



# PROJECT RISK ASSESSMENT PROCEDURE

Seaward-tlasta Business Area

Version:  
October 2024

**PURPOSE:**

This procedure applies to Seaward-tlasta Business Area staff, and must be used when determining the risk rating, inspection frequency, and inspection & monitoring plan for Timber Sale Licences (TSLs), Permits, and Contracts to ensure that BCTS Environmental Management System (EMS), Safety, and Contract Quality Management System (CQMS) monitoring requirements are met by both BCTS and Licensees/Permittees/Contractors (LPCs).

**PROCEDURE:**

1. Identify minimum TSL/Contract EMS inspection frequency based on type of activity. **See Part A.**
2. Identify minimum Contract Safety inspection frequency based on type of activity. **See Part B.**
3. Identify minimum Contract CQMS frequency based on activity. **See Part C.**
4. Conduct inspection & monitoring activities in accordance with the best practices listed on the following page.

PART A. MINIMUM EMS PROJECT INSPECTION FREQUENCY						
Project Activity	Risk	BCTS				LPC
		Pre-work	Initial	Progress	Final	Self-Inspection
Harvesting	High	Mandatory	ASAP after start-up; within 30 days	Monthly	Mandatory	Every 2 weeks
Access (excluding professional services)	High					
Silviculture (excluding surveys)	Medium		Within 14 days	Every 3 months		Once
Timber Development	High		ASAP after start-up; within 30 days	Monthly		Once
Consulting/Professional Services/Surveys	Low		Optional	Optional		Optional
PART B. MINIMUM CONTRACT SAFETY INSPECTION FREQUENCY						
Project Activity	Risk	Pre-work	Inspection			
Tree falling, topping or limbing, blasting, road construction or maintenance, log bucking, yarding or hauling or similar activities	High	Mandatory	ASAP after start-up, then monthly thereafter			
Tree planting, silvicultural work, brushing, and assessment or forest engineering work in isolated locations	Medium		Within 30 days of start-up, then every 3 months thereafter			
Assessment, engineering, or survey work in non-isolated locations	Low		Only one safety inspection required during term of contract. Could be a document review of safety program in the office.			
PART C. MINIMUM CQMS INSPECTION FREQUENCY						
Project Activity	Risk	Pre-work	Inspection			
New contractor to BCTS or has previous major NRS688 contract infractions, Notices, or Terminations	High	Mandatory	Within 30 days of start-up, then monthly thereafter. Final inspection to document how deliverables were met.			
Contractor with limited experience and/or has had previous minor NRS688 contract infractions or Notices	Medium		Within 30 days of start-up, then every 3 months thereafter. Final inspection to document how deliverables were met.			
Experienced contractor with no previous NRS688 contract infractions, Notices or Terminations	Low		Within 30 days of start-up, and final inspection to document how deliverables were met.			



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**INSPECTION & MONITORING BEST PRACTICES:**

**General**

- Conduct inspections as per minimum inspection frequency, deviation requires documented rationale and supervisor approval.
- Inspections must be documented on the related checklist (CHK 005-008) and filed in the applicable EMS-Safety Certification Folder. Monitoring must be documented on the (CHK-007A Monitoring Form) and also filed in the applicable EMS-Safety Certification Folder. The Monitoring Form is not to be used as a replacement of checklists to meet project minimum inspections.
- The LPC must use the Client Self-Inspection report (CHK-011) to document their self-inspections.
- LRM can be used to track the corrective action, otherwise, use of LRM to track action items is optional, but corrective actions still need to be tracked to completion and documented on the applicable checklist or monitoring form.
- Additional monitoring must be conducted to follow-up on action items.
- Inspections must also include follow-up of previously identified corrective actions.
- All completed inspections must be entered into LRM. Dates of completed monitoring is not required to be entered into LRM.
- It's recognized that inspections may only focus on certain elements at different times throughout the life of the project, however, key requirements should not be marked 'not inspected' on consecutive visits without rationale provided in the comments section of the checklist or monitoring form.
- Inspection frequencies apply while operations are active, however, if a TSL is temporarily shut down an inspection should be conducted immediately prior to or after shutdown to confirm the site is stable for the shutdown period.
- Joint inspections between BCTS & LPC are encouraged:
  - Prior to any seasonal shutdowns, and prior to final equipment demob, to identify any issues.
  - Joint inspections can count towards LPC self-inspection.
- Monitoring activities are informal site visits; however, they must still be documented using the (CHK-007A Monitoring Form) and filed under the applicable EMS-Safety Certification Folder.
- Fuel handling inspection checklist, (CHK012-A & CHK012-B) is available for LPC and BCTS use to confirm compliance.

**Initial Inspections**

- For TSLs, conduct the initial inspection within 10 days of the commencement of active operations.
- Focus on project awareness/obligations, emergency preparedness, training records, general preparedness (maps, plans, EFPs, etc.), fuel handling, LPC self-inspections and general conformance of LPC with EMS and contractual requirements.

**Progress Inspections**

- Following the plan, compliance, EMS conformance, safety hazards, corrective action follow-up.
- Review quality and consistency, work proceeding according to progress plan and milestones, confirm any changed conditions or changes in work, verify if on budget, deal with issues (i.e. contract modification agreement).

**Final Inspection**

- Overall plan conformance, compliance, completion of requirements, identification of outstanding obligations.
- Assess for meeting milestones and potential budget overruns, remedial or additional action if required (i.e. contract modification agreement, option to renew), discuss with the contractor what went well and opportunities for improvement.



