

	<b>CONSULTING SERVICES INSPECTION REPORT GUIDANCE DOCUMENT</b>	<b>BCTS CHK-005</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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<b>Section A</b>	<b>Business Area:</b>	<b>Field Team:</b>	<b>ORCS/ARCS File(s):</b>	<b>Date of Inspection</b> Click here to enter a date.
	<b>Contract #:</b>	<b>Geographic Location:</b>	<b>Project Name:</b>	<b>Inspection Type:</b>
	<b>Contractor:</b>		<b>On-site Supervisor:</b>	

**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-005 Inspection Report is intended for use by BCTS staff. Use BCTS Client Self Inspection Report (CHK-011) for LPC Inspections.

Inspection Detail & Activity Status				
<b>Section B</b>	<b>Contract Type</b> <input type="checkbox"/> Development/Planning <input type="checkbox"/> Site Plan/Survey <input type="checkbox"/> Road Layout <input type="checkbox"/> Block Layout <input type="checkbox"/> Cruising <input type="checkbox"/> Professional Services <input type="checkbox"/> Silviculture Surveys <input type="checkbox"/> Site Assessments <input type="checkbox"/> Other: (specify): _____ Note: Check applicable boxes for Multi phase contracts		<b>Inspection Method</b> <input type="checkbox"/> Field <input type="checkbox"/> Office  <b>Areas Inspected</b> _____	<b>Applicable Legislation</b> <input type="checkbox"/> FRPA <input type="checkbox"/> FPC <input type="checkbox"/> Other (specify): _____
	<b>Operational Status</b> <input type="checkbox"/> Inactive <input type="checkbox"/> Active _____ % complete <input type="checkbox"/> Complete			

**Section B:**

The Consulting Services pre-work and inspection report are intended to be used for operational planning (landscape and stand-level) contracts, silviculture surveys contracts and other contracts that will likely have a minimal direct impact in the field, but can have a significant indirect impact on subsequent field operations through operational plans. Some examples of appropriate contract types are listed above. Do not include burning contracts (see Silviculture checklists) or implementation contracts (see Roads, Silviculture or Harvesting checklist appropriate to the contract type being implemented). Consulting services scope includes forest health, trails, and helipads.

Contract Type and Inspection Method are check boxes with the exception of Other in the Contract Type which will have free text in word.

Indicate the blocks or areas that are applicable to this inspection (free text).

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

<b>Section C</b>	<b>Requirement ID # &amp; Status</b>	<b>Yes:</b> Inspector’s opinion requirement is being met. <b>Comments optional – Section E.</b> <b>No:</b> Inspector’s opinion of non-conformance requiring <b>Corrective Actions – Section D</b> or, Incident requiring Incident Root Cause Investigation <b>Issue(s) – Section D.</b> <b>NI:</b> Not inspected. <b>NA:</b> Not applicable. <b>Note:</b> Refer to <b>Guidance Document</b> 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:

- Conformance with the Project Plan.
- 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.
- Licence, permit and/or contract conditions.
- Compliance with legislation (e.g. Forest and Range Practices Act, Wildfire Act, Forest Act, Transportation of Dangerous Goods Act, etc.).
- Safety requirements

**Note:**

- If a practice is not restricted by any of these requirements, BCTS will not indicate a non-conformance nor require a corrective action.
- All findings at the time of inspection are considered opinions of the inspector.
- The inspector is expected to be an average competent person who has been trained in the completion of inspections.
- 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<sup>1</sup>

**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 unstacked 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

<b>Section C</b>	<b>ID #</b>	<b>01: Contract – Safety Requirements</b>	<b>Status Y N NI NA</b>	0409	Cutblock adjacency requirements met	<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"/>	0410	Wildlife Tree Retention Areas Requirements followed	<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"/>	0412	General Wildlife Measures followed	<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"/>	0413	Resource Features protected	<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"/>	0414	Wildlife Habitat 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"/>	0417	FSP Results, Strategies & Measures followed	<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"/>	0418	FPC Requirements met	<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"/>	0420	Other Legislative Requirements (Federal & BC) 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"/>	0421	First Nations Requirements met	<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"/>	<b>ID #</b>	<b>05: Legislative – Stream and Riparian Requirements</b>	<b>Status Y N NI NA</b>
	0111	Communication – signage, man check, etc.?	<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"/>
	0112	Conformance with Road safety protocols	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0502	RMA Retention on Temperature Sensitive Streams followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0113	Apparent conformance with SWPs & PPE?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0503	Stream Crossings located to protect channels and mitigate disturbance	<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"/>	0506	Drinking Water Quality & Licensed Water works protected	<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"/>	<b>ID #</b>	<b>06: Legislative – Road, Trail and Structure Requirements</b>	<b>Status Y N NI NA</b>
	0120	Manual Felling Addressed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0601	Permanent Access Limits met	<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>	0603	Design of bridge meets or exceeds standards	<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"/>	0604	Bridge or culvert designed to pass highest peak flow	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0205	Communication of hazards by PC?	<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"/>
	0206	Adequate coordination by PC?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ID #</b>	<b>08: Environmental Emergency Response Requirements</b>	<b>Status Y N NI NA</b>
	0207	PC roles & responsibilities clear	<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"/>
	0208	Adequate coordination & supervision	<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"/>
	0209	Appropriate Prime Contractor records	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0803	Incident Reporting documented and reported	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0210	PC CAL up to date	<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"/>
	<b>ID #</b>	<b>04: Legislative – Area and General Requirements</b>	<b>Status Y N NI NA</b>	0805	Emergency response equipment onsite and maintained	<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"/>	0806	24 hour contact # provided to local Fire Centre	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0407	Site Plans prepared in accordance with prescribed requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0807	Appropriate Fire Danger Class determined	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	0408	Maximum cutblock size not exceeded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0808	Fire Hazard Assessments and Abatement conducted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

