

	<b>ACCESS INSPECTION REPORT GUIDANCE DOCUMENT</b>	<b>BCTS CHK-006</b> Completed by hand, in Word as a protected form or by Hand Held digital application for entry into Cengea Forest - Resources.
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Note: Access Inspection Report to be used for FSRs built under contract only. Use Timber Sale License & Permit Operations Inspection Report for Road Permit roads.

Section A	Business Area:	Field Team:	ORCS/ARCS File(s):	Date of Inspection <small>Click here to enter a date.</small>
	Contract #:	Geographic Location:	Project Name:	Inspection Type:
	Contractor:		On-site Supervisor:	

Section A:

Business Area, Field Team, File are mandatory. Contract # is free text mandatory in Word but will be from Cengea Forest - Resources maintenance table in hand held version. Enter date in Word using date picker field. In the Hand Held, Contractor will come from Cengea Forest - Resources registrant table. Geographic location will be from planning module in Cengea Forest - Resources table, Project Name and on-site supervisor will be free text.

Inspection type is a drop-down field in Word and includes "Initial", "Progress" and "Final".

Note: Inspection Reports not intended to be used for monitoring. Refer to Business Area protocols for monitoring procedures.

Note: BCTS CHK-006 Inspection Report is intended for use by BCTS staff. Use BCTS Client Self Inspection Report (CHK-011) for LPC Inspections.

Section B	Inspection Detail & Activity Status					
	<u>Roads</u> <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation/Rehabilitation <input type="checkbox"/> Other (specify): _____ _____	<u>Major Structures</u> <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation <input type="checkbox"/> Other (specify): _____ _____	<u>Harvesting Activities</u> <input type="checkbox"/> Falling <input type="checkbox"/> Yarding <input type="checkbox"/> Loading <input type="checkbox"/> Other (specify): _____ _____	<u>Log Dump</u> <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> % Complete: _____ <input type="checkbox"/> Complete	<u>Contract Activity</u> <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> % Complete: _____ <input type="checkbox"/> Complete <u>Areas Inspected:</u> _____	<u>Applicable Legislation</u> <input type="checkbox"/> FRPA <input type="checkbox"/> FPC <input type="checkbox"/> Other (specify): _____  <u>Inspection Method:</u> <input type="checkbox"/> Field <input type="checkbox"/> Office

Section B:

In Word or as a field doc these can be ticked as indicated. Note under Roads, finished grade includes cross drain culverts. Structures refer to major culvert / bridge and stream crossings.

Indicate the Areas Inspected that are applicable to this inspection (free text).

Check applicable legislation for blocks / areas in the Inspection Other could refer to the Fort St. John Pilot Project, Stillwater Pilot project, etc.

Section C	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
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Inspection will be for the purpose of confirming the Contractor's activities were conducted in accordance with the following types of requirements:

- J Conformance with the Project Plan.
- J Conformance with EMS / SFM requirements (e.g. EMS training completed and documented, pre-work(s) completed and documented, eERP completed, implemented and on-site, EFPs followed and onsite, etc.) and SFMP requirements.
- J Licence, permit and/or contract conditions.
- J Compliance with legislation (e.g. Forest and Range Practices Act, Wildfire Act, Forest Act, Transportation of Dangerous Goods Act, etc.).
- J Safety requirements

Note:

- J If a practice is not restricted by any of these requirements, BCTS will not indicate a non-conformance nor require a corrective action.
- J All findings at the time of inspection are considered opinions of the inspector.
- J The inspector is expected to be an average competent person who has been trained in the completion of inspections.
- J Nothing in this guidance will authorize a person to carry out activities that are not in compliance with legislation.

Definitions:

## FRPA

Forest Practice: means a prescribed activity that is carried out by (a) the government; (b) a holder of an agreement under the Forest Act, or (c) a person in a prescribed category of persons on private land, subject to a tree farm licence, a community forest agreement or woodlot licence, or on Crown forest land;

Official: means an employee in the (a) ministry of the minister responsible for the administration of this Act, which employee is designated by name or title to be an official by that minister for the purpose of that provision, (b) ministry of the minister responsible for the Wildfire Act, which employee is designated by name or title to be an official by that minister for the purpose of that provision, or (c) Oil and Gas Commission who is designated by name or title to be an official by the minister responsible for the Oil and Gas Commission Act for the purpose of that provision;

Wildlife: means (a) vertebrates that are mammals, birds, reptiles, or amphibians and are prescribed as wildlife under the Wildlife Act, (b) fish from or in the non-tidal waters of British Columbia, including (i) vertebrates of the order Petromyzoniformes (lampreys) or class Osteichthyes (bony fishes), or (ii) invertebrates of the subphylum Crustacea (crustaceans) or phylum Mollusca (mollusks), and (c) invertebrates or plants listed by the Minister of Water, Land and Air Protection as endangered, threatened, or vulnerable species, and included the eggs and juvenile stages of these vertebrates, invertebrates and plants.

## FPPR

Agreement holder: means a holder of an agreement under the Forest Act, other than a woodlot licence. For the purpose of these inspections, this includes BCTS.

Authorized person: means a person who is an agreement holder or a person who is described in paragraph (a), (a.1) or (c) in the definition of "authorized in respect of a road"

Authorized in respect of a road: means (a) a district manager, timber sales manager or other government employee or agent who is authorized by the minister to construct, maintain or deactivate a forest service road, (a.1) a person who (i) is the holder of a road use permit for a forest service road, and (ii) receives an order from the minister under section 79 (4), (b) an agreement holder who is authorized to construct, maintain or deactivate a road under a road permit, cutting permit or an agreement that does not provide for cutting permits, and (c) a person, other than a woodlot licence holder, who is authorized to construct, maintain or deactivate a road under a special use permit or within a Provincial forest under an Act other than (i) the Transportation Act, Land Act, Local Government Act, or Pipeline Act, or (ii) the Coal Act, Mineral Tenure Act, Mines Act, or Mining Right or Way Act, if the road is located within the boundaries of a claim, lease, permit or other authorization granted or issued under the applicable Act;

Harvest: in relation to timber, means to fell or remove timber, other than under a silviculture treatment, including to (a) yard, deck or load timber, (b) process timber on site, (c) pile or dispose of logging debris, (d) construct excavated or bladed trails or other logging trails, (e) rehabilitate an area referred to in section 35, and (f) carry out sanitation treatments associated with operations referred to in paragraphs (a) to (e);

Minor Tenure: means (a) a free use permit, (b) a Christmas tree permit, (c) an occupant licence to cut, or (d) a forestry licence to cut that is not a major licence and limits (i) the area from which timber may be harvested to 1 ha or less, and (ii) the volume of timber to be harvested to 2 000 m<sup>3</sup> or less;

Primary Forest Activity: means one or more of the following: (a) timber harvesting; (b) silviculture treatments; (c) road construction, maintenance and deactivation;

Resource Feature: means a resource feature identified under the Government Actions Regulation'

Silviculture Treatment: includes (a) site preparation for the purposes of reforestation, (b) planting trees, (c) brushing, including grazing for the purposes of brushing, (d) juvenile spacing, (e) fertilization, (f) pruning, (g) sanitation treatments associated with a silviculture treatment, and (h) pest management treatments, other than sanitation treatments;

Temporary Access Structure: means an access structure that (a) is in a cutblock, and (b) does not conform to the criteria described in paragraph (a) or (b) of the definition of "permanent access structure" and does not include a pit or quarry;

## Wildfire Act/Regulation

Industrial Activity: includes (a) land clearing, and (b) other activities included in this definition by regulation, but does not include activities excluded from this definition by regulation;

Resource Management Open Fire: means an open fire that (a) burns unpile slash over an area of any size, or (b) is not a category 1, 2 or 3 open fire and is lit, fuelled or used for silviculture treatment, forest health management, wildlife habitat enhancement, fire hazard abatement, ecological restoration or range improvement

## FPC, Timber Harvesting and Silviculture Practices Regulation

Silviculture Treatment: means a treatment carried out individually or as part of a regime of treatments to create the described post harvest stand structure, site conditions or free growing conditions

ID #	01: Contract – Safety Requirements	Status Y N NI NA	0402	Authorized Timber Harvesting specifications followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0101	SAFE Company status?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0404	Landslide or Gully Process with Adverse Effects prevented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0102	First Aid requirements met?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0405	Fan Destabilization resulting from activities prevented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0104	Evidence of adequate supervision?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0412	General Wildlife Measures followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0105	No BCTS Safety concerns reported?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0413	Resource Features protected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0106	No Safety Incidents?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0414	Wildlife Habitat Features protected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0107	No contractor safety concerns from section 3.10?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0416	Smoke Venting Index checked for air quality/burning in prescribed manner	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0108	CAL up to date?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0417	FSP Results, Strategies & Measures followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0109	Adequate Safety ERP?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0419	DM Notification of (re)start of Harvesting & Road Construction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0110	Safety Records	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0420	Other Legislative Requirements (Federal & BC) followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0111	Communication – signage, man check, etc.?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0421	First Nations Requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0112	Conformance with Road safety protocols	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ID #</b>	<b>05: Legislative – Stream and Riparian Requirements</b>	<b>Status Y N NI NA</b>
0113	Apparent conformance with SWPs & PPE?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0501	Road in RMA, Cutting in RRZ, RMZ Retention as authorized	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0118	NOP confirmation received and recorded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0503	Stream Crossings to protect channels and mitigate disturbance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0119	Safety meeting documentation?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0504	Fish Passage and Fish Habitat protection met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0120	Manual Falling Addressed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0505	Stream Sediment in Community Watersheds prevented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>ID #</b>	<b>02: Multiple Employer Workplace (applied to Prime Contractor)</b>	<b>Status Y N NI NA</b>	0506	Drinking Water Quality & Licensed Waterworks protected	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0201	PC designation?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ID #</b>	<b>06: Legislative – Road, Trail and Structure Requirements</b>	<b>Status Y N NI NA</b>
0205	Communication of hazards by Prime Contractor?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0602	Re-vegetate Roads within 2 years	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0206	Adequate coordination by Prime Contractor?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0605	Road & Structures Constructed & Maintained to be Sound & Safe	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0207	PC roles & responsibilities clear?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0606	Maintain Natural Surface Drainage Patterns in Road Construction	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0208	Adequate coordination & supervision?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0607	Build, Repair and/or Install Bridges & Culverts as designed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0209	Appropriate PC records?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0608	Road Clearing Widths Appropriate for Conditions including safety	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0210	CAL up to date?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0609	Road Deactivation Requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>ID #</b>	<b>04: Legislative Area and General Requirements</b>	<b>Status Y N NI NA</b>	0610	Roads Maintenance Requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0401	Damage to the Environment prevented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0611	48 Hour Notification for Road Works in Community Watersheds provided	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<b>ID #</b>	<b>08: Environmental Emergency Response Requirements</b>	<b>Status</b> Y N NI NA	1202	Timber Marking Practices followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0801	Env Emergency Response Plan onsite, location known	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1203	Dangerous Tree requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0802	Awareness of roles, responsibilities and procedures confirmed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ID #</b>	<b>14: Specific Conditions of Licence, Road, Log Dump Permit or Contract</b>	<b>Status</b> Y N NI NA
	0803	Incident Reporting documented and reported	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1402	Administrative requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0804	Test and Drills scheduled and completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1403	Environmental requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0805	Emergency response equipment onsite and maintained	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1404	Other Utilities and Occupiers of Land requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0806	24 hour contact # provided to local Protection Fire Center Office	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1405	Construction Specifications followed	<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"/>	1407	Debris disposed of properly	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0808	Fire Hazard Assessments and Abatement conducted, as required	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1408	Subgrade compaction followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>ID #</b>	<b>09: EMS – Documents, Records &amp; General Requirements</b>	<b>Status</b> Y N NI NA	1409	Deactivation Schedule conditions met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0901	Pre-work meetings done & documented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1410	Maintenance Schedule conditions met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0902	Self Inspections & Corrective Actions complete, documented and followed-up	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1411	Log Dump specifications met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0903	Project Plan documents on-site and available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ID #</b>	<b>80: Sustainable Forest Management Certification</b>	<b>Status</b> Y N NI NA
	0904	Training Current - records completed, updated and available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8001	SFM Certification Requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0905	Industrial Waste contained and timely removal	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ID #</b>	<b>90: Business Area Specific Requirements</b>	<b>Status</b> Y N NI NA
	0906	Conformance to BCTS Fuel handling (EFP 06) requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9001		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0907	Other Environmental Field Procedures on site and followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9002		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>ID #</b>	<b>10: General Contractual Conditions</b>	<b>Status</b> Y N ND NA	9003		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	1006	Industrial Camp Standards Requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9004		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>ID #</b>	<b>12: General Contractual Conditions of Licence</b>	<b>Status</b> Y N NI NA	9005		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	1201	Designated Supervisors directing workers	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