## PROJECT INSPECTION & MONITORING PLAN

### Seaward-tlasta Business Area

File:  
TSL 19620-20/ \_\_\_\_\_  
Contract 10005-40/ \_\_\_\_\_

<b>Project Number:</b>	<b>Project Type:</b>	<b>Date:</b>
<b>Completed by:</b>	<b>Licensee/Permittee/Contractor:</b>	

PROJECT ACTIVITIES			
<b>Planning</b> <input type="checkbox"/> Block Layout <input type="checkbox"/> Road Layout & Design <input type="checkbox"/> Site Plans <input type="checkbox"/> Site Assessments <input type="checkbox"/> Data & Mapping <input type="checkbox"/> Other _____	<b>Harvesting</b> <input type="checkbox"/> Falling Mechanical <input type="checkbox"/> Falling Hand <input type="checkbox"/> Helicopter <input type="checkbox"/> Cable <input type="checkbox"/> Ground <input type="checkbox"/> Other _____	<b>Roads</b> <input type="checkbox"/> Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Deactivation <input type="checkbox"/> Major Structures <input type="checkbox"/> Log Dump <input type="checkbox"/> Other _____	<b>Silviculture</b> <input type="checkbox"/> Surveys <input type="checkbox"/> Site Prep <input type="checkbox"/> Planting <input type="checkbox"/> Fertilization <input type="checkbox"/> Brushing <input type="checkbox"/> Other _____

PROJECT SPECIFIC SIGNIFICANT ENVIRONMENTAL ASPECTS – <i>focus areas for monitoring and inspections</i>			Check if applicable
<b>OVERSIGHT</b>	<b>Training</b>	New registrant; high crew turnover; incomplete training records on past TSLs	
	<b>Supervision</b>	Inexperienced crew; complex plan; sensitive features/values; performance issues on past TSLs	
	<b>Professional Reliance</b>	Difficult road construction; complex plan; potential changes to the plan	
<b>WATER</b>	<b>Drinking Water</b>	Within community watershed; water intakes located downslope	
	<b>Fish Habitat</b>	Presence/connectivity to fish habitat; fish stream crossings; Fisheries Sensitive Watershed	
	<b>Riparian Management</b>	Machine-free zones; treatments within RMAs; temporary access structures/crossings	
	<b>Stream Crossings</b>	Major culvert/bridge required; work outside timing window; potential erosion/sedimentation	
<b>TERRAIN/ SOIL</b>	<b>Terrain Stability</b>	Mitigation measures prescribed; areas of moderate/high likelihood of landslide	
	<b>Soil Disturbance</b>	Fine textured soils (silts and clays); very high or high soil sensitivity rating	
	<b>Seasonal Timing</b>	Seasonal timing restrictions	
	<b>Wet Weather Shutdown</b>	Operating during wet season; reduced wet weather shutdown requirements	
<b>SPECIAL MANAGEMENT</b>	<b>Sensitive Features</b>	Present with potential for disturbance (karst, legacy trees, nest/den, endangered species)	
	<b>Windthrow Management</b>	Wind firming treatments required	
	<b>First Nation Interests</b>	Large cultural cedar; other cultural heritage resources; archaeological sites, etc..	
	<b>Recreation / Visuals</b>	Recreation site nearby; preservation/retention/partial retention Visual Quality Objective (VQO)	
	<b>Public Safety</b>	High use area; limited safety controls	
	<b>Other Stakeholders</b>	Potential for interaction; communication/coordination required	
<b>FIRES/ SPILLS</b>	<b>Fire Preparedness</b>	Within fire season; potential for high danger class; fire preparedness issues on past TSLs	
	<b>Fuel Handling</b>	Dispensing near RMAs, marine or other sensitive areas ; fuel handling issues on past TSLs	
	<b>Test / Drill</b>	Test and/or drill required	
<b>OTHER</b>			

**RISK ASSESSMENT**

BCTS and LPC must conduct minimum inspections in accordance with the inspection frequencies identified in Part A, B and C above. Additional monitoring must be conducted to follow-up on action items. Based on the TST Risk Assessment Procedure, where deemed necessary, the inspection frequencies may be increased based on the significant aspects identified above.

**Risk Rating:**

	TSL	CONTRACT		
EMS	All TSLs are rated as HIGH risk	<input type="checkbox"/> LOW	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> HIGH
Contract Safety	N/A	<input type="checkbox"/> LOW	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> HIGH
CQMS	N/A	<input type="checkbox"/> LOW	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> HIGH

**INSPECTION & MONITORING PLAN**

Prior to any temporary shutdowns (inactive 14 calendar days or more due to seasonal, fire, operational restrictions, economics, etc.), the LPC must conduct a self-inspection. During temporary shutdowns, if the LPC has road-related obligations and road access conditions are permitting, the LPC must conduct a self-inspection following any severe rain/windstorm event and/or once every two months.

Joint inspections between BCTS and the LPC are encouraged and can count towards the LPC self-inspection. Joint inspections are particularly encouraged prior to any seasonal/temporary shutdowns and prior to final equipment demob.

The LPC must use the client self-inspection report (CHK-011) to document their self-inspections. The LPC is also encouraged to use the fuel handling inspection checklist (CHK012-A & CHK012-B) to confirm compliance.

**Additional Comments**

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**SUPERVISOR/Expense Authority, APROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_