ID #	09: EMS – Documents, Records & General Requirements	Status Y N NI NA	ID #	11: Specific Contractual Conditions (Schedules & Appendices)	Status Y N NI NA
0901	Pre-work meetings done & documented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1101	Schedule Conditions followed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0902	Self Inspections & Corrective Actions complete, documented & followed-up	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1102	Appendix Requirements followed	<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"/>	1103	Stakeholders notified	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0904	Training current – records completed, updated and available	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	80: Sustainable Forest Management Certification	Status Y N NI NA
0905	Industrial Waste contained and timely removal	<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"/>
0906	Conformance to BCTS Fuel Handling (EFP 06) requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ID #	90: Business Area Specific Requirements	Status Y N NI NA
0907	Environmental Field Procedures on site and followed	<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"/>
ID #	10: General Contractual Conditions	Status Y N NI NA	9002		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1001	Work proceeding in accordance with Work Progress Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9003		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1002	Fire Protection requirements met	<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"/>
1003	Site Clean-Up requirements met	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9005		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1004	Camping and Parking requirements met	<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"/>			

Section D	ID #	CORRECTIVE ACTION – 1		
		<b>Requirement:</b>	<b>Responsibility:</b>	
	<b>Description:</b>		<b>Target Date:</b> Click here to enter a date.	<b>Completion Date:</b> Click here to enter a date.
	<b>Corrective Action:</b>	<b>Follow-up:</b>		
ID #	CORRECTIVE ACTION – 2			
	<b>Requirement:</b>	<b>Responsibility:</b>		
<b>Description:</b>		<b>Target Date:</b> Click here to enter a date.	<b>Completion Date:</b> Click here to enter a date.	

<b>Section E</b>	Corrective Action:		Follow-up:	
	ID #	<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:	
	ID #	<b>CORRECTIVE ACTION – 4 (add extra sheets for more actions)</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:	
	ISSUE(S)	Complete Incident Report Form for each incident type. Enter in Issue Tracking System (ITS) linked to the Pre-work. ITS required for significant or repeat non-conformance, potential non-compliance, or Incident (as defined in EOP-04).	Issue #: _____ Issue Type: _____	
		Issue #: _____ Issue Type: _____		
	<b>GENERAL INSPECTION COMMENTS</b> (Reference Requirement ID # where appropriate, add extra sheets for more comments)			



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.bcfestsafe.org/safe_companies/whos_safe.html">http://www.bcfestsafe.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.A.F.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?	<p>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.</p>
0105	No Owner Concerns	NO BCTS Safety concerns reported?	<p>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></p>
0106	Reporting Unsafe Conditions	No Safety Incidents?	<p>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 <b>BCTS or contractor believe that BCTS planning of contract was a contributing factor</b>)</p>
0107	Employer concerns	No contractor safety concerns from section 3.10?	<p>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.worksafefbc.com/publications/OHSRegulation/Par3.asp#SectionNumber:3.10">http://www2.worksafefbc.com/publications/OHSRegulation/Par3.asp#SectionNumber:3.10</a></p>
0108	Corrective Action Log	CAL up to date?	<p>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.</p>
0109	Safety ERP	Adequate Safety ERP?	<p>Functionality of Safety ERP for worker safety needs is apparent? Emergency Response Plan must be on site, tested, documented, and communicated to all employers &amp; 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 &amp; 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.</p>
0110	Safety Records	Safety Records	<p>Safety records such as training records, toolbox meetings, pre-works, inspections, certificates, incidents &amp; 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.</p>
0111	Communication	Communication – signage, man check, etc.?	<p>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.worksafefbc.com/publications/OHSRegulation/Part4.asp#SectionNumber:4.21">http://www2.worksafefbc.com/publications/OHSRegulation/Part4.asp#SectionNumber:4.21</a></p>
0112	Road protocols	Conformance with Road safety protocols	<p>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.</p>

