



BC Timber Sales EMS & SAFETY INSPECTION FREQUENCY GUIDE

PURPOSE: This guide provides the necessary information to assist BCTS staff when determining frequency of EMS and Safety project inspections based on assessed risks. Conclusions of this assessment are to be communicated to BCTS contractors and timber sale licensee (TSLs) holders during the project pre-work and documented on the applicable pre-work form.

ASSESSMENT PROCEDURES

1. Identify minimum Project (TSL and 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. **Adjust inspection (above minimums) frequencies based on consideration of OTHER FACTORS such as: potential impacts to environment/adjacent resource values, (i.e. species of special concern, arch features, RMA's, plan complexity, terrain/soil, seasonal/weather, other stakeholders and client history).**
4. Review Best practices. **See Part C.**
5. Document results of assessment inspection frequency on the applicable project pre-work checklist, details include:
 -) BCTS and LPC inspection frequency.
 -) Emergency Response Test or Drill type (Fire/Spill/Other) and target date for completion.
6. Communicate results of assessment during project pre-work to BCTS contractor or TSL holder.
7. Conduct and document inspections as per identified inspection frequencies outlined on pre-work checklist.

PART A. MINIMUM EMS PROJECT INSPECTION FREQUENCY

Project Activity (Circle One)	BCTS Pre-work and Inspection Frequency				LPC
	Pre-work	Initial (within 30 days of startup)	Progress	Final	LPC Inspection Frequency
Harvesting, Road Construction/ Maintenance & Deactivation, Bridge Installations/ Maintenance	Mandatory	Mandatory	One / project	Required	One / project or one /2 months for projects > 4 weeks
Planting, Silviculture Surveys, Manual Brushing	Mandatory	Mandatory	One / project	Optional	
Planning Development (block and road layout, assessments)	Mandatory	Optional	One / project if > 4 weeks	Optional	One / project if > 4 weeks
Administration and Higher level Planning (no field work)	Mandatory	Conformance to EMS procedures not required, no inspections required.			

PART B. MINIMUM SAFETY CONTRACT INSPECTION FREQUENCY

Project Activity (Circle One)	Pre-work	Inspection
Road Construction/Maintenance & Deactivation, Bridge Installations/ Maintenance	Mandatory	Monthly
Non-Logging or road building type field work, Silviculture work, Planning and Development	Mandatory	Initial inspection within 30 days of contract activities, then one/every 3 months thereafter.

PART C. BEST PRACTICES

- ✓ Conduct pre-works prior to operations startup and after periods of extended project shutdowns--90 days!
- ✓ **Discuss other factors (see #3 above) that would influence inspection frequency with supervisor.**
- ✓ Joint inspections between BCTS & client are encouraged:
 -) Prior to any shutdowns and final inspections (prior to equip demob) to identify any issues.
 -) Inspections count towards LPC self-inspection
- ✓ Inspections include follow-up of previously identified actions.
- ✓ Conduct inspections as per inspection frequency, deviation requires documented rationale.
- ✓ It's recognized that inspections may only focus on certain elements at different times throughout the life of the project.
- ✓ Monitoring activities, (between inspections) are informal site visits that if documented, (e-mail, diary, previous inspection form etc.) should be filed on the hard copy file.

Inspection types

- ✓ Initial –focus, project awareness/obligations, ER preparedness, necessary project information (Harvest Maps & Plans, Critical Elements Summary etc), training, documentation, Fuel Handling, safety.
- ✓ Progress – following the plan, (Harvest Maps & Plans, Critical Elements Summary etc) compliance, EMS conformance, safety practices/hazards, client relationships, corrective action follow-up.
- ✓ Final – overall plan performance, compliance, completion of project plan requirements including identification of outstanding obligations.
- ✓ Safety vs EMS Minimum Contract safety inspections frequency may vary to minimum EMS inspections. Staff may focus additional inspections specific to safety requirements only.