ID#	Hand Held Version	Form Version	01: Contract – Safety Requirements
0101	SAFE Company	SAFE Company status?	<p>Is contractor &amp; any subcontractors maintaining BCTS expectations for SAFE Company registration / certification as per the contract (see FS 1315). Are the same parties involved as identified at prework and is their SAFE status still current and appropriate. Oral response from workers and supervisors will be adequate information unless BCTS feels follow up with BCFSC is warranted. Inspector can check by viewing list on BCFSC website at: <a href="http://www.bcfrestsafe.org/safe_companies/whos_safe.html">http://www.bcfrestsafe.org/safe_companies/whos_safe.html</a></p> <p>This requirement is N/A if company or contractor is exempted from SAFE Co. requirements.</p> <p>In General: For contracts advertised after April 1 2007 requirements were that all parties working on or bidding on the contract were to be registered with BCFSC and pursuing S.AF.E. Company certification. All contracts remain under the requirements applicable at the time of advertisement or award hence specific documents must be referenced to verify expectations. For contracts advertised after Dec 31 2008 requirements changed to expectation for certification as follows: All parties bidding on or working under the contract including subcontractors are to be S.A.F.E certified. Some exemptions and provisions for new firms as well as alternate certification may apply: staff should be familiar with document expectations and other applicable policy matters before making final determination as to performance.</p>
0102	First Aid	First Aid requirements met?	<p>Yes indicates that First Aid resources are available as per 1<sup>st</sup> aid resource assessment and WSBC requirements according to type of work, location of worksite, and number of people on site. Observation must consider all workers on site if this is a MEWP. Inspectors should see first aid kit/resources and record of designated first aid attendant(s) as per WSBC OSH Regulation part 3.14 and Schedule 3 – Minimum levels of First aid. <a href="http://www2.worksafefbc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.14">http://www2.worksafefbc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.14</a></p>

0104	Supervision	Evidence of adequate supervision?	Yes indicates functional safety supervision, workers on site recognize they are well supervised and know who the supervisor is, they are aware of their ability to report safety concerns to their supervisor and indicate that these are addressed appropriately by their supervisor. This is not in reference to BCTS contract administrator.
0105	No Owner Concerns	NO BCTS Safety concerns reported?	Yes indicates that the contractor did not report any safety concerns to BCTS since the last BCTS inspection or prework-- that the contractor believed to be the responsibility of BCTS – form 15-1 could be used for this, or report could be verbal or via email. (In addition yes indicates the contractor's on site supervisor is aware of the expectation for communicating any future situation) See <a href="http://www.for.gov.bc.ca/bcts/safety/contractor.htm">http://www.for.gov.bc.ca/bcts/safety/contractor.htm</a>
0106	Reporting Unsafe Conditions	No Safety Incidents?	Yes indicates that contractor has not reported any safety close calls or incidents as required by the contract since the last recorded BCTS inspection. No indicates that since the last recorded BCTS inspection contractor has reported one or more close calls or incidents. Current requirement in most contracts is to notify BCTS of any incidents reportable to WSBC. (Observation will generate necessary information for management review and may initiate an action plan if BCTS or contractor believe that BCTS planning of contract was a contributing factor)
0107	Employer concerns	No contractor safety concerns from section 3.10?	Yes indicates that the BCTS inspector on site did NOT see any safety concerns / hazards which required notification of the site supervisor/employer and/or WSBC. Any one (including BCTS) on a work site who identifies a safety concern or hazard is obligated under WSBC regulations to report it to the supervisor on site. No indicates that the BCTS inspector did identify a safety concern with respect to contractor's activities and reported same to contractor's supervisor. The contractor's supervisor is required to address the concern without undue delay. If a BCTS inspector feels the contract supervisor did not adequately address the concern then they should follow up with their BCTS supervisor, BCTS management, and WSBC if warranted.  see: <a href="http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.10">http://www2.worksafebc.com/publications/OHSRegulation/Part3.asp#SectionNumber:3.10</a>
0108	Corrective Action Log	CAL up to date?	Contractor must be able to demonstrate that they have followed up and implemented corrective actions where applicable, and have a system in place such as a Corrective Action Log. This field may be N/A if company is exempted from SAFE Co. requirement.
0109	Safety ERP	Adequate Safety ERP?	Functionality of ERP for worker safety needs is apparent? Emergency Response Plan must be on site, tested, documented, and communicated to all employers & workers within the workplace. It should be applicable to the logistic circumstances of the workplace, for example providing for air and or marine support for evacuation of injured workers as necessary. All workers should know its location & general content. ERP documents could be integrated with EMS required ERP but must address worker safety distinctly to ensure workers injured or at risk are able to secure necessary assistance and support. Observation could be reviewed simultaneous with 0501 EMS ERP but must be recorded for reporting distinctly to confirm ERP addresses worker safety needs.
0110	Safety Records	Safety Records	Safety records such as training records, toolbox meetings, pre-works, inspections, certificates, incidents & hazard reports must be provided by the contractor when requested. All records, such as training, meeting minutes, maintenance records, are reasonably available as per WSBC regs.
0111	Communication	Communication – signage, man check, etc.?	Appropriate communication must be on site – including signage, sign in/out procedures, training, radio procedures etc for man check requirements see: <a href="http://www2.worksafebc.com/publications/OHSRegulation/Part4.asp#SectionNumber:4.21">http://www2.worksafebc.com/publications/OHSRegulation/Part4.asp#SectionNumber:4.21</a>
0112	Road protocols	Conformance with Road safety protocols	Evidence is apparent that contractor and their staff are aware of and following applicable road safety protocols such as radio procedures and hazard notifications etc.
0113	SWP & PPE	Apparent conformance with SWPs & PPE?	From BCTS observations on site – do workers appear to be conforming to safe work procedures and PPE requirements? If not BCTS inspector should respond as per OHS Reg Sec 3.10 – inform the on site supervisor, and follow up as required. (note – contractors are not required to conform with BCTS SWPs and PPE requirements, only with their own safety program requirements and WSBC regulations).
0118	NOP	NOP confirmation received and recorded	<b>Has a Notice of Project (NOP), if required, been submitted to WSBC (and have operations commenced in accordance with the submitted NOP for all employers within the workplace)?</b> It is the responsibility of BCTS to ensure a NOP has been submitted to WSBC for projects expected to last more than 5 days, excluding timber cruising, road & cutblock layout, and surveying. The act of submitting the NOP is delegated to the contractor. For workplaces where NOP applies, ensure the contractor has provided a <u>valid NOP confirmation form</u> to BCTS prior to commencing work. BCTS inspector must ensure that the NOP confirmation form has been received by BCTS and the number recorded in the General Pre-Work Comments section of the pre-work report. If NOP is in place, have operations commenced in accordance with the submitted NOP for all employers within the workplace? Regulatory requirements for Notice of Project are available at: <a href="http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.4">http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.4</a>
0119	Safety meetings	Safety meeting documentation?	Contractor has a mechanism on a regular and routine basis that allows for discussion and communications of safety information such as hazard alert changes to safety protocols and provides opportunity for workers to discuss safety concerns among themselves.

0120	Falling Addressed	Manual Falling Addressed	<p>If no Manual tree falling (falling trees &gt;6" at stump height) is or will occur under this contract than this observation is N/A</p> <p>A qualified supervisor remains designated to site Fallers on site are certified and supervisors are verifying qualifications A falling plan is evident that addresses:</p> <ul style="list-style-type: none"> <li>J hazard identification, mitigation,</li> <li>J emergency response plan,</li> <li>J alternative methods for danger trees,</li> <li>J monitoring and evaluating of fallers practices</li> <li>J qualified assistance identified and evident</li> <li>J Man check provisions</li> </ul> <p><b>Important!!! Staff should not approach active falling operations to verify this observation. The normal point of contact with the contractor should be used to explore adherence to these expectations and if necessary appropriate arrangements to discuss matters with the falling supervisor should be made in advance to ensure BCTS staff are not at risk from active falling.</b> BCFCSC can provide further guidance regarding appropriate falling plans and monitoring processes that are recommended or encouraged. BCTS is to verify that processes are evident but is not expected to have sufficient expertise to determine the adequacy or validity of these.</p>
ID#	Hand Held Version	Form Version	02: Multiple Employer Workplace (applied to Prime Contractor)
0201	Prime Designation	PC designation?	<p>Is PC designation still applicable for the workplace. Consider changes to worksite and employers and nature of work to ensure PC designation remains appropriate and applicable. If changes are expected all parties must be informed and new PC qualification must be considered. Note only one PC can be appointed per workplace and all other contractors must be aware and cooperate. FS1354 and FS1313 included in signed Contract. Note, the FS1354 must be signed by BCTS and the contractor to allow the contractor to assume the responsibilities of prime contractor</p> <p><a href="http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.1.1">http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.1.1</a></p>
0205	PC Hazard Communication	Communication of hazards by PC?	<p>Has the PC been informed of known hazards and is there evidence of communication of known hazards to all employers &amp; workers on an ongoing basis? (see toolbox meetings, prework records etc)</p>
0206	PC Coordination	Adequate coordination by PC?	<p>Prime Contractor has a system to address safety co-ordination and compliance with the safety program. see FS 1354 and WSBC WCA 118 and regulations for requirements. Does the Prime Contractor's safety program include the other employers on site? I.e. – PC should have evidence of review of other employer's safety programs, training records etc.</p> <p><a href="http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.1.1">http://www2.worksafebc.com/publications/OHSRegulation/Part26.asp#SectionNumber:26.1.1</a></p>
0207	PC roles and responsibilities	PC roles & responsibilities clear?	<p>Have the roles &amp; responsibilities of the Prime contractor been communicated to all employers and workers in the workplace? Demonstrated by worksite signage, minutes from pre works &amp; safety meetings.</p>
0208	Safety Supervision	Adequate coordination & supervision ?	<p>Does the site supervisor / safety rep know other employer contacts, and is there adequate workplace coordination and supervision?</p>
0209	PC Records	Appropriate PC records?	<p>Is there appropriate PC record management? See FS 1354 for details – records could include: safety meeting minutes from the prime contractor &amp; other contractors &amp; subcontractors; workplace inspection results for the prime contractor, other contractors, and subcontractors; a system for first aid coordination; emergency transportation provisions; and the Contractors safety program.</p>
0210	PC CAL	CAL up to date?	<p>Prime Contractor must have documentation that corrective actions are occurring with respect to reported hazards, incidents, or deficiencies from inspections</p>
ID#	Hand Held Version	Form Version	04: Legislative - Area and General Requirements
0401	Damage to the environment	Damage to the Environment prevented	<p><b>FRPA</b> <b>S 46 Protection of the environment</b></p> <p>1) A person must not carry out a forest practice, a range practice or another activity that results in damage to the environment, unless in doing so</p> <ul style="list-style-type: none"> <li>a) the person <ul style="list-style-type: none"> <li>i) is acting in accordance with a plan, authorization or permit under this Act,</li> <li>ii) is not required to hold a plan or permit because of an exemption under this Act and is acting in accordance with this Act, the regulations and the standards, or</li> <li>iii) repealed</li> <li>iv) is acting in accordance with another enactment, and</li> </ul> </li> <li>b) the person does not know and cannot reasonably be expected to know that, because of weather conditions or site factors, the carrying out of the forest practice, range practice or other activity may result, directly or indirectly, in damage specified by regulation</li> </ul> <p><b>FPPR</b> <b>S 3 Damage to the environment</b></p> <p>For the purpose of section 46 (1) [protection of the environment] and (1.1) of the Act, "damage" means any of the following that adversely alters an ecosystem: landslide; a gully process on the Coast; a fan destabilization on the Coast; soil disturbance; the deposit into a stream, wetland or lake of a petroleum product, a fluid used to service industrial equipment, or any other similar harmful substance; a debris torrent that enters a fish stream; changes to soil.</p>