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 SWP's and PPE requirements, only with their own safety program requirements and WSBC regulations).
0118	NOP	NOP confirmation received and recorded	<p><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></p> <p>It is the responsibility of BCTS to ensure a NOP has been submitted to WSBC for projects expected to last more than 5 days, <b>excluding</b> timber cruising, road &amp; cutblock layout, and surveying. The act of submitting the NOP is delegated to the contractor. <b>For workplaces where NOP applies, ensure the contractor has provided a valid NOP confirmation form 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?</b></p> <p>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></p>
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><b>If no Manual tree falling (falling trees &gt;6" at stump height) will occur under this contract than this observation is N/A</b></p> <p><input type="checkbox"/> A qualified supervisor remains designated to site</p> <p><input type="checkbox"/> Fallers on site are certified and supervisors are verifying qualifications</p> <p><input type="checkbox"/> A falling plan is evident that addresses:</p> <ul style="list-style-type: none"> <li>• hazard identification, mitigation,</li> <li>• emergency response plan,</li> <li>• alternative methods for danger trees,</li> <li>• monitoring and evaluating of fallers practices</li> <li>• qualified assistance identified and evident</li> <li>• 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> BCFSC 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?	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  <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>
0205	PC Hazard Communication	Communication of hazards by PC?	Has the PC been informed of known hazards and is there evidence of communication of known hazards to all employers & workers on an ongoing basis? (see toolbox meetings, prework records etc)
0206	PC Coordination	Adequate coordination by PC?	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. <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>
0207	PC roles and responsibilities	PC roles & responsibilities clear?	Have the roles & responsibilities of the Prime contractor been communicated to all employers and workers in the workplace? Demonstrated by worksite signage, minutes from pre works & safety meetings.
0208	Safety Supervision	Adequate coordination & supervision ?	Does the site supervisor / safety rep know other employer contacts, and is there adequate workplace coordination and supervision?
0209	PC Records	Appropriate PC records?	Is there appropriate PC record management? See FS 1354 for details – records could include: safety meeting minutes from the prime contractor & other contractors & 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.
0210	PC CAL	CAL up to date?	Prime Contractor must have documentation that corrective actions are occurring with respect to reported hazards, incidents, or deficiencies from inspections



ID#	Hand Held Version	Form Version	04: Legislative – Area and General Requirements
0401	Prevent damage to Environment	Damage to the environment prevented	<p><b>FRPA</b>  <b>S 46 Protection of the environment</b>            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>            For the purpose of section 46 (1) [<i>protection of the environment</i>] 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> <p><b>General Contractual Conditions</b></p> <p>8.02 If the Contractor encounters circumstances such as weather conditions or site factors where the Contractor knows or should reasonably know that proceeding with the Work may, directly or indirectly, cause Environmental Damage, the Contractor shall:</p> <ul style="list-style-type: none"> <li>a) immediately suspend such Work;</li> <li>b) immediately advise the Province of the suspension and circumstances;</li> <li>c) not proceed with such Work until the Province so instructs; and</li> <li>d) upon the Province's instruction to proceed with such Work, do so in accordance with the Province's instructions.</li> </ul> <p>8.03 The Contractor shall not be deemed to be in breach of this Agreement for suspending Work pursuant to Section 8.02.</p>

