

Section A	Business Area:		Field Team:		ORCS/ARCS File(s):		Date of Pre-Work:			
	Timber Sale Licence:		Road Tenure:		Log Dump Permit:		Pre-Work Type:			
	Licensee:		Agent:		On-site Supervisor:		Geographic Location:			
Section B	Pre-work Scope and Detail									
	Applicable Blocks, Roads, Log Dump Permits (Reference #) Reference #: _____ Reference #: _____ Reference #: _____ Reference #: _____ Reference #: _____		Harvesting Activities <input type="checkbox"/> Falling <input type="checkbox"/> Skidder/Hoe Forwarding <input type="checkbox"/> Cable Yarding <input type="checkbox"/> Helicopter Logging <input type="checkbox"/> Loading & Hauling <input type="checkbox"/> Equip. Mob or Demob <input type="checkbox"/> Other (specify): _____		Road Activities <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation <input type="checkbox"/> Rehabilitation		Structure Work <input type="checkbox"/> Structure Install <input type="checkbox"/> Engineered Earthworks <input type="checkbox"/> Structure Removal <input type="checkbox"/> Deactivation		Log Dump Activities <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation <input type="checkbox"/> Rehabilitation	
	Project Risk Ranking EMS: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Other _____ BCTS Inspection Frequency: Other frequency: _____ Licensee Inspection Frequency: _____				Tests and Drills Requirement: <input type="checkbox"/> Test <input type="checkbox"/> Drill Type: <input type="checkbox"/> Fire <input type="checkbox"/> Spill <input type="checkbox"/> Slide By when: _____			Pre-work Method <input type="checkbox"/> Field <input type="checkbox"/> Office <input type="checkbox"/> Telephone		
	Requirement ID # & Status		Yes: Inspector's opinion requirement is being met. Comments optional – Section E No: Inspector's opinion of non-conformance requiring Corrective Actions – Section D or, Incident requiring Incident Root Cause Investigation Issue(s) – Section D. ND: Not discussed. NA: Not applicable. Note: Refer to Guidance Document for requirement detail.							
	ID #		03: TSL – Safety Requirements		Status Y N ND NA		ID #		Status Y N ND NA	
Section C	0301		SAFE Companies requirement discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0414		Wildlife Habitat Features discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0304		TSL Highlights Reviewed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0416		Smoke venting index discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0305		Owner obligations discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0417		FSP Results, Strategies & Measures discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0306		PC obligations discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0419		DM Notified of start or re-start of Harvesting & Road Construction <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0307		BCTS' role discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0420		Other Legislative Requirements (Federal & BC) discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0308		OHS Regulation 3.10 discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0421		First Nations Requirements discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0309		WCA prevails over TSL agreement discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0422		Deposit release process discussed with TSL holder <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0310		Hazard Reporting (15-1) discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		ID #		05: Legislative – Stream and Riparian Requirements	
	0311		Safe Road Use protocols discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0501		Road in RMA, Cutting in RRZ, RMZ Retention requirements discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0312		Access Assessment discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0502		RMA Retention on Temperature Sensitive Streams discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	ID #		04: Legislative – Area and General Requirements		Status Y N ND NA		0503		Stream Crossings to protect channels/mitigate disturbance discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0401		Damage to the environment discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0504		Fish Passage and Fish Habitat protection discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0402		Authorized Timber Harvesting specifications discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0505		Stream Sediment in Community Watersheds discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0403		Soil Disturbance Levels (Area & Roadside) as per Site Plan discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0506		Drinking Water Quality & Licensed Water Works discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0404		Landslide or Gully Process with Adverse Effects discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		ID #		06: Legislative – Road, Trail and Structure Requirements	
	0405		Fan Destabilization resulting from activities discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0601		Permanent Access Limits as per Site Plan discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0410		Wildlife Tree Retention Area requirements discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0602		Re-vegetate Roads within 2 years discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0411		Coarse Woody Debris Retention per hectare discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0605		Road & Structures Constructed & Maintained to be Sound & Safe discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0412		General Wildlife Measures discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0606		Maintain Natural Surface Drainage Patterns in Road Construction discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	0413		Resource Features: discussed		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		0607		Build, Repair and/or Install Bridges & Culverts as designed discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
						0608		Road Clearing Widths Appropriate for Conditions including Safety discussed <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Section C	0609	Road Deactivation Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1212	Licence / Road Permit Road Specifications discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0610	Road Maintenance Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1213	Obtain approvals to cross land or join to a Forest Service Road discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0611	48 Hour Notification for Road Works in Community Watersheds discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1214	Access Controls Installed to be safe for other road users discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	ID #	08: Environmental Emergency Response Requirements	Status Y N ND NA	ID #	13: Specific Conditions TSL Schedule "A"	Status Y N ND NA
	0801	Environmental Emergency Response Plan discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1301	TSM Notification requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0802	Awareness of roles, responsibilities and procedures discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1302	Dangerous tree clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0803	Incident Reporting discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1303	Environmental clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0804	Test and Drills discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1304	Harvesting clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0805	Emergency Response Equipment discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1305	Forest Health clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0806	24 hour contact # provided to local Fire Centre	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1306	Other Utilities and Occupiers clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0807	Appropriate Fire Danger Class discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1307	Road clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0808	Fire Hazard Assessments and Abatement discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1308	Silviculture clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	ID #	09: EMS – Documents, Records & General Requirements	Status Y N ND NA	1309	Skid trail clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0901	Pre-work meetings discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1310	Slashing clauses discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0902	Self Inspections discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1311	Timber processing clause discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0903	Project Plan documents to be on-site discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	14: Specific Conditions of Licence, Road, Log Dump Permit or Contract	Status Y N ND NA
	0904	Training current – records completed, updated and available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1405	Construction specifications discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0905	Industrial Waste discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1411	Log Dump specifications discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0906	BCTS Fuel Handling (EFP 06) requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	80: Sustainable Forest Management Certification	Status Y N ND NA
	0907	Other Environmental Field Procedures discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8001	SFM Certification Requirements discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	ID #	10: General Contractual Conditions	Status Y N ND NA	ID #	90: Business Area Specific Requirements	Status Y N ND NA
	1006	Industrial Camp Standards Requirements		9001	FSP Invasive Plant (IP) measures discussed	
	ID #	12: General Contractual Conditions of Licence	Status Y N ND NA	9002	FSP SAR, UWR and WHA information discussed	
	1201	Designated Supervisor directing workers discussed		9003	Operational requirements around Active Bird Nests	
	1202	Timber marking practices discussed		9004	Water Management: Review applicable water management, sediment contract best practices documents i.e. wet weather operating guide, deactivation guide, EFPs 2,4 and 5, Harvest Plan and Site Plan, Skid trail BMP.	
	1204	Pre-work meeting requirement discussed		9005	A fire hazard assessment must be completed and supplied to BCTS	
	1205	Reserved Timber Requirements discussed		9006	Wet weather shut down procedures discussed	
	1206	Restrictions on Timber Processing Facility discussed		9007	FSP Grass seeding requirements and seed mixes discussed (to minimize soil disturbance and spread of invasive plants)	
	1207	Manufacture of products on site discussed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9010	Wildlife / habitat pile requirements discussed	
	1208	Waste Determination Completion per Manual		9011	FSP Road maintenance requirements discussed	
1209	TSM notification of Intent / Deviation from Harvest Plan discussed					
1210	Survey for Monetary Billing completion prior to Waste Disposal discussed					
1211	Onsite Signage: Timber Mark & Radio frequency discussed					