0402	Authorized Timber Harvest	Authorized Timber Harvesting specifications followed	<p><b>FRPA</b> <b>S 52. Unauthorized Timber Harvesting</b></p> <p>1) A person must not cut, damage or destroy Crown timber unless authorized to do so</p> <ol style="list-style-type: none"> <li>under this Act, the Forest Act or an agreement under the Forest Act,</li> <li>by the minister, for silviculture, stand tending, forest health, abating a fire hazard related to wildfires or another purpose,</li> <li>under a grant of Crown land made under the Land Act,</li> <li>under the Park Act, or</li> <li>under the regulations, in the course of carrying out activities             <ol style="list-style-type: none"> <li>under an authorization referred in section 51 or 57, or</li> <li>that are incidental to or required to carry out activities authorized or approved under this Act, the Forest Act, the Range Act or another prescribed enactment.</li> </ol> </li> </ol> <p>2) A person is authorized to cut, damage or destroy Crown timber for the purpose of carrying out a forest practice that is funded under a vote as defined in section 1 of the Financial Administration Act.</p> <p>3) A person must not remove Crown timber unless authorized to do so</p> <ol style="list-style-type: none"> <li>under the Forest Act or an agreement under the Forest Act,</li> <li>under a grant of Crown land made under the Land Act, or</li> <li>under the Park Act.</li> </ol> <p>4) If a person, at the direction of or on behalf of another person,</p> <ol style="list-style-type: none"> <li>cuts, damages or destroys Crown timber contrary to subsection (1), or</li> <li>removes Crown timber contrary to subsection (3),</li> </ol> <p>that other person also contravenes subsection (1) or (3)</p>
0404	Landslide and Gully Processes	Landslide or Gully Process with Adverse Effects prevented	<p><b>FPPR</b> <b>S 37 Landslides</b> An authorized person who carried out a primary forest activity must ensure that the primary forest activity does not cause a landslide that has a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act.</p> <p><b>S 38 Gully processes</b> An authorized person who carries out a primary forest activity on the Coast must ensure that the primary forest activity does not cause a gully process that has a material adverse effect in relation to one or more of the subjects lists in section 149 (1) of the Act</p>
0405	Fan Destabilization Prevented	Fan Destabilization resulting from activities prevented	<p><b>FPPR</b> <b>S 54 Fan destabilization</b> An authorized person who carries out a primary forest activity on the Coast must ensure that the primary forest activity does not cause fan destabilization that has a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act.</p>
0412	Wildlife Measures	General Wildlife Measures followed	<p><b>FPPR</b> <b>S 69 General wildlife measures</b> An authorized person who carries out primary forest activities on an area must comply with each general wildlife measure that applies to the area.</p>
0413	Resource Features	Resource Features protected	<p><b>FPPR</b> <b>S 70 Resource features and wildlife habitat features</b> An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage or render ineffective a (1) resource feature or</p>
0414	Wildlife Habitat Features	Wildlife Habitat Features protected	<p><b>FPPR</b> <b>S 70 Resource features and wildlife habitat features</b></p> <p>2) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage or render ineffective a wildlife habitat feature.</p> <p><b>Wildlife Act</b> <b>S 7. Damage to land set aside for wildlife</b></p> <p>1) A person commits an offence if the person</p> <ol style="list-style-type: none"> <li>alters, destroys or damages wildlife habitat, or</li> <li>deposits on land or water a substance or manufactured product or by product</li> </ol> <p>in a manner that is harmful to</p> <ol style="list-style-type: none"> <li>wildlife, or</li> <li>wildlife habitat</li> </ol> <p>in a wildlife management area, except as permitted under section 4 (4) or by the regulations or a permit.</p> <p><b>S 34. Birds, nests and eggs</b> A person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys</p> <ol style="list-style-type: none"> <li>a bird or its egg,</li> <li>the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or</li> <li>the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.</li> </ol>

0416	Smoke Venting	Smoke Venting Index checked for air quality/burning in prescribed manner	<p><b>Open Burning Smoke Control Regulation</b> <b>Schedule B, S 8 Favourable weather for smoke dispersion</b></p> <ol style="list-style-type: none"> <li>1) Unless otherwise specified for smoke management purposes in a Ministry of Forests burning permit or in a burn plan approved by the Ministry of Forests, open burning of debris must not be initiated unless the ventilation index is forecast as             <ol style="list-style-type: none"> <li>a) "good" for the day the open burning is to be started, and</li> <li>b) "good" or "fair" on the second day the debris is anticipated to release smoke.</li> </ol> </li> <li>2) If the ventilation index required by subsection (1) is not publicly available, a person who proposes to open burn debris must conduct a test burn, lasting no longer than 60 minutes, of sufficient debris on the site to evaluate the weather conditions so as to ensure that smoke from any subsequent open burning, initiated on the same day as the test burn, will not negatively impact on a nearby population.</li> <li>3) Open burning of debris must not be initiated if the local air flow will cause the smoke to negatively impact on a nearby population.</li> <li>4) Unless otherwise exempted for smoke management purposes by a Ministry of Forests burning permit or in a burn plan approved by the Ministry of Forests, open burning of debris must not be initiated if atmospheric mixing at the site where the debris is to be burned is insufficient to provide rapid dispersion of the smoke.</li> </ol> <p><b>S 24 Burn registration number</b></p> <ol style="list-style-type: none"> <li>1) The following is the information to be provided under section 22 (1) (c) (ii) and 23 (1) (d) (ii):             <ol style="list-style-type: none"> <li>a) the name, address, and telephone or facsimile number, or other means of immediate contract, of the person who proposes to light, fuel or use the open fire;</li> <li>b) the whereabouts of the parcel of land that contains the proposed burn area, including legal description of the parcel if available;</li> <li>c) the category of the proposed open fire</li> <li>d) other information relating to the proposed open fire that the official or the person answering the telephone number requires.</li> </ol> </li> <li>2) A person answering the burn registration telephone number or an official who receives an application from a person in accordance with subsection (1) may             <ol style="list-style-type: none"> <li>a) assign a burn registration number to the person unless the proposed open fire has been prohibited or restricted under section 10 of the Act, and</li> <li>b) specify a date on or before which the open fire must be extinguished.</li> </ol> </li> <li>3) A person who has been assigned a burn registration number must provide it to an official immediately on request.</li> </ol>
0417	FSP Results, Strategies & Measures	FSP Results, Strategies & Measures followed	<p><b>FRPA</b> <b>S 47 Invasive plants</b> A person carry out a forest practice or a range practice carry out measures that are             <ol style="list-style-type: none"> <li>a) specified in the applicable operational plan, or</li> <li>b) authorized by the minister</li> </ol>             to prevent the introduction or spread of prescribed species of invasive plants.         </p> <p><b>S 48 Natural range barriers</b> A person carrying out             <ol style="list-style-type: none"> <li>a) a forest practice, or</li> <li>b) a range practice</li> </ol>             That directly or indirectly removes or renders ineffective a range barrier must carry out measures that are             <ol style="list-style-type: none"> <li>c) specified in an operational plan for the area, or</li> <li>d) authorized by the minister</li> </ol>             To mitigate the removal or the ineffectiveness of the natural range barrier.         </p> <p><b>FPPR</b> <b>S 106.2 Requirements specific to timber sale licences</b> A holder of a timber sale licence who carries out a primary forest activity on an area that is in a forest development unit of a forest stewardship plan prepared by a timber sales manager must ensure that the activity is consistent with (a) the intended results or strategies that are identified by the timber sales manager and that (i) relate to the area, (ii) apply to the area in the manner that under section 10 (2) (c) of the Act is identified in the site plan for the area, and (iii) are contained in a forest stewardship plan</p> <p><b>S 17 Invasive plants</b> For the purpose of section 47 (invasive plants) of the Act, a person who prepares a forest stewardship plan must specify measures in the plan to prevent the introduction or spread of species that are invasive plants under the Invasive Plants Regulation, if the introduction or spread is likely to be the result of the person's forest practice</p> <p><b>S 18 Natural range barriers</b> For the purpose of section 48(natural range barriers) of the Act, a person who prepares a forest stewardship plan must specify measures to mitigate the effect of removing or rendering ineffective natural range barriers.</p>