0407	Site Plan Content	Site Plans prescribed requirements discussed	<p><b>FRPA</b> <b>S 10. Site plans for cutblocks and roads</b></p> <p>1) Except in prescribed circumstances, the holder of a forest stewardship plan must prepare a site plan in accordance with prescribed requirements for any</p> <ol style="list-style-type: none"> <li>cutblock before the start of timber harvesting on the cutblock, and</li> <li>road before the start of timber harvesting related to the road's construction.</li> </ol> <p>2) A site plan must</p> <ol style="list-style-type: none"> <li>identify the approximate locations of cutblocks and roads,</li> <li>be consistent with the forest stewardship plan, this Act and the regulations, and</li> <li>identify how the intended results or strategies described in the forest stewardship plan apply to the site.</li> </ol> <p><b>FPPR</b> <b>S 34 Content of site plans</b></p> <p>1) A person who prepares a site plan for an area referred to in section 29 (1) or (2) [free growing stands] of the Act must ensure that the plan identifies</p> <ol style="list-style-type: none"> <li>the standards units for the area, and</li> <li>the stocking standards and soil disturbance limits that apply to those standards units</li> </ol> <p><b>FPPR</b> <b>S 35 Soil disturbance limits</b></p> <p>1) In this section: "roadside work area" means the area adjacent to a road where one or both of the following are carried out:</p> <ol style="list-style-type: none"> <li>decking, processing or loading timber;</li> <li>piling or disposing of logging debris;</li> </ol> <p>"sensitive soils" means soils that, because of their slope gradient, texture class, moisture regime, or organic matter content have the following risk of displacement, surface erosion or compaction:</p> <ol style="list-style-type: none"> <li>for the Interior, a very high hazard;</li> <li>for the Coast, a high or very high hazard.</li> </ol> <p>2) Repealed [B.C. Reg. 580/04]</p> <p>3) An agreement holder other than a holder of a minor tenure who is carrying out timber harvesting must not cause the amount of soil disturbance on the net area to be reforested to exceed the following limits:</p> <ol style="list-style-type: none"> <li>if the standards unit is predominantly comprised of sensitive soils, 5% of the area covered by the standards unit, excluding any area covered by a roadside work area;</li> <li>if the standards unit is not predominantly comprised of sensitive soils, 10% of the area covered by the standards unit, excluding any area covered by a roadside work area;</li> <li>25% of the area covered by a roadside work area.</li> </ol> <p>4) An agreement holder may cause soil disturbance that exceeds the limits specified in subsection (3) if the holder</p> <ol style="list-style-type: none"> <li>is removing infected stumps or salvaging windthrow and the additional disturbance is the minimum necessary, or</li> <li>is constructing a temporary access structure and both of the following apply: <ol style="list-style-type: none"> <li>the limit set out in subsection (3) (a) or (b), as applicable, is not exceeded by more than 5% of the area covered by the standards unit, excluding the area covered by a roadside work area;</li> <li>before the regeneration date, a sufficient amount of the area within the standards unit is rehabilitated such that the agreement holder is in compliance with the limits set out in subsection (3).</li> </ol> </li> </ol> <p>The minister may require an agreement holder to rehabilitate an area of compacted soil if all of the following apply:</p> <ol style="list-style-type: none"> <li>the area of compacted soil <ol style="list-style-type: none"> <li>was created by activities of the holder,</li> <li>is within the net area to be reforested, and</li> <li>is a minimum of 1 ha in size;</li> </ol> </li> <li>the holder has not exceeded the limits described in subsection (3);</li> <li>rehabilitation would, in the opinion of the minister, <ol style="list-style-type: none"> <li>materially improve the productivity and the hydrologic function of the soil within the area, and</li> <li>not create an unacceptable risk of further damage or harm to, or impairment of, forest resource values related to one or more of the subjects listed in section 149 (1) of the Act.</li> </ol> </li> </ol> <p>An agreement holder who rehabilitates an area under subsection (4) or (5) must</p> <ol style="list-style-type: none"> <li>remove or redistribute woody materials that are exposed on the surface of the area and are concentrating subsurface moisture, to the extent necessary to limit the concentration of subsurface moisture on the area,</li> <li>de-compact compacted soils, and</li> <li>return displaced surface soils, retrievable side-cast and berm materials.</li> </ol> <p>If an agreement holder rehabilitates an area under subsection (4) or (5) and erosion of exposed soil from the area would cause sediment to enter a stream, wetland or lake, or a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act, the agreement holder, unless placing debris or revegetation would not materially reduce the likelihood of erosion, must</p> <ol style="list-style-type: none"> <li>place woody debris on the exposed soils, or</li> <li>revegetate the exposed mineral soils.</li> </ol>
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0408	Maximum Cutblock Size	Maximum cutblock size not exceeded	<p><b>FPPR</b> <b>S 64 Maximum cutblock size</b></p> <p>1) If an agreement holder other than a holder of a minor tenure harvests timber in a cutblock, the holder must ensure that the size of the net area to be reforested for the cutblock does not exceed</p> <ol style="list-style-type: none"> <li>a) 40 hectares, for the areas described in the Forest Regions and Districts Regulation that are listed in Column 1, and</li> <li>b) 60 hectares, for the areas described in the Forest Regions and Districts Regulation that are listed in Column 2</li> </ol> <p>Subsection (1) does not apply to an agreement holder where</p> <ol style="list-style-type: none"> <li>c) timber harvesting             <ol style="list-style-type: none"> <li>i) is being carried out on the cutblock                 <ul style="list-style-type: none"> <li>• to recover timber damaged by fire, insect infestation, wind or other similar events, or</li> <li>• for sanitation treatments, or</li> </ul> </li> <li>ii) is designed to be consistent with the structural characteristics and the temporal and spatial distribution of an opening that would result from a natural disturbance, and</li> </ol> </li> <li>d) the holder ensures, to the extent practicable, that the structural characteristics of the cutblock after timber harvesting has been substantially completed resemble an opening that would result from a natural disturbance.</li> </ol> <p>Subsection (1) does not apply if the timber harvesting that is being carried out on the cutblock retains 40% or more of basal area of the stand that was on the cutblock before timber harvesting</p> <p>Subsection (1) does not apply if no point within the net area to be reforested is</p> <ol style="list-style-type: none"> <li>e) more than two tree lengths from either             <ol style="list-style-type: none"> <li>i) the cutblock boundary, or</li> <li>ii) a group of trees reserved from harvesting that is greater than or equal to 0.25 ha in size, or</li> </ol> </li> <li>f) more than one tree length from a group of trees reserved from timber harvesting that is less than 0.25 ha in size.</li> </ol>
0409	Harvesting Adjacent	Cutblock adjacency requirements met	<p><b>FPPR</b> <b>S 65 Harvesting adjacent to another cutblock</b></p> <p>1) An agreement holder other than a holder of a minor tenure must not harvest timber on a new cutblock, unless</p> <ol style="list-style-type: none"> <li>a) all existing cutblocks that are adjacent to the new cutblock meet the requirements set out in subsection (3), or</li> <li>b) the combined area of the new cutblock and any non-conforming portions that are immediately adjacent to the new cutblock does not exceed the requirements relating to cutblock size set out in section 64 (1) [maximum cutblock size].</li> </ol> <p>For the purpose of subsection (2) (a), an existing cutblock must meet the criteria set out in one of the following paragraphs:</p> <ol style="list-style-type: none"> <li>c) at least 75% of the net area to be reforested of the existing cutblock is stocked such that the average height of the tallest 10% of the trees on the area is a minimum of 3 m and             <ol style="list-style-type: none"> <li>i) is stocked in accordance with the applicable stocking standards, as described under section 16 [stocking standards],</li> <li>ii) if the area is on the Coast, other than the Nass timber supply area, is stocked with at least 500 trees/ha of a commercially valuable species that are at least 1.3 m in height, or</li> <li>iii) if the area is in the Interior or in the Nass timber supply area, is stocked with at least 700 trees/ha of a commercially valuable species that are at least 1.3 m in height;</li> </ol> </li> <li>d) the part of the net area to be reforested of the existing cutblock that is closest to the new cutblock             <ol style="list-style-type: none"> <li>i) must be at least half of the net area to be reforested,</li> <li>ii) is stocked such that the average height of the tallest 10% of the trees on the area is a minimum of 3 m, and</li> <li>iii) is stocked                 <ul style="list-style-type: none"> <li>• in accordance with the applicable stocking standards for that cutblock, as described under section 16,</li> <li>• if the area is on the Coast, other than the Nass timber supply area, with at least 500 trees/ha of a commercially valuable species that are at least 1.3 m in height, or</li> <li>• if the area is in the Interior or in the Nass timber supply area, with at least 700 trees/ha of a commercially valuable species that are at least 1.3 m in height.</li> </ul> </li> </ol> </li> </ol> <p>Subsection (2) does not apply if section 64 (2), (3) or (4) apply to the new cutblock.</p>
0410	Wildlife Tree Retention Areas	Wildlife Tree Retention Areas Requirements followed	<p><b>FPPR</b> <b>S 66 Wildlife tree retention</b></p> <p>1) If an agreement holder completes harvesting in one or more cutblocks during any 12 month period beginning on April 1 of any calendar year, the holder must ensure that, at the end of that 12 month period, the total area covered by wildlife tree retention areas that relate to the cutblocks is a minimum of 7% of the total area of the cutblocks</p> <p>An agreement holder who harvests timber in a cutblock must ensure that, at the completion of harvesting, the total amount of wildlife tree retention areas that relates to the cutblock is a minimum of 3.5% of the cutblock.</p> <p>For the purposes of subsection (1) and (2), a wildlife tree retention area may relate to more than one cutblock if all of the cutblocks that relate to the wildlife tree retention area collectively meet the applicable requirements of this section.</p> <p>Note: WTR retention rates are to be consistent with any approved Legal Objectives for approved Landscape Units and/or consistent with the Nonspatial Old Growth orders</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>
0412	General Wildlife Measures	General Wildlife Measures followed	<p><b>FPPR</b> <b>S 69 General wildlife measures</b></p> <p>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> 1) 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</p>
0414	Wildlife Habitat Features	Wildlife Habitat 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 wildlife habitat feature.</p> <p><b>Wildlife Act</b> <b>S 7. Damage to land set aside for wildlife</b> 2) A person commits an offence if the person a) alters, destroys or damages wildlife habitat, or b) deposits on land or water a substance or manufactured product or by product in a manner that is harmful to a) wildlife, or b) wildlife habitat 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 a) a bird or its egg, b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.</p>

