

TPL TSL Pre-work Due Diligence Checklist



Project Information

TSL#		Completed By	
Date		Location	

*Ensure that a copy of this checklist is filed in Contract/TSL folder on g-drive

Documentation	By When	Filing	Yes	No	Comments
Notice of Project (licensee submits to Worksafe)	prior to prework	N/A			
Road/Pipeline agreements are in place	prior to prework	N/A			
Check Planning DDC for any FN or other commitments	prior to prework	N/A			
Trapper Notification (if required)	prior to prework	g-drive EMS folder			
EMS and Safe Co. confirmed	prior to prework	g-drive EMS folder			
Powers of Attorney (if provided, as per the policy)	prior to prework	g-drive EMS folder			
Wildfire Information Document	prework	scan into g-drive EMS folder			
Client Emergency Response Plan	prework	scan into g-drive EMS folder			
Notice to Commence	prework	scan into g-drive EMS folder			
Signed Prework Document (CHK-003)	prework	scan into g-drive EMS folder			
LPC training matrix (008-1) requirements discussed	*client retains original onsite in prework binder				
Shut down procedures reviewed					
Action items and timelines discussed					
Reserve tree specifications in Schedule B of TSL license clarified with Licensee regarding volume already tallied out from the cruise. Failure to leave the required amounts will be considered a trespass and will be reported to C&E as a potential non-compliance.					
Special management/Restricted operating zones and their harvest/operation restrictions discussed as per site plan (example <i>Tree stubbing height to show special area boundary. Harvesting allowed without soil disturbance</i>)					
test/drill, client self-inspections, project risk rating, designated supervisor discussed					
what is expected at time of first inspection discussed					
all documents are filled out <u>completely</u> and <u>accurately</u> and filed accordingly					
TSL holder given BCTS Active Logging signs					
LRM Data Entry (enter prework date in certification tab, reminder to enter logging start date)					

Woodlands Supervisors will be performing semi annual documentation reviews

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Pework Binder Contents	Yes	No	Comments
Table of Contents			
Project Field Manual			
species at risk awareness document			
invasive species awareness document			
migratory birds awareness document			
project risk rating			
fuel management checklist			
fire hazard assessment form			
Snow-fill BMP			
TSL Holder best practices for changing a plan			
EMS worker tailgate training document			
prevent soil damage when skidding			
BCTS steep slope roles and responsibilities guide/ground-based equipment			
CWD document			
grass seeding document			
copy of obligations plan form			
road advanced deactivation SOP (if required)			
copy of EMS questions			
Forest Professional OC			
3- sale limit document			
Signed copy of TSL			
Signed copy of road permit			
highlights document			
maps (site plan, harvest plan, roads plan, adv deactivation, cruise plan)			

Completed By: _____ **Date:** _____