0417	FSP Results, Strategies & Measures followed (Continued)	FSP Results, Strategies & Measures followed (Continued)	<p><b>FPPR</b></p> <p><b>S 5 Objectives set by government for soils</b></p> <p>The objective set by government for soils is, without unduly reducing the supply of timber from British Columbia's forests, to conserve the productivity and the hydrologic function of soils.</p> <p><b>S 7 Objectives set by government for wildlife</b></p> <p>(1) The objective set by government for wildlife is, without unduly reducing the supply of timber from British Columbia's forests, to conserve sufficient wildlife habitat in terms of amount of area, distribution of areas and attributes of those areas, for</p> <ul style="list-style-type: none"> <li>(a) the survival of species at risk,</li> <li>(b) the survival of regionally important wildlife, and</li> <li>(c) the winter survival of specified ungulate species.</li> </ul> <p>(2) A person required to prepare a forest stewardship plan must specify a result or strategy in respect of the objective stated under subsection (1) only if the minister responsible for the Wildlife Act gives notice to the person of the applicable</p> <ul style="list-style-type: none"> <li>(a) species referred to in subsection (1), and</li> <li>(b) indicators of the amount, distribution and attributes of wildlife habitat described in subsection (1).</li> </ul> <p>(3) If satisfied that the objective set out in subsection (1) is addressed, in whole or in part, by an objective in relation to a wildlife habitat area or an ungulate winter range, a general wildlife measure, or a wildlife habitat feature, the minister responsible for the Wildlife Act must exempt a person from the obligation to specify a result or strategy in relation to the objective set out in subsection (1) to the extent that the objective is already addressed.</p> <p>(4) On or after December 31, 2004, a notice described in subsection (2) must be given at least 4 months before the forest stewardship plan is submitted for approval.</p> <p><b>S 8 Objectives set by government for water, fish, wildlife and biodiversity within riparian areas</b></p> <p>The objective set by government for water, fish, wildlife and biodiversity within riparian areas is, without unduly reducing the supply of timber from British Columbia's forests, to conserve, at the landscape level, the water quality, fish habitat, wildlife habitat and biodiversity associated with those riparian areas.</p> <p><b>S 8.1 Objectives set by government for fish habitat in fisheries sensitive watersheds</b></p> <p>(1) In this section, "fisheries sensitive watershed" means an area identified in Schedule 2 of this regulation</p> <ul style="list-style-type: none"> <li>(a) with significant downstream fisheries values continued under section 180 (f) of the Act and significant watershed sensitivity continued under section 180 (g) of the Act, and</li> <li>(b) for which there is no fisheries sensitive watershed objective</li> </ul> <p>(2) Until December 31, 2005 the objective set by government for fish habitat in fisheries sensitive watersheds is to prevent to the extent described in subsection (3) the cumulative hydrological effects of primary forest activities in the fisheries sensitive watershed from resulting in a material adverse impact on the habitat of the fish species for which the fisheries sensitive watershed was established.</p> <p>(3) The objective set by government under subsection (2) applies only to the extent that it does not unduly reduce the supply of timber from British Columbia's forests.</p> <p>(4) If satisfied that the objective set out in subsection (2) is not required to provide special management, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective.</p> <p>(5) If satisfied that the objective set out in subsection (2) is addressed, in whole or in part, by an enactment, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective set out in subsection (2) to the extent that the objective is already addressed.</p> <p><b>S 8.2 Objectives set by government for water in community watersheds</b></p> <p>(1) In this section, "community watershed" means a community watershed</p> <ul style="list-style-type: none"> <li>(a) that is continued under section 180 (e) of the Act, and</li> <li>(b) for which a water quality objective has not been             <ul style="list-style-type: none"> <li>(i) continued under section 181 of the Act, or</li> <li>(ii) established under the Government Actions Regulation.</li> </ul> </li> </ul> <p>(2) The objective set by government for water being diverted for human consumption through a licensed waterworks in a community watershed is to prevent to the extent described in subsection (3) the cumulative hydrological effects of primary forest activities within the community watershed from resulting in</p> <ul style="list-style-type: none"> <li>(a) a material adverse impact on the quantity of water or the timing of the flow of the water from the waterworks, or</li> <li>(b) the water from the waterworks having a material adverse impact of human health that cannot be addressed by water treatment required under             <ul style="list-style-type: none"> <li>(i) an enactment, or</li> <li>(ii) the licence pertaining to the waterworks.</li> </ul> </li> </ul> <p>(3) The objective set by government under subsection (2) applied only to the extent that it does not unduly reduce the supply of timber from British Columbia's forests.</p> <p>(4) If satisfied that the objective set out in subsection (2) is not required to provide special management the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective.</p> <p>(5) If satisfied that the objective set out in subsection (2) is addressed, in whole or in part, by an enactment, the minister responsible for the Wildlife Act must exempt a person from the requirement to specify a result or strategy in relation to the objective set out in subsection (2) to the extent that the objective is already addressed.</p>
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0417	FSP Results, Strategies & Measures followed (Continued)	FSP Results, Strategies & Measures followed (Continued)	<p><b>S 9 Objectives set by government for wildlife and biodiversity – landscape level</b> The objective set by government for wildlife and biodiversity at the landscape level is, without unduly reducing the supply of timber from British Columbia's forests and to the extent practicable, to design areas on which timber harvesting is to be carried out that resemble, both spatially and temporally, the patterns of natural disturbance that occur within the landscape.</p> <p><b>S 9.1 Objectives set by government for wildlife and biodiversity – stand level</b> The objective set by government for wildlife and biodiversity at the stand level is, without unduly reducing the supply of timber from British Columbia's forests, to retain wildlife trees.</p> <p><b>S 9.2 Objectives set by government for visual quality</b> (1) In this section: "scenic area" means an area of land established as a scenic area under the Forest Practices Code of British Columbia Act on or before October 24, 2002 and continued as a scenic area under section 180 (c) of the Act; "visual quality class" means a visual sensitivity class established on or before October 24, 2002, particulars of which are publicly available in the Land and Resource Data Warehouse maintained by the minister responsible for the Land Act.</p> <p>(2) The objective set by government in relation to visual quality for a scenic area, that (a) was established on or before October 24, 2002, and (b) for which there is no visual quality objective Is to ensure that the altered forest landscape for the scenic area (c) in visual sensitivity class 1 is in either the preservation or retention category, (d) in visual sensitivity class 2 is in either the retention or partial retention category, (e) in visual sensitivity class 3 is in either the partial retention or modification category, (f) in visual sensitivity class 4 is in either the partial retention or modification category, (g) in visual sensitivity class 5 is in either the modification or maximum modification category.</p> <p><b>S 10 Objectives set by government for cultural heritage resources</b> The objective set by government for cultural heritage resources is to conserve, or, if necessary, protect cultural heritage resources that are (a) the focus of a traditional use by an aboriginal people that is of continuing importance to that people, and (b) not regulated under the Heritage Conservation Act</p>																																	
0419	DM Notification	DM Notified of start or re-start of Harvesting & Road Construction	<p><b>FPPR</b> <b>S 85 Notification of timber harvesting or road construction</b> An agreement holder must notify the district manager before (a) beginning (i) timber harvesting, or (ii) construction of a road that is not a temporary access structure, and (b) re-starting the activities described in paragraph (a) (i) and (ii) in a cutblock after an inactive period of 3 months or more. A notice under subsection (1) must specify (a) the location of the timber harvesting or road, including any administrative identifier that relates to the location, (b) a contact name and contact information, and (c) the projected date for beginning timber harvesting or road construction.</p>																																	
0420	Other Legislative Requirements	Other Legislative Requirements (Federal & BC) followed	<p><b>In addition to FRPA, FPPR and the Wildfire Act, the following are examples of Federal and BC legislative requirements that may be applicable to the project:</b></p> <table border="1" data-bbox="487 1360 1533 1797"> <thead> <tr> <th>Federal</th> <th>BC</th> <th>Occupational Health &amp; Safety Regulation</th> </tr> </thead> <tbody> <tr> <td>Fisheries Act</td> <td>Wildlife Act &amp; Regulations</td> <td>Waste Management Act</td> </tr> <tr> <td>Species at Risk Act</td> <td>Fish Protection Act</td> <td>Special waste Regulation</td> </tr> <tr> <td>Migratory Birds Act</td> <td>Water Act</td> <td>Contaminated Sites Regulation</td> </tr> <tr> <td>Canadian Wildlife Act</td> <td>BC Fire Code</td> <td>WHMIS</td> </tr> <tr> <td>Canadian Environmental Protection Act</td> <td>Environmental Management Act, Spill Reporting, Hazardous Waste &amp; Contaminated Sites Regulations</td> <td>Integrated Pest Management Act &amp; Regulations</td> </tr> <tr> <td>Canada Water Act</td> <td>Cultural Heritage Act</td> <td>Pesticide Control Act</td> </tr> <tr> <td>Navigable Water Act</td> <td>Heritage Conservation Act</td> <td>Pest Control Products Act</td> </tr> <tr> <td>Transportation of Dangerous Goods Act &amp; Regulations</td> <td>Workers Compensation Act</td> <td>Applicable GAR Orders</td> </tr> <tr> <td>National Fire Code</td> <td>Employment Standards Act</td> <td>Applicable HLP Orders</td> </tr> <tr> <td></td> <td></td> <td>Applicable LRMP commitments</td> </tr> </tbody> </table> <p>Legislation specifically applicable to the project should be indicated in associated contract documents, schedules or appendices, TSO significant environmental aspects lists, and/or forest planning documents.</p>	Federal	BC	Occupational Health & Safety Regulation	Fisheries Act	Wildlife Act & Regulations	Waste Management Act	Species at Risk Act	Fish Protection Act	Special waste Regulation	Migratory Birds Act	Water Act	Contaminated Sites Regulation	Canadian Wildlife Act	BC Fire Code	WHMIS	Canadian Environmental Protection Act	Environmental Management Act, Spill Reporting, Hazardous Waste & Contaminated Sites Regulations	Integrated Pest Management Act & Regulations	Canada Water Act	Cultural Heritage Act	Pesticide Control Act	Navigable Water Act	Heritage Conservation Act	Pest Control Products Act	Transportation of Dangerous Goods Act & Regulations	Workers Compensation Act	Applicable GAR Orders	National Fire Code	Employment Standards Act	Applicable HLP Orders			Applicable LRMP commitments
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0421	First Nations Requirements	First Nations Requirements followed	Discussion / implementation of any project specific outcomes from First Nations consultation and / or referral packages.																																	

ID#	Hand Held Version	Form Version	05: Legislative – Stream and Riparian Requirements
0501	Riparian Resource Values	Road in RMA, Cutting in RRZ, RMZ Retention as authorized	<p><b>FPPR</b></p> <p><b>S 50 Restrictions in a riparian management area</b></p> <ol style="list-style-type: none"> <li>1) A person must not construct a road in a riparian management area, unless one of the following applies:               <ol style="list-style-type: none"> <li>a) locating the road outside the riparian management area would create a higher risk of sediment delivery to the stream, wetland or lake to which the riparian management area applies;</li> <li>b) there is no other practicable option for locating the road;</li> <li>c) the road is required as part of a stream crossing.</li> </ol> </li> <li>2) If a road is constructed within a riparian management area, a person must not carry out road maintenance activities beyond the clearing width of the road, except as necessary to maintain a stream crossing.</li> <li>3) A person who is authorized in respect of a road must not remove gravel or other fill from within a riparian management area in the process of constructing, maintaining or deactivating a road, unless (a) the gravel or fill is within a road prism, (b) the gravel or fill is at a stream crossing, or (c) there is no other practicable option.</li> </ol> <p><b>S 51 Restrictions in a riparian reserve zone</b></p> <ol style="list-style-type: none"> <li>1) An agreement holder must not cut, modify or remove trees in a riparian reserve zone, except for the following purposes:               <ol style="list-style-type: none"> <li>a) felling or modifying a tree that is a safety hazard, if there is no other practicable option for addressing the safety hazard;</li> <li>b) topping or pruning a tree that is not wind firm;</li> <li>c) constructing a stream crossing;</li> <li>d) creating a corridor for full suspension yarding;</li> <li>e) creating guyline tiebacks;</li> <li>f) carrying out a sanitation treatment;</li> <li>g) felling or modifying a tree that has been windthrown or has been damaged by fire, insects, disease or other causes, if the felling or modifying will not have a material adverse impact on the riparian reserve zone;</li> <li>h) felling or modifying a tree under an occupant licence to cut, master licence to cut or free use permit issued in respect of an area that is subject to a licence, permit, or other form of tenure issued under the Land Act, Coal Act, Geothermal Resources Act, Mines Act, Mineral Tenure Act, Mining Right of Way Act, Ministry of Lands, Parks and Housing Act, Petroleum and Natural Gas Act or Pipeline Act, if the felling or modification is for a purpose expressly authorized under that licence, permit or tenure;</li> <li>i) felling or modifying a tree for the purpose of establishing or maintaining an interpretive forest site, recreation site, recreation facility or recreation trail.</li> </ol> </li> <li>2) An agreement holder who fells, tops, prunes or modifies a tree under subsection (1) may remove the tree only if the removal will not have a material adverse effect on the riparian reserve zone.</li> </ol> <p><b>S 52 Restrictions in a riparian management zone</b></p> <ol style="list-style-type: none"> <li>2) An authorized person who cuts, modifies or removes trees in a riparian management zone for an S4, S5 or S6 stream that has trees that contribute significantly to the maintenance of stream bank or channel stability must retain enough trees adjacent to the stream to maintain the stream bank or channel stability, if the stream               <ol style="list-style-type: none"> <li>a) is a direct tributary to an S1, S2 or S3 stream, (b) flows directly into the ocean, at a point near to or where one or more of the following is located:                   <ol style="list-style-type: none"> <li>i) a herring spawning area;</li> <li>ii) a shellfish bed;</li> <li>iii) a saltwater marsh area; (iv) an aquaculture site;</li> </ol> </li> </ol> </li> </ol>
0503	Stream Crossings	Stream Crossings to protect channels and mitigate disturbance	<p><b>S 55 Stream crossings</b></p> <ol style="list-style-type: none"> <li>1) An authorized person who builds a stream crossing as part of a road, a temporary access structure or permanent access structure must locate, build and use the crossing in a manner that (a) protects the stream channel and stream bank immediately above and below the stream crossing, and (b) mitigates disturbance to the stream channel and stream bank at the crossing.</li> <li>2) An authorized person who builds a stream crossing as part of a temporary access structure must remove the crossing when it is no longer required by the person.</li> </ol>