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  a) specified in the applicable operational plan, or  b) authorized by the minister  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  a) a forest practice, or  b) a range practice  That directly or indirectly removes or renders ineffective a range barrier must carry out measures that are  a) specified in an operational plan for the area, or  b) authorized by the minister  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 <u>is identified in the site plan for the area</u>, and (iii) are contained in a forest stewardship plan</p> <p><b>FPPR</b>  <b>S 5 Objectives set by government for soils</b>  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>  (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  (a) the survival of species at risk,  (b) the survival of regionally important wildlife, and  (c) the winter survival of specified ungulate species.  (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  (a) species referred to in subsection (1), and  (b) indicators of the amount, distribution and attributes of wildlife habitat described in subsection (1).  (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.  (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>  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>  (1) In this section, "fisheries sensitive watershed" means an area identified in Schedule 2 of this regulation  (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  (b) for which there is no fisheries sensitive watershed objective  (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.  (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.  (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.  (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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<p>FSP Results, Strategies &amp; Measures (continued)</p>	<p>FSP Results, Strategies &amp; Measures followed (continued)</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> <p>(a) that is continued under section 180 (e) of the Act, and</p> <p>(b) for which a water quality objective has not been</p> <p>(i) continued under section 181 of the Act, or</p> <p>(ii) established under the Government Actions Regulation.</p> <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> <p>(a) a material adverse impact on the quantity of water or the timing of the flow of the water from the waterworks, or</p> <p>(b) the water from the waterworks having a material adverse impact of human health that cannot be addressed by water treatment required under</p> <p>(i) an enactment, or</p> <p>(ii) the licence pertaining to the waterworks.</p> <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> <p><b>S 9 Objectives set by government for wildlife and biodiversity – landscape level</b></p> <p>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></p> <p>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></p> <p>(1) In this section:</p> <p>"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;</p> <p>"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</p> <p>(a) was established on or before October 24, 2002, and</p> <p>(b) for which there is no visual quality objective</p> <p>Is to ensure that the altered forest landscape for the scenic area</p> <p>(c) in visual sensitivity class 1 is in either the preservation or retention category,</p> <p>(d) in visual sensitivity class 2 is in either the retention or partial retention category,</p> <p>(e) in visual sensitivity class 3 is in either the partial retention or modification category,</p> <p>(f) in visual sensitivity class 4 is in either the partial retention or modification category,</p> <p>(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></p> <p>The objective set by government for cultural heritage resources is to conserve, or, if necessary, protect cultural heritage resources that are</p> <p>(a) the focus of a traditional use by an aboriginal people that is of continuing importance to that people, and</p> <p>(b) not regulated under the Heritage Conservation Act</p> <p><b>S 17 Invasive plants</b></p> <p>For the purpose of section 17 [invasive plants] of the Act, a person who prepared a forest stewardship plan must specify measures in the plan to prevent the introduction or spread of species of plants that are invasive plants under the Invasive Plants Regulation, in the introduction or spread is likely to be the result of the person's forest practices.</p> <p><b>S 18 Natural range barriers</b></p> <p>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>
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0417	FSP Results, Strategies & Measures (continued)	FSP Results, Strategies & Measures followed (continued)	<p><b>Silviculture Surveys:</b>  <b>16 Stocking standards</b></p> <p>1) A person required to prepare a forest stewardship plan must ensure that the plan specifies the situations or circumstances that determine when section 44 (1) [free growing stands generally] or section 45 [free growing stands collectively across cutblocks] will apply to an area.</p> <p>In specifying a stocking standard under this section, a person who prepares a forest stewardship plan may consider the factors set out in section 6 [factors relating to stocking standards] of Schedule 1.</p> <p>A person required to prepare a forest stewardship plan must ensure that the plan specifies, for each of the situations or circumstances specified under subsection (1) where</p> <ul style="list-style-type: none"> <li>a) section 44 (1) (a) will apply, the regeneration date and stocking standards,</li> <li>b) section 44 (1) (b) will apply, the free growing height and stocking standards,</li> <li>c) section 45 (1) will apply, the regeneration date and the stocking standards, and</li> <li>d) section 45 (2) will apply, the free growing date and the stocking standards, as approved by the chief forester.</li> </ul> <p>A person required to prepare a forest stewardship plan must ensure that the plan specifies stocking standards for areas referred to in section 44 (4), and the situations or circumstances that determine when the stocking standards will be applied.</p> <p>A holder of a major licence that is a forestry licence to cut entered into under section 24.8 of the Forest Act or converted into a forestry licence to cut under section 24.9 of the Forest Act is exempt from this section.</p> <p><b>S 17 Invasive plants</b></p> <p>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></p> <p>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>
