate EMS/SFMP to address audit findings related to provincial EMS/SFM programs.
- Review audit summaries and recommendations from local committees and BA CSO's for changes to the corporate EMS/ BCTS Provincial SFMP to address audit findings related to provincial EMS/SFM programs.

All staff and others assigned actions in an Audit Action Plan will:

- Implement changes or take action to address all action plans assigned to them.
- Prepare and submit action plan progress reports including evidence of completion to the BA CSO as required until all action plan items are addressed.

Related Documents

- Internal audit program documents
 - Internal audit protocol checklist, internal audit summary report checklist, BCTS internal audit risk assessment
- External and internal audit plans (submitted by external and internal auditors prior to implementation of audit.
- Internal and external audit schedule (established prior to start of external/internal audit contract cycle).
- BCTS Audit Action Plan Peer Review checklist and guide.
- Corporate/BA audit action plan ledger/template.
- ISO 14001:2004 and Sustainable Forestry Initiative (SFI) Forest Management Standard.

Chapter 16 Management Review

Purpose

To ensure that management reviews of the EMS and SFMP are conducted annually by Senior Management to ensure that:

- The EMS and SFMP continue to be suitable, effective and adequate
- Appropriate direction and resources are provided
- The EMS and SFMP will achieve continual improvement in environmental and sustainable forestry performance

Scope

Corporate and BA management reviews will be conducted annually, and will include an assessment of each of the EMS and SFMP elements as follows:

- Communications from external interested parties, including complaints
- Suitability (given changing circumstances including legal and other requirements) of:
 - Policies
 - Environmental aspects
 - Objectives, targets and SFM standards, as applicable
 - EMS / SFM audit program
- Progress on:
 - Environmental and SFM programs
 - Actions arising from previous management reviews
- Results of:
 - Monitoring and measurement
 - Non-conformance and corrective / preventative actions
 - Audits of the EMS and SFMP
- Adequacy of resources for the implementation and maintenance of the EMS / SFMP
- Recommendations for improvement
- Any additional elements

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Roles

(See Chapter 6: Structure and Responsibility)

- Corporate Senior Management
- BA Management
- Certification Officer
- BA CSO
- Local Committee

Procedure

Corporate Senior Management will:

- Meet annually for the purpose of conducting a corporate management review to ensure the ongoing suitability, adequacy and effectiveness of the EMS and corporate SFMP
- Review the elements of the EMS and BCTS Provincial SFMP according to the scope of this procedure
- Provide recommendations and directions to the BAs for the ongoing implementation and continual improvement of the EMS and BCTS Provincial SFMP
- Resolve concerns and issues related to the corporate EMS and BCTS Provincial SFMP that are brought up by relevant interested parties

BA Management will:

- Meet annually for the purpose of conducting an EMS and SFI management review to ensure the ongoing suitability, adequacy and effectiveness of the EMS and SFMP
- Review the elements of the EMS and SFMP according to the scope of this procedure
- Provide comments, recommendations and directions to the local committee for the ongoing implementation and continual improvement of the BA EMS and SFMP
- Provide comments and recommendations to corporate senior management for the ongoing implementation and continual improvement of the corporate EMS & SFM programs
- Resolve concerns and issues that are brought up by relevant interested parties
- Review other relevant recommendations presented by the local committee

Certification Officer will:

- Assemble information reports and analysis, as well as recommendations as appropriate, for the corporate EMS and corporate SFI management review
- Schedule and prepare the agenda for the corporate management review meeting
- Ensure that the discussion and any recommendations, actions and directions resulting from the corporate management review are recorded
- Ensure that actions resulting from the corporate management review are assigned to appropriate position or group and tracked to completion

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- Communicate the results of the corporate management review to the appropriate staff

BA CSO will:

- Assemble information reports and analysis, as well as recommendations as appropriate, for the local management review
- Schedule and prepare the agenda for the local management review meeting
- Ensure that the discussion and any recommendations, actions and directions resulting from the local management review are recorded
- Ensure that actions resulting from the corporate management review are assigned to appropriate position or group and tracked to completion
- Communicate the results of the local and corporate management review to the appropriate staff

Local Committee will:

- Provide input to BA Management and the BA CSO on issues related to the local management review

Related Documents

- Provincial EMS Management Review Report Template (Table 012-1)
- Provincial EMS Management Review Local Business Area Report Template (Table 012-2)
- Provincial SFM Management Review Report Template (Table 012-3, if applicable)
- Provincial SFM Management Review Local Business Area Report Template (Table 012-4, if applicable)
- BCTS Provincial SFMP
- Sustainable Forestry Initiative (SFI) Forest Management Standard