0504	Fish Passage & Habitat	Fish Passage and Fish Habitat protection met	<p><b>FPPR</b>  <b>S 56 Fish passage</b>            1) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not have a material adverse effect on fish passage in a fish stream.            2) An authorized person who maintains a fish stream crossing built after June 15, 1995, must ensure that the crossing does not have a material adverse effect on fish passage.            3) Despite subsections (1) and (2), an authorized person may temporarily allow a material adverse effect on fish passage to construct, maintain or deactivate a road, including a stream crossing, if(a) fish are not migrating or spawning, and(b) the source of the material adverse effect is removed immediately on completion of the construction, maintenance or deactivation.</p> <p><b>S 57 Protection of fish and fish habitat</b>            An authorized person who carries out a primary forest activity must conduct the primary forest activity at a time and in a manner that is unlikely to harm fish or destroy, damage or harmfully alter fish habitat.</p> <p><b>Federal Fisheries Act</b>  <b>S 35. Harmful alteration, etc., of fish habitat</b>            1) No person shall carry on any work or undertaking that results in the harmful alteration, disruption or destruction of fish habitat.</p> <p><b>S 36. Throwing overboard of certain substances prohibited</b>            3) Subject to subsection (4), no person shall deposit or permit the deposit of a deleterious substance of any type in water frequented by fish or in any place under any conditions where the deleterious substance or any other deleterious substance that results from the deposit of the deleterious substance may enter any such water.</p> <p>Note: The approved forest stewardship plan (FSP) may specify results and strategies that go beyond the Practice Requirements set out in the Forest Planning and Practices Regulation (FPPR). Refer to the applicable site plan as to how the intended results and strategies apply to the site.</p>
0505	Community Watershed	Stream Sediment, in Community Watersheds prevented	<p><b>FPPR</b>  <b>S 61 Excavated or bladed trails</b>            An agreement holder who(a) carries out timber harvesting, and(b) constructs an excavated or bladed trail in a community watershed must ensure that doing so does not cause sediment that is harmful to human health to enter a stream, wetland or lake from which water is being diverted for human consumption by a licensed waterworks.</p>

0506	Drinking Water Protected	Drinking Water Quality & Licensed Waterworks Protected	<p><b>FPPR</b> <b>S 59 Protecting water quality</b> An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not cause material that is harmful to human health to be deposited in, or transported to, water that is diverted for human consumption by a licensed waterworks.</p> <p><b>S 60 Licensed waterworks</b> 1) An authorized person who carries out a primary forest activity must ensure that the primary forest activity does not damage a licensed waterworks. (2) An authorized person must not harvest timber or construct a road in a community watershed if the timber harvesting or road construction is within a 100 m radius upslope of a licensed waterworks where the water is diverted for human consumption, unless the timber harvesting or road construction will not increase sediment delivery to the intake.</p> <p><b>S 62. Roads in a Community Watershed</b> 1) To prevent interference with the subsurface flow path of a drainage area that contributes to a spring that is a source of water for a licensed waterworks, the minister may a) identify a spring in a community watershed, b) specify a distance from the spring within which a person who constructs a road must not locate the road, and c) permit a person who constructs a road to locate the road closer to the spring than the distance specified under paragraph (b). 2) If the minister does not specify a distance under subsection (1) (b), a person who constructs a road must not locate the road closer than a 100 m radius upslope of the spring identified under subsection (1) (a), unless the construction does not interfere with the subsurface flow path of a drainage area that contributes to the spring.</p> <p><b>Water Regulation</b> <b>S 41. Protection of Water Quality</b> A person making a change in and about a stream must ensure that a) no substance, sediment, debris or material that could adversely impact the stream is i) allowed or permitted to enter or leach or seep into the stream from any activity, construction, worksite, machinery or from components used in the construction of any works, or ii) placed, used or stored within the stream channel, b) no standards or objectives published under section 2 (e) of the Environment Management Act by the Ministry of Water, Land and Air Protection for the protection of ambient water quality are exceeded or not attained now or in the future due to the change, c) there is no disturbance or removal of stable natural materials and vegetation in and about a stream that contribute to stream channel stability except as authorized under this regulation and in accordance with the terms and conditions specified by the habitat officer, d) temporary material, fill, bridge, culvert, pump, pipe, conduit, ditch or other structure used to assist in the construction of any works are constructed and maintained only during the period of construction, and are removed on completion of the works, e) all cast-in-place concrete and grouting is completely separated from fish bearing waters for a minimum of 48 hours, f) rock from acid-generating rock formations is not used for construction, and g) the stream is restored to its natural state on completion of the change in and about a stream.–</p> <p><b>S 43. Protection of Other Water Users</b> 1) A person making a change in and about a stream, other than a change under section 44 (1) (o) to (s) or (2), must ensure that persons who are lawfully diverting or using water under the Water Act will not be adversely affected. 2) Despite subsection ( 1), if persons who are lawfully diverting or using water under the Water Act may be adversely affected, a person proposing to make a change in and about a stream, other than a change under section 44 (1) (o) to (s) or (2), must give 3 days notice to those persons prior to commencing to make the change and must provide an adequate supply of water to those persons, if required by those persons.</p>
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>06: Legislative – Road, Trail and Structure Requirements</b>
0602	Revegetation	Re-vegetate Roads within 2 years	<p><b>FPPR</b> <b>S 40 Revegetation</b> An authorized person who constructs or deactivates a road must ensure that soil exposed by the construction or deactivation is revegetated within two years after the construction or deactivation is completed if it is reasonably foreseeable that(a) the erosion of the soil would cause(i) sediment to enter a stream, wetland or lake, or(ii) a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act, and(b) revegetation would materially reduce the likelihood of erosion.</p>
0605	Roads & Structures	Road & Structures Constructed & Maintained to be Sound & Safe	<p><b>FPPR</b> <b>S 72 Roads and associated structures</b> A person who constructs or maintains a road must ensure that the road and the bridges, culverts, fords and other structures associated with the road are structurally sound and safe for use by industrial users.</p>
0606	Maintain Natural Surface Drainage	Maintain Natural Surface Drainage Patterns in Road Construction	<p><b>FPPR</b> <b>S 39 FPPR Natural surface drainage patterns</b> 1) If an authorized person constructs a road, a temporary access structure or a permanent access structure on an area, the person must maintain natural surface drainage patterns on the area both during and after construction. 2) Despite subsection (1), if it is not practicable for an authorized person to maintain natural surface drainage patterns during the construction of a road, a temporary access structure or permanent access structure, the person must ensure the altered surface drainage pattern is compatible with the original natural surface drainage pattern by the earlier of (a) the end of the construction, and(b) the next freshet.</p>

0607	Structure Design	Build, Repair and/or Install Bridges & Culverts as designed	<p><b>S 73 Design of bridges</b> A person who builds a bridge for the purpose of constructing or maintaining a road must ensure that the design and fabrication of the bridge(a) meets or exceeds standards applicable to roads at the time the design or fabrication is done, in respect of(i) bridge design, as established by the Canadian Standards Association, Canadian Highway Bridge Design Code, CAN/CSA-S6, and(ii) soil properties, as they apply to bridge piers and abutments, as established by the Canadian Foundation of Engineering Manual, and(b) takes into account the effect of logging trucks with unbalanced loads and off-centre driving.</p> <p><b>S 74 Peak flow</b></p> <p>1) A person who builds a bridge across a stream or installs a culvert in a stream for the purpose of constructing or maintaining a road must ensure that the bridge or culvert is designed to pass the highest peak flow of the stream that can reasonably be expected within the return periods specified below for the length of time it is anticipated the bridge or culvert will remain on the site:</p> <table border="1" data-bbox="532 552 1485 760"> <thead> <tr> <th>Anticipated period the bridge or culvert will remain on the site</th> <th>Peak flow return period</th> </tr> </thead> <tbody> <tr> <td>For a bridge or culvert that will remain on site for up to 3 years</td> <td>10 years</td> </tr> <tr> <td>For a bridge that will remain on site from 3 to 15 years</td> <td>50 years</td> </tr> <tr> <td>For a bridge that will remain on site for over 15 years</td> <td>100 years</td> </tr> <tr> <td>For a culvert that will remain on site for over 3 years</td> <td>100 years</td> </tr> <tr> <td>For a bridge or culvert within a community watershed that will remain on site for over 3 years</td> <td>100 years</td> </tr> </tbody> </table> <p>2) A person may build a bridge that will not conform to the requirements of subsection (1) if</p> <ol style="list-style-type: none"> <li>the bridge will pass the flow that will occur during the period the bridge remains on the site, (</li> <li>the construction of the bridge occurs during a period of low flow, and</li> <li>the bridge, or a component of the bridge that is vulnerable to damage by high flow, is removed before any period of high flow begins.</li> </ol> <p>3) A person may install a culvert that will not conform to the requirements of subsection (1) if</p> <ol style="list-style-type: none"> <li>the installation is temporary and the person does not expect to subsequently install a replacement culvert at that location,</li> <li>the stream in which the culvert is being installed is not a fish stream,</li> <li>the culvert will pass the flow that will occur during the period the culvert remains on the site,</li> <li>the installation of the culvert occurs during a period of low flow, and</li> <li>the culvert is removed before any period of high flow begins.</li> </ol> <p><b>S 75 Structural defects</b> A person who maintains a road must do one or more of the following if a structural defect or deficiency occurs on a bridge that is part of that road: (a) correct the defect or deficiency to the extent necessary to protect(i) industrial users of the bridge, and(ii) downstream property, improvements or forest resources that could be affected if the bridge fails; (b) close, remove or replace the bridge; (c) restrict traffic loads to a safe level; (d) place a sign, on each bridge approach, stating the maximum load capacity of the bridge.</p> <p><b>S 77 Retaining information</b></p> <p>1) A person who builds a bridge or major culvert for the purpose of constructing or maintaining a road must do all of the following:</p> <ol style="list-style-type: none"> <li>prepare or obtain <ol style="list-style-type: none"> <li>pile driving records,</li> <li>for new materials used to build the bridge or major culvert, mill test certificates, in-plant steel fabrication drawings, and concrete test results,</li> <li>soil compaction results, and</li> <li>other relevant field and construction data;</li> </ol> </li> <li>prepare as-built drawings of the bridge or major culvert;</li> <li>retain the information referred to in paragraphs (a) and (b) until the earlier of the date that <ol style="list-style-type: none"> <li>the bridge or major culvert is removed, and</li> <li>the person is no longer required to maintain the road.</li> </ol> </li> </ol> <p>2) Subject to subsection (3), a person responsible for maintaining a road must retain a copy of inspection records for a bridge or major culvert associated with the road for at least one year after the bridge or major culvert is removed from the site.</p> <p>3) Unless the road has been deactivated, a person must submit to the district manager or the timber sales manager, as applicable, the documents, drawings and records described in subsections (1) and (2) in respect of a road if the person is no longer required to maintain the road because the district manager or timber sales manager</p> <ol style="list-style-type: none"> <li>cancelled the road permit, road use permit or special use permit for the road, and</li> <li>does not require the road to be deactivated.</li> </ol>	Anticipated period the bridge or culvert will remain on the site	Peak flow return period	For a bridge or culvert that will remain on site for up to 3 years	10 years	For a bridge that will remain on site from 3 to 15 years	50 years	For a bridge that will remain on site for over 15 years	100 years	For a culvert that will remain on site for over 3 years	100 years	For a bridge or culvert within a community watershed that will remain on site for over 3 years	100 years
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0608	Road Clearing Width	Road Clearing Widths Appropriate for Conditions including safety	<p><b>S 78 Clearing widths</b> A person who constructs or maintains a road must ensure clearing widths are at least the minimum width necessary to accommodate the road, having regard to all of the following: (a) the safety of industrial users; (b) the topography of the area; (c) the drainage of water in the area; (d) the stability of terrain in the area; (e) operational requirements, including(i) the placement of pits, quarries, landings or waste areas, (ii) the storage of bridge or culvert material, (iii) the amount of area required to operate equipment within the clearing width, including equipment turnaround sites, (iv) snow removal, and(v) fencing and other ancillary structures.</p>												