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	<p>FSP Results, Strategies &amp; Measures (continued)</p>	<p>FSP Results, Strategies &amp; Measures followed (continued)</p>	<p><b>Free growing stands generally</b> <b>44</b></p> <p>1) A person who has an obligation to establish a free growing stand must establish, for areas that have been identified under section 16 (1) [stocking standards] as areas to which this section will apply, a stand that</p> <ol style="list-style-type: none"> <li>meets the applicable stocking standards set out in the forest stewardship plan for the area, by the applicable regeneration date specified for the area, and</li> <li>meets the applicable stocking standards and free growing height set out in the forest stewardship plan for the area by a free growing date that is no more than 20 years from the commencement date, unless the minister permits a later free growing date.</li> </ol> <p>If an agreement holder contravenes section 52 (1) [unauthorized timber harvesting] of the Act, the holder must establish, on the area on which the contravention occurred, a stand that meets the requirements specified in the holder's forest stewardship plan for an area with similar attributes, as if the area on which the contravention occurred had been identified under section 16 (1) as being subject to this section.</p> <p>A person is exempt from the requirements of section 29 (1) and (2) [free growing stands] of the Act in respect of an area if timber harvesting is restricted to one or more of the following:</p> <ol style="list-style-type: none"> <li>harvesting timber to eliminate a safety hazard;</li> <li>harvesting timber to facilitate the collection of seed, leaving an opening not greater than 1 ha;</li> <li>removing felled trees from landings and road rights of way;</li> <li>harvesting trees on land that is, or will be, exclusively used for harvesting hay or grazing livestock in accordance with an agreement under the Range Act;</li> <li>harvesting timber for experimental purposes if, in the opinion of the minister, the harvesting will be carried out under controlled scientific or investigative conditions;</li> <li>clearing areas for or within a recreation site or recreation trail;</li> <li>felling and removing trees that have been or will be treated to facilitate the entrapment of pests;</li> <li>commercial thinning, removal of individual trees, or a similar type of intermediate cutting;</li> <li>harvesting special forest products.</li> </ol> <p>A person who harvests timber for the reasons referred to in subsection (3) (h) and (i) must ensure that, for a period of 12 months after completion of harvest, the area on which timber harvesting was carried out conforms to the stocking standards specified in section 16 (4) for the area.</p> <p><b>Free growing stands collectively across cutblocks</b> <b>45</b></p> <p>1) If a person specifies in a forest stewardship plan under section 16 (1) [stocking standards] that the requirement to be met by the regeneration date relates to a group of cutblocks, the person must establish stands on the net areas to be reforested that conform to the applicable stocking standards by the applicable regeneration date, as identified under section 16 (3) (c).</p> <p>If a person specifies in a forest stewardship plan, under section 16 (1), that the requirement to be met by the free growing date relates to a group of cutblocks, the person must establish stands on the net areas to be reforested that conform to the applicable stocking standards by the applicable free growing date as identified under section 16 (3) (d).</p> <p><b>Silviculture treatment records</b> <b>88</b></p> <p>1) If an agreement holder carries out a silviculture treatment on an area to which section 29 (1) [free growing stands] of the Act applies, the holder must maintain records of the silviculture treatment until the earlier of</p> <ol style="list-style-type: none"> <li>15 months after a declaration has been made under section 97 of this regulation in respect of a free growing stand being established on the area, and</li> <li>a date specified by the district manager.</li> </ol> <p>If a timber sales manager carries out a silviculture treatment on an area to which section 29 (2) of the Act applies, the timber sales manager must maintain records of the silviculture treatment until a free growing stand is established on the area.</p> <p>If the minister carries out a silviculture treatment on an area to which section 46 applies, the minister must maintain records of the silviculture treatment until a free growing stand is established on the area.</p>
<p>0418</p>	<p>FPC Requirements met (where applicable)</p>	<p>FPC Requirements met</p>	<p>If the block was developed under the Forest Practices Code of BC Act with a Silviculture Prescription – ensure the plan in being followed and appropriate regulations (which are accessed below) <a href="http://www.for.gov.bc.ca/ta/b/leg/reg/archiv/fpc/fpcaregs/fpcaregs.htm">http://www.for.gov.bc.ca/ta/b/leg/reg/archiv/fpc/fpcaregs/fpcaregs.htm</a> Ensure the appropriate box is ticked in Section B</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"> <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><b>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.</b></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.																																	
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>05: Legislative – Stream and Riparian Requirements</b>																																	
0501	Riparian Resource Values	Road in RMA, Cutting in RRZ, RMZ Retention	<p><b>FPPR</b> <b>S 50 Restrictions in a riparian management area</b></p> <p>1) A person must not construct a road in a riparian management area, unless one of the following applies: (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;(b) there is no other practicable option for locating the road; (c) the road is required as part of a stream crossing.</p> <p>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.</p> <p>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.</p> <p><b>S 51 Restrictions in a riparian reserve zone</b></p> <p>2) An agreement holder must not cut, modify or remove trees in a riparian reserve zone, except for the following purposes: (a) felling or modifying a tree that is a safety hazard, if there is no other practicable option for addressing the safety hazard; (b) topping or pruning a tree that is not wind firm; (c) constructing a stream crossing; (d) creating a corridor for full suspension yarding; (e) creating guyline tiebacks; (f) carrying out a sanitation treatment; (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; (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 <i>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</i>, if the felling or modification is for a purpose expressly authorized under that licence, permit or tenure; (i) felling or modifying a tree for the purpose of establishing or maintaining an interpretive forest site, recreation site, recreation facility or recreation trail.</p> <p>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.</p> <p><b>S 52 Restrictions in a riparian management zone</b></p> <p>1) 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(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: (i) a herring spawning area; (ii) a shellfish bed; (iii) a saltwater marsh area; (iv) an aquaculture site</p>																																	
0502	Temperature Sensitive Streams	RMA Retention on Temperature Sensitive Streams followed	<p><b>FPPR</b> <b>S 53 Temperature sensitive streams</b></p> <p>An authorized person who fells, modifies or removes trees in a riparian management area adjacent to a temperature sensitive stream, or a stream that is a direct tributary to a temperature sensitive stream, must retain either or both of the following in an amount sufficient to prevent the temperature of the temperature sensitive stream from increasing to an extent that would have a material adverse impact on fish: (a) streamside trees whose crowns provide shade to the stream; (b) understory vegetation that provides shade to the stream.</p>																																	