Section D	ID #	CORRECTIVE ACTION – 1		
		Requirement:	Responsibility:	
	Description:		Target Date:	Completion Date:
	Corrective Action:		Follow-up:	
	ID #	CORRECTIVE ACTION – 2 (add extra sheets for more actions)		
		Requirement:	Responsibility:	
	Description:		Target Date:	Completion Date:
	Corrective Action:		Follow-up:	
	ISSUE(S)	Complete Incident Report Form for each incident type. Enter in Issue Tracking System (ITS) linked to the Pre-work. ITS required for significant or repeat non-conformance, potential non-compliance, or Incident (as defined in EOP-04).		Issue #: ____ Issue Type: ____ Issue #: ____ Issue Type: ____
Section E	GENERAL PRE-WORK COMMENTS (Reference Requirement ID # where appropriate, add extra sheets for more comments)			

GENERAL PRE-WORK COMMENTS

(Reference Requirement ID # where appropriate, add extra sheets for more comments)

Section E

Pre-Work delivered by: _____

Received by: _____

Signature X: _____

Signature X: _____

*I accept receipt of this pre-work and am in agreement with the stated actions.***Attachment:**Additional Pages ☐ Photos ☐ Maps ☐Correspondence ☐ Incident Report ☐Other ☐**Date of Delivery to Licensee:**

Planned Inspection Date:

Delivery Method:On-site ☐ Email ☐Fax ☐ Mail ☐ Hand Delivered ☐

ADDITIONAL PERSONNEL RECEIVING PRE-WORK				
Name (print)	Signature	Employer	Pre-Work delivered by	Date of Pre-Work delivery