0609	Road Deactivation	Road Deactivation Requirements met	<p><b>S 82 Road deactivation</b></p> <ol style="list-style-type: none"> <li>1) A person who deactivates a road must do the following: (a) barricade the road surface width in a clearly visible manner to prevent access by motor vehicles, other than all-terrain vehicles; (b) remove bridge and log culvert superstructures and stream pipe culverts; (c) remove bridge and log culvert substructures, if the failure of these substructures would have a material adverse effect on downstream property, improvements or forest resources; (d) stabilize the road prism or the clearing width of the road if the stabilization is necessary to reduce the likelihood of a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act.</li> <li>2) A person may submit to the district manager, in writing, a request for an exemption from the requirements of subsection (1) (a) if             <ol style="list-style-type: none"> <li>a) the person has not begun deactivating the road, and</li> <li>b) the road does not contain any bridges or major culverts.</li> </ol> </li> <li>3) The minister, in a notice given to a person who submits a request under subsection (2), may exempt the person if the minister is satisfied that the effectiveness of the works described in subsection (1) will not be negatively impacted by motor vehicle use.</li> <li>4) If a road deactivated under this section is a road that was used under the authority of a road permit associated with, or a cutting permit issued under, a tree farm licence, the holder of the tree farm licence must maintain the stability of each part of the road that was deactivated.</li> </ol> <p><b>S 83 Hazard warning</b></p> <p>At all times while a road is being deactivated, a person must have a sign posted that warns users of the deactivation.</p>
0610	Road Maintenance	Road Maintenance Requirements met	<p><b>FRPA</b></p> <p><b>S 22.1. Industrial use of a road</b></p> <ol style="list-style-type: none"> <li>1) A person must not use a road for             <ol style="list-style-type: none"> <li>a) timber harvesting, including the transportation of the timber or associated machinery, materials or personnel, or</li> <li>b) access for tree planting requiring more than 12 months to complete, or silvicultural treatments requiring transportation of machinery,</li> </ol> </li> </ol> <p>except in one or more of the following circumstances:</p> <ol style="list-style-type: none"> <li>c) the person             <ol style="list-style-type: none"> <li>i) is authorized to do so under a timber sale licence that does not provide for a cutting permit or under a woodlot licence, cutting permit, road permit or forestry licence to cut, or</li> <li>ii) is exempted under subsection (4);</li> </ol> </li> <li>d) the road is a forest service road, and the person is authorized to use the road under a road use permit or is exempted under subsection (4);</li> <li>e) the road is one for which another person has a timber sale licence that does not provide for a cutting permit or has a woodlot licence, cutting permit, road permit or special use permit.</li> </ol> <p><b>FPPR</b></p> <p><b>S 79. Road maintenance</b></p> <ol style="list-style-type: none"> <li>1) A person may maintain a road only if authorized or required to do so under the Act or this regulation.</li> <li>2) A person who is authorized in respect of a road must maintain the road, including bridges, culverts, fords and other structures associated with the road, until             <ol style="list-style-type: none"> <li>a) the road is deactivated,</li> <li>b) the district manager notifies the person that the road should not be deactivated due to use or potential use of the road by others,</li> <li>c) a road permit or special use permit for the road is issued to another person, or</li> <li>d) the road is declared a forest service road under the Forest Act.</li> </ol> </li> <li>3) Subject to subsection (4), the government must maintain a forest service road, including bridges, culverts, fords and other structures associated with the road, until the road is deactivated.</li> <li>6) A person required to maintain a road must ensure all of the following:             <ol style="list-style-type: none"> <li>a) the structural integrity of the road prism and clearing width are protected;</li> <li>b) the drainage systems of the road are functional;</li> <li>c) the road can be used safely by industrial users.</li> </ol> </li> </ol>
0611	Community Watershed Notification	48 Hour Notification for Road Works in Community Watersheds provided	<p><b>FPPR</b></p> <p><b>S 84 Notice - road in community watershed</b></p> <p>At least 48 hours before commencement of road construction or deactivation in a community watershed, a person must notify affected water licensees or affected water purveyors.</p>
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>08: Environmental Emergency Response Requirements</b>
0801	Environmental ERP	Environmental Emergency Response Plan onsite, location known	<p>Ensure BCTS clients are aware of their emergency response roles and responsibilities as it applies to the specific project and activity.</p> <p>Key areas include:</p> <ul style="list-style-type: none"> <li>✓ Maintain completed eERP onsite</li> <li>✓ Worker training, comprehension and awareness</li> <li>✓ Onsite emergency response equipment (spill kits, fire response equipment (hand tools, suppression system)</li> <li>✓ Periodic tests and drills</li> </ul>

0802	Roles and Responsibilities	Awareness of roles, responsibilities and procedures confirmed	The EMS Manual refers to the EOPs and EFPs to define roles and responsibilities for implementation, maintenance and reporting on the performance of the EMS. EFP-02 clearly defines a Contract Supervisor's responsibilities to conduct and document a pre-work.																
0803	Incident/Event procedures	Incident Reporting documented and reported (BCTS, PEP, MFR)	In the event of an incident – did BCTS clients follow the procedures outlined in the environmental Emergency Response Plan and Incident Report? EMS incident reporting roles and responsibilities are outlined in the Incident report EOP and referenced in the eERP. Conformance to these requirements are linked to terms and conditions found in the TSL and contract documents. Reportable EMS Incidents include: Emergency Response Events (Fires, Spills, Erosion), Potential Non-compliance and Significant Non-conformance.																
0804	Tests and Drills	Test and Drills scheduled and completed	Definitions: <u>Test</u> – a comprehensive testing of the environmental emergency response procedures to ensure that they are adequate to address emergency events. This includes full, hands on scenario testing of equipment, communications, and procedures as outlined in the eERP. <u>Drill</u> – a due diligence exercise to ensure that onsite personnel have adequate levels of comprehension and awareness of environmental emergency preparedness and response procedures. This involves a demonstration of workers level of knowledge and training, and may include: <ul style="list-style-type: none"> <li>) Review of eERP procedures,</li> <li>) Employee interviews,</li> <li>) Equipment testing,</li> <li>) Review of onsite ER equipment.</li> </ul> Tests are to be documented on the "CHK-010 Test-Drill Report Form", maintained on site and results forwarded to BCTS representative. Results of drills may be documented on the CHK-010 and maintained on site.																
0805	Emergency Response Equipment	Emergency response equipment onsite and maintained	Emergency Response Equipment includes: <ul style="list-style-type: none"> <li>) Spill kits</li> <li>) Fire Hand tools for all industrial activities</li> <li>) Fire Suppression system for high risk activities</li> </ul> References: <ul style="list-style-type: none"> <li>) S 5 Sufficient fire fighting hand tools for an industrial activity</li> <li>) S6.3 High Risk activities must keep at the activity site a adequate Fire Suppression system</li> <li>) BCTS' Fuel Handling (EFP 06) describes requirements for spill kits and training</li> </ul> Also refer to Ministry of Forests "Interpretative Bulletin for the Application of Wildfire Regulation Application for the Forest Industry" at the following website: <a href="http://bcwildfire.ca/Prevention/Industry/">http://bcwildfire.ca/Prevention/Industry/</a>																
0806	24 hour contact	24 hour contact # provided to local Fire Centre	<b>Wildfire Regulation</b> <b>S 4 Requirement to provide contact details</b> Before March 1 of each year, a person who, under the Forest Act, is the holder of <ul style="list-style-type: none"> <li>d) a major licence,</li> <li>e) a timber sale licence that is not a major licence,</li> <li>f) a community forest agreement, or</li> <li>g) a woodlot licence</li> </ul> Must provide an official with a 24 hour a day contact telephone number if the person proposes to carry out an industrial activity on or after March 1 and before November 1 of that year. Note: The intent is that Contractors notify Fire Centre where industrial activities are being conducted.																
0807	Danger Rating	Appropriate Fire Danger Class determined and activities restrictions implemented	<b>SCHEDULE 3 RESTRICTIONS ON HIGH RISK ACTIVITIES</b> <table border="1"> <thead> <tr> <th>Danger Class</th> <th>Restriction</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>III moderate</td> <td>After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour</td> <td>Until after the fire danger class falls below DGR III</td> </tr> <tr> <td rowspan="2">IV high</td> <td>Maintain a fire watcher after work for a minimum of 2 hours</td> <td>Until after the fire danger class falls below DGR III</td> </tr> <tr> <td>After 3 consecutive days of DGR IV, cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day</td> <td>Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III</td> </tr> <tr> <td rowspan="2">V extreme</td> <td>Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours</td> <td>Until after the fire danger class falls below DGR IV for 2 or more consecutive days</td> </tr> <tr> <td>After 3 consecutive days of DGR V, cease activity all day</td> <td>Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV</td> </tr> </tbody> </table> <b>Wildfire Regulation</b> <b>S 6 High risk activities</b> 1) In this section, "fire season", in relation to an area, means the period <ul style="list-style-type: none"> <li>a) beginning on <ul style="list-style-type: none"> <li>i) the third day after the area is snow free, or(</li> </ul> </li> </ul>	Danger Class	Restriction	Duration	III moderate	After 3 consecutive days of DGR III or greater, maintain a fire watcher after work for a minimum of one hour	Until after the fire danger class falls below DGR III	IV high	Maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR III	After 3 consecutive days of DGR IV, cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day	Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III	V extreme	Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR IV for 2 or more consecutive days	After 3 consecutive days of DGR V, cease activity all day	Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV
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IV high	Maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR III																	
	After 3 consecutive days of DGR IV, cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day	Until after the fire danger class falls to DGR III for 2 consecutive days, or falls below DGR III																	
V extreme	Cease activity between 1 p.m. PDT (Pacific Daylight Saving Time) and sunset each day and maintain a fire watcher after work for a minimum of 2 hours	Until after the fire danger class falls below DGR IV for 2 or more consecutive days																	
	After 3 consecutive days of DGR V, cease activity all day	Until after the danger class falls below DGR V for 3 or more consecutive days, or falls below DGR IV																	