0503	Stream Crossings	Stream Crossings located to protect channels and mitigate disturbance	<p><b>FPPR</b> <b>S 55 Stream crossings</b></p> <p>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.</p>
0506	Drinking Water Protected	Drinking Water Quality & Licensed Waterworks protected	<p><b>FPPR</b> <b>S 59 Protecting water quality</b></p> <p>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></p> <p>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></p> <p>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</p> <ol style="list-style-type: none"> <li>identify a spring in a community watershed,</li> <li>specify a distance from the spring within which a person who constructs a road must not locate the road, and</li> <li>permit a person who constructs a road to locate the road closer to the spring than the distance specified under paragraph (b).</li> </ol> <p>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>
<b>ID#</b>	<b>Hand Held Version</b>	<b>Form Version</b>	<b>06: Legislative – Road, Trail and Structure Requirements</b>
0601	Permanent Access Structure	Permanent Access Limits met	<p><b>FPPR</b> <b>S 36 Permanent access structure limits</b></p> <p>1) An agreement holder must ensure that the area in a cutblock that is occupied by permanent access structures built by the holder or used by the holder does not exceed 7% of the cutblock, unless (a) there is no other practicable option on that cutblock, having regard to (i) the size, topography and engineering constraints of the cutblock, (ii) in the case of a road, the safety of road users, or (iii) the requirement in selection harvesting systems for excavated or bladed trails or other logging trails, or (b) additional permanent access structures are necessary to provide access beyond the cutblock.</p> <p>If an agreement holder exceeds the limit for permanent access structures described in subsection (1) for either of the reasons set out in that subsection, the holder must ensure that the limit is exceeded as little as practicable.</p> <p>An agreement holder may rehabilitate an area occupied by permanent access structures in accordance with the results or strategies specified in the forest stewardship plan or by (a) removing or redistributing woody materials that are exposed on the surface of the area and are concentrating subsurface moisture, as necessary to limit the concentration of subsurface moisture on the area, (b) de-compacting compacted soils, and (c) returning displaced surface soils, retrievable side-cast and berm materials.</p> <p>If an agreement holder rehabilitates an area under subsection (3) (a) and erosion of exposed soil from the area would cause sediment to enter a stream, wetland or lake, or a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of the Act, the agreement holder, unless placing debris or revegetation would not materially reduce the likelihood of erosion, must (a) place woody debris on the exposed soils, or (b) revegetate the exposed mineral soils.</p>
0603	Design of Bridges	Design of bridge meets or exceeds standards	<p><b>FPPR</b> <b>S 73 Design of bridges</b></p> <p>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</p> <ol style="list-style-type: none"> <li>meets or exceeds standards applicable to roads at the time the design or fabrication is done, in respect of             <ol style="list-style-type: none"> <li>bridge design, as established by the Canadian Standards Association, Canadian Highway Bridge Design Code, CAN/CSA-S6, and</li> <li>soil properties, as they apply to bridge piers and abutments, as established by the Canadian Foundation of Engineering Manual, and</li> </ol> </li> <li>takes into account the effect of logging trucks with unbalanced loads and off-centre driving.</li> </ol>
0604	Peak Flow	Bridge or culvert designed to pass highest peak flow	<p><b>FPPR</b> <b>S 74 Peak flow</b></p> <p>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>