- ii) in areas where snow cover is often absent, the third consecutive day that the temperature at noon is at least 12 degrees, and
  - b) ending on whichever occurs first
    - i) the first day after October 1 on which each of the following is present:
      - A) the daily fine fuel moisture code value is 75 or less;
      - B) the daily duff moisture code value is 6 or less;
    - c) the drought code value is 15 or less, or
      - i) (ii) noon of the first day on which the area becomes snow covered.
  - 2) A person who carries out a high risk activity on or within 300 m of forest land or grass land during a fire season must determine the Fire Danger Class for the location of the activity
    - a) by reference to representative weather data for the area,
    - b) by reference to
      - i) the Danger Region from Schedule 1,
      - ii) the applicable numerical rating under the Buildup Index, and
      - iii) the applicable numerical rating under the Fire Weather Index, and
    - c) by cross-referencing the Buildup Index with the Fire Weather Index, for the applicable Danger Region, under Schedule 2.
  - 3) If there is a risk of a fire starting or spreading, a person carrying out a high risk activity on or within 300 m of forest land or grass land must
    - a) do so in accordance with the applicable restriction and duration set out in Schedule 3 for the Fire Danger Class, and
    - b) keep at the activity site
      - i) fire fighting hand tools, in a combination and type to properly equip each person who works at the site with a minimum of one fire fighting hand tool, and
      - ii) an adequate fire suppression system.
  - 4) A person who, in accordance with subsection (3) (a) and Schedule 3, is required to maintain a fire watcher, must ensure that the fire watcher
    - a) can reasonably see the site of the high risk activity during the time the fire watcher is required,
    - b) has at least one fire fighting hand tool,
    - c) actively watches and patrols for sparks and fires on the site of the high risk activity,
    - d) immediately carries out fire control and extinguishes the fire, if practicable, and
    - e) has the means on site to report the fire.
- High Risk Activities (Wildfire Regulation) include:
- a) mechanical brushing;
  - b) disk trenching;
  - c) preparation or use of explosives;
  - d) using fire- or spark-producing tools, including cutting tools;
  - e) using or preparing fireworks or pyrotechnics;
  - f) grinding, including rail grinding;
  - g) mechanical land clearing;
  - h) clearing and maintaining rights of way, including grass mowing;
  - i) any of the following activities carried out in a cutblock excluding a road, landing, roadside work area or log sort area in the cutblock:
    - i) operating a power saw;
    - ii) mechanical tree felling, woody debris piling or tree processing, including de-limbing;
    - iii) welding;
    - iv) portable wood chipping, milling, processing or manufacturing;
    - v) skidding logs or log forwarding unless it is improbable that the skidding or forwarding will result in the equipment contacting rock;
    - vi) yarding logs using cable systems

0808	Fire Hazard Assessment and Abatement	Fire Hazard Assessments and Abatement conducted, as required	<p><b>Wildfire Regulation</b> <b>S 11 Hazard assessment</b></p> <ol style="list-style-type: none"> <li>1) For the purposes of section 7 of the Act,             <ol style="list-style-type: none"> <li>a) each of the following is a prescribed activity under subsections (1) and (2) of that section:                 <ol style="list-style-type: none"> <li>i) operating a waste disposal site;</li> <li>ii) operating a dry land sort;</li> <li>iii) operating a camp associated with an industrial activity, and</li> </ol> </li> <li>b) each of the following is a prescribed circumstance under subsection (1) of that section:                 <ol style="list-style-type: none"> <li>i) an industrial activity or an activity prescribed under paragraph (a) of subsection (1) creates or increases a fire hazard or is likely to do so;</li> <li>ii) an official notifies a person carrying out an industrial activity or an activity prescribed under paragraph (a) of subsection (1) that a fire hazard exists at the site of the activity or operation.</li> </ol> </li> </ol> </li> <li>2) The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are             <ol style="list-style-type: none"> <li>a) 3 month intervals during the period in which the persons are carrying on the industrial activity or the prescribed activity in an area inside, or within 2 km of, the boundaries of                 <ol style="list-style-type: none"> <li>i) a local government under paragraphs (d) to (f) of the definition of "local government" in section 1 of the Act, or</li> <li>ii) a fire protection district in a regional district, and</li> </ol> </li> <li>b) the shorter interval between the most recent 3 month interval and the date on which the activity ceases for an expected period of 3 months or more.</li> </ol> </li> <li>3) The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are             <ol style="list-style-type: none"> <li>a) 6 month intervals during the period during which the persons, in any area other than the area described in subsection (2), are carrying on the industrial activity or the prescribed activity, and</li> <li>b) the shorter interval between the most recent 6 month interval and the date on which the activity ceases for an expected period of 6 months or more.</li> </ol> </li> <li>4) A person required to conduct a fire hazard assessment under section 7 (1) of the Act must             <ol style="list-style-type: none"> <li>a) ensure that the fire hazard assessment includes an assessment of the fuel hazard and its associated risk of a fire starting or spreading, and</li> <li>b) provide a copy of the fire hazard assessment when requested to do so by an official.</li> </ol> </li> </ol> <p><b>Wildfire Regulation</b> <b>S 12 Hazard abatement</b></p> <ol style="list-style-type: none"> <li>1) The following periods are prescribed as the periods in which persons described in section 7 (2) of the Act must abate fire hazards of which the persons are aware:             <ol style="list-style-type: none"> <li>a) for an area described in section 11 (2) (a) of this regulation, each of the 6 month periods beginning on the dates on which the persons are required under section 7 (1) of the Act to conduct fire hazard assessments;</li> <li>b) for an area other than an area described in section 11 (2) (a) of this regulation, each of the 12 month periods beginning on the dates on which the persons are required under section 7 (1) of the Act to conduct fire hazard assessments.</li> </ol> </li> <li>2) A person required to abate a fire hazard under section 7 (2) of the Act must reduce the fuel hazard on the site of the industrial activity or prescribed activity as necessary to ensure that carrying out the activity             <ol style="list-style-type: none"> <li>a) does not increase the risk of a fire starting on the site, and</li> <li>b) if a fire were to start, would not increase the fire behaviour or fire suppression associated with the fire.</li> </ol> </li> </ol>
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>09: EMS – Documents, Records &amp; General Requirements</b>
0901	Pre-work	Pre-work meetings done and documented	EFP-02 clearly defines a LPC Supervisor's responsibility to conduct and document a pre-work
0902	Self Inspections	Self Inspections & Corrective Actions complete, documented and followed-up	The EMS manual describes requirements of the LPC to monitor themselves by: Monitoring their activities for conformance with the requirements of the EMS and compliance with legal requirements. BA staff will ensure that the acceptance of this monitoring responsibility is acknowledged through signing of contract documents and pre-work forms.
0903	Project Plan	Project Plan documents on-site and available	EFPs require all LPCs to have copies of any relevant plans on site and available to workers
0904	Training records	Training Current - records completed, updated and available	The EMS manual describes requirements of LPCs to ensure their workers meet the relevant training requirements of the EMS, SFM, and legislation, and to maintain records of the training on Table EMS 008-1A or equivalent.
0905	Industrial Waste	Industrial Waste contained and timely removal	EFPs require regular removal of industrial waste from the site.

0906	Fuel Handling	Conformance to BCTS Fuel handling (EFP 06) requirements	EFP -06 outlines fuel storage and handling that should be followed by LPCs as well as a procedure to stop work if an incident occurs
0907	Other EFPs	Other Environmental Field Procedures on site and followed	The EFPs comprise part of the EMS program as defined in the EMS manual
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>10: General Contractual Conditions</b>
1006	Industrial Camp Standards	Industrial Camp Standards Requirements	<a href="#">Advisory Bulletin No. 2011-03-22 (External) – Industrial Camp Standards</a> This Advisory Bulletin provides guidance to BCTS staff and contractors on industrial camp standards for work performed under contract to BC Timber Sales. The Bulletin is available from the following link: <a href="http://www.for.gov.bc.ca/bcts/policy/">http://www.for.gov.bc.ca/bcts/policy/</a>
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>12: General Contractual Conditions of Licence</b>
1201	Designated supervisor	Designated Supervisors directing workers	<a href="#">FS 623</a> <a href="#">Paragraph 6.05</a> The Contractor shall designate a representative, who shall have full authority to act on behalf of the Contractor in connection with the Work and the Agreement and who shall be available at all times to the Ministry Representative. <a href="#">Paragraph 6.07</a> The Contractor shall not substitute a representative without the written consent of the Ministry Representative..
1202	Timber marking	Timber Marking Practices followed	<a href="#">FLIC</a> <a href="#">Paragraph 8.01</a> The timber mark for timber cut under the Licence is: {Business Area Timber mark} or The timber mark(s) for timber cut and removed under this Licence is/are: {FLIC Timber mark}
1203	Dangerous Tree	Dangerous Tree requirements met	<a href="#">FLIC</a> <a href="#">Paragraph 6.02</a> The Licensee may fell trees outside of the clearing area if the person conducting tree felling determines that the tree is a dangerous tree according to Workers' Compensation Board regulations. <a href="#">Paragraph 6.03</a> The Licensee may remove a tree felled under Paragraph 6.02 if this Licence authorizes the removal of Crown timber from the clearing area, unless directed otherwise by the Timber Sales Manager. <a href="#">FLIC Sched A</a> <a href="#">Part 2.00 Dangerous Trees clauses (if applicable)</a> 2.02 The Licensee may cut a tree outside of the cutting authority if a person authorized by the Licensee reasonably believes that the tree represents a safety hazard
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>14: Specific Conditions of Licence, Road, Log Dump Permit or Contract</b>
1402	TSM Notified	Administrative clauses met	<a href="#">FLIC Schedule A</a> <a href="#">Part 1.00 Administrative clauses (if applicable)</a> 0.01 The Licensee must (a) notify the Timber Sales Manager of the date that the Licensee intends to begin timber harvesting or road construction at least <a href="#">[Number of days]</a> days before the date that the Licensee intends to begin either of those activities, informing the Timber Sales Manager of the date that the Licensee intends to begin each of those activities respectively and, if the Licensee intends to stop operations on the cutting authority area for longer than 14 consecutive days, the Licensee will (b) notify the Timber Sales Manager within 5 working days of after the commencement of that shutdown, and (c) notify the Timber Sales Manager at least 2 working days before recommencing operations on the cutting authority area.
1403	Environmental	Environmental clauses met	<a href="#">FLIC Schedule A</a> <a href="#">Part 3.00 Environmental clauses (if applicable)</a> 3.04 The Licensee must a) supply, use and maintain at least one self-contained chemical toilet for every ten (10) persons working in the cutting authority area on or near a landing approved by the Timber Sales Manager when conducting operations under this licence, and b) discharge those toilets only at tan approved disposal site that is not on the cutting authority area.

1404	Other occupiers of land	Other Utilities and Occupiers of Land clauses met	<p><b>FLTC Schedule A</b> <b>Part 4.00 Other Utilities &amp; occupiers of land clauses (if applicable)</b></p> <p>4.01 The Licensee must not unreasonably interfere with the exercise of the following rights of use or occupation held by the following person(s): (a) [Describe each person and the rights held by that person] and must notify that person or each of those persons at least 14 days before commencing activities on the cutting authority area.</p> <p>4.02 The Licensee, before commencing operations on the cutting authority area, must (a) identify the location of each water intake and pipeline and, (b) locate and mark every skid trail that will cross an intake or pipeline.</p> <p>4.03 The Licensee (a) must repair any improvement belonging to a third party that is damaged because of operations conducted under this license, and (b) if the Licensee fails to repair an improvement, must pay the full cost a repair completed by another person.</p> <p>4.04 The Licensee, before operating within two tree lengths of a statutory right-of-way, utility, or private property, must (a) notify the offices of [appropriate agency] at least seven (7) days before commencing those operations and (b) comply with that party's guidelines and applicable Workers' Compensation Act regulations in respect of conducting activities in the vicinity of that right-of-way.</p> <p>4.05 The Licensee must (a) before commencing operations in the vicinity of a recreation trail, post signs on the trail warning of those operations, (b) not skid logs along the trail, and (c) repair any damage to the trail surface, cut banks, or other structures caused by the cutting or removal of timber.</p> <p>4.07 The Licensee will comply with the terms and conditions of a Site Alteration Permit issued to BC Timber Sales under Section 12 of the Heritage Conservation Act, to the extent that the aforesaid Permit applies to the cutting authority area, by (a) collecting and labelling [number] stem round samples, and (b) delivering those stem round samples to the BCTS field team office before [Date (with 4 digit year)].</p>																	
1405	Construction Specs	Construction Specifications followed	<p><b>FS 623 Schedule C</b> <b>Part 4 Construction Controls</b> <b>No Design</b></p> <p>In addition to applicable requirements stipulated in Schedule D of this contract, the Contractor shall construct the works in accordance with the following diagram and accompanying tabular construction specifications:</p> <p><b>Drawings</b></p> <p>In addition to applicable requirements stipulated in Schedule D of this contract, the Contractor shall construct the works in accordance with the following drawings:</p> <p>( Contractor Coordinator: double click on a box to check or uncheck its applicability.)</p> <p><input type="checkbox"/> Plan - drawing number <b>insert number</b></p> <p><input type="checkbox"/> Plan and Profiles -drawing numbers <b>insert number(s)</b></p> <p><input type="checkbox"/> Detailed Cross Sections - drawing or sheet numbers <b>insert number(s)</b></p> <p><input type="checkbox"/> Drainage Structures (other than bridges) drawings and specifications - drawing or sheet numbers <b>insert number(s)</b></p> <p><input type="checkbox"/> Special Structures drawings and specifications - drawing or sheet numbers <b>insert number(s)</b></p> <p><input type="checkbox"/> Other (specify) - <b>insert other drawing or sheet types and numbers</b></p>																	
1407	Debris Disposal	Debris disposed of properly	<p><b>FS 623 Schedule C</b> <b>Part 5 Site Preparation</b> <b>Debris Disposal</b></p> <p>When disposing of debris in accordance with Schedule D, debris must be disposed of in the following manner(s) for the designated sections of the road contract.</p> <table border="1" data-bbox="565 1486 1442 1688"> <thead> <tr> <th rowspan="2">Road Section</th> <th colspan="5">DISPOSAL METHOD</th> </tr> <tr> <th>Piling</th> <th>Piling and Burning</th> <th>Scattering</th> <th>Burying</th> <th>End Haul to a Disposal Site</th> </tr> </thead> <tbody> <tr> <td><b>Insert section(s)</b></td> <td><b>Insert "X" or N/A</b></td> <td><b>Insert "X" or N/A</b></td> <td><b>Insert "X" or N/A</b></td> <td><b>Insert "X" or N/A</b></td> <td><b>Insert "X" or N/A</b></td> </tr> </tbody> </table>	Road Section	DISPOSAL METHOD					Piling	Piling and Burning	Scattering	Burying	End Haul to a Disposal Site	<b>Insert section(s)</b>	<b>Insert "X" or N/A</b>	<b>Insert "X" or N/A</b>	<b>Insert "X" or N/A</b>	<b>Insert "X" or N/A</b>	<b>Insert "X" or N/A</b>
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1408	Subgrade compacted	Subgrade compaction followed	<p><b>FS 623 Schedule C</b> <b>Part 6 Roadway and Drainage Excavation</b></p> <p>) In addition to the requirements for embankment compaction in Schedule D, the contractor must:<b>insert additional compaction requirements</b></p> <p>) The specifications for ballast size and depth are: ➤ <b>Insert ballast specifications</b></p> <p>) Ballast materials must be placed and compacted such that the road will support a fully loaded gravel truck without leaving ruts.</p>																	
1409	Deactivation	Deactivation Schedule conditions met	As per applicable deactivation schedules in contract																	

1410	Maintenance	Maintenance Scheduled conditions met	As per applicable maintenance schedules in contract
1411	Log Dump	Log Dump specifications met	As per applicable log dump construction schedules in permit and/contract
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>80: Sustainable Forest Management Certification Requirement</b>
8001	SFM Requirements	SFM Requirements met	Review the sustainable forest management plan that your BA is part of and ensure the LPC understands their requirements
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>90: Business Area Specific Requirements</b>
9001 to 9005	BA Specific Requirements	BA Specific Requirements	If any BA has some specific requirements – this is the section to track them and insert as many as required

If any requirement is a "No", it must be included in actions below. There may be additional actions that follow but at the time of the pre-work indicate the immediate actions that the Contractor agrees to. In a hand held application, the "No" would trigger an auto populate ID #, requirement statement into the actions below.

Keep in mind that BCTS does not provide a safety program to our contractors or licensees but rather monitors at levels commensurate with our obligations their discharge of contract or licence expectations. This will alter the nature of actions and follow up required for negative safety observations and should be guided by the safety manual and applicable document conditions.

As a Word document or as a form there will be room for 2 actions after which additional pages must be added. In the hand held application any number of actions can be added.

In a hand held application the actions would generate and populate an action plan in Cengea Forest - Resources.

<b>ID #</b>	<b>CORRECTIVE ACTION - 1</b>		
	Requirement:	Responsibility:	
Description:		Target Date: <small>Click here to enter a date.</small>	Completion Date: <small>Click here to enter a date.</small>
Corrective Action:		Follow-up:	
<b>ID #</b>	<b>CORRECTIVE ACTION - 2</b>		
	Requirement:	Responsibility:	
Description:		Target Date: <small>Click here to enter a date.</small>	Completion Date: <small>Click here to enter a date.</small>
Corrective Action:		Follow-up:	
<b>ID #</b>	<b>CORRECTIVE ACTION - 3</b>		
	Requirement:	Responsibility:	
Description:		Target Date: <small>Click here to enter a date.</small>	Completion Date: <small>Click here to enter a date.</small>
Corrective Action:		Follow-up:	
<b>ID #</b>	<b>CORRECTIVE ACTION – 4 (add extra sheets for more actions)</b>		
	Requirement:	Responsibility:	



# ACCESS INSPECTION REPORT GUIDANCE DOCUMENT

**BCTS CHK-006**

Completed by hand, in Word as a protected form or by Hand Held digital application for entry into Cengea Forest - Resources.

Description:	Target Date: Click here to enter a date.	Completion Date: Click here to enter a date.
Corrective Action:	Follow-up:	

ISSUE(S)	Complete Incident Report Form for each incident type. Enter in Issue Tracking System (ITS) linked to the Inspection. ITS required for significant or repeat non-conformance, potential non-compliance, or Incident (as defined in EOP-04).	Issue #:	Issue Type: _____
		Issue #:	Issue Type: _____

Action Plans for both safety & EMS requirements should be generated for corrective and preventative actions, as agreed to by the inspector and the Licensee / Contractor. An Action Plan should be the process followed for the majority of findings. Creation and documentation of an Action Plan (including closure) is required to show diligence in following up on non-conformances identified during pre-works and inspections. Local guidance may also be available.

An EMS Incident (with entry into Cengea ITS) is generated in the case of a reportable spill, fire, or landslide, significant non-conformance to BCTS management systems (SNC) or potential non-compliance with legislation (PNC) – local guidance may be available to determine what qualifies as a SNC or PNC. Typically a PNC decision for an issue is when the finding has been reported to C&E, or the PNC has led to an impact that was intended to be avoided. For a SNC the decision should again be in regard to whether an impact occurred or not, or if the SNC was a systematic breakdown and Timber Sales staff intends to proceed with contract or TSL action, i.e. Notice to Comply, Notice to Suspend, or Stop Work Order.

A safety incident would be generated in cases where the LPC has contacted BCTS with a hazard they believe to be the responsibility of BCTS, or potentially if BCTS staff have identified a safety issue on the LPC worksite which they have reported to WSBC. In the case of an LPC incident or close call, the Licensee or Contractor would follow their own incident investigation process as required by their safety program. BCTS would use the ITS process to investigate any portions of the incident / close call for which BCTS or the Licensee / Contractor felt may have been contributed by BCTS planning of operations and practices during operations (block & road layout, or other operations nearby etc).

In the case of an LPC incident or close call where BCTS staff was exposed, the incident would be investigated in two parts. A) The role that BCTS may have played in the LPC incident would be entered into Cengea ITS as a safety issue and investigated through the ITS system. B) The safety aspects related to the BCTS staff member would be investigated through the process described in chapter 15 of the safety manual. For privacy reasons, any investigations for incidents / close calls in which BCTS staff were directly involved will not be entered into Cengea ITS.

<b>GENERAL INSPECTION COMMENTS</b> (Reference Requirement ID # where appropriate, add extra sheets for more comments)

General comments do not generate actions. However the inspector can indicate where a condition was borderline, and can be useful information for subsequent inspections. The inspector can also clarify exactly where and what was reviewed and by default what was not reviewed to provide due diligence for the inspector in the event of a discovery later on. Reference the requirement ID # where appropriate to provide context for comments.

In Cengea Forest - Resources and in the Hand Held application this comment section will be one free text field. Lines on the form are only to facilitate use as the form in the field.

Inspected by: _____	Received by: _____
Signature X: _____	Signature X: _____
I accept receipt of this inspection and am in agreement with the stated actions.	
Attachment: Additional Pages <input type="checkbox"/> Photos <input type="checkbox"/> Maps <input type="checkbox"/> Correspondence <input type="checkbox"/> Incident Report <input type="checkbox"/> Other <input type="checkbox"/>	Date of Delivery to Contractor: _____ Click here to enter a date. _____ Next Planned Inspection Date: _____ Click here to enter a date. _____
Delivery Method: On-site <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/>	