0608	Road Clearing Width	Road Clearing Widths Appropriate for Conditions including safety	<p><b>S 78 Clearing widths</b></p> <p>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>									
<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. 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)	<p>In the event of an incident – did BCTS clients follow the procedures outlined in the environmental Emergency Response Plan and Incident Report?</p> <p>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.</p>									
0804	Tests and Drills	Test and Drills scheduled and completed	<p>Definitions:</p> <p><b>Test</b> – 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.</p> <p><b>Drill</b> – 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:</p> <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> <p>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</p>									
0805	Emergency Response Equipment	Emergency response equipment onsite and maintained	<p>Emergency Response Equipment includes:</p> <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> <p>References:</p> <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> <li>• 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></li> </ul>									
0806	24 hour contact	24 hour contact # provided to local Fire Centre	<p><b>Wildfire Regulation</b></p> <p><b>S 4 Requirement to provide contact details</b></p> <p>Before March 1 of each year, a person who, under the Forest Act, is the holder of</p> <ol style="list-style-type: none"> <li>a major licence,</li> <li>a timber sale licence that is not a major licence,</li> <li>a community forest agreement, or</li> <li>a woodlot licence</li> </ol> <p>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.</p> <p>Note: The intent is that Contractors notify Fire Centre where industrial activities are being conducted.</p>									
0807	Danger Rating	Appropriate Fire Danger Class determined	<p><b>SCHEDULE 3 RESTRICTIONS ON HIGH RISK ACTIVITIES</b></p> <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>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> </tbody> </table>	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
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

**Wildfire Regulation**

**S 6 High risk activities**

- 1) In this section, "fire season", in relation to an area, means the period
- a) beginning on
    - i) the third day after the area is snow free, or
    - 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:
      - the daily fine fuel moisture code value is 75 or less;
      - the daily duff moisture code value is 6 or less;
      - the drought code value is 15 or less, or
    - ii) noon of the first day on which the area becomes snow covered.

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

- c) by reference to representative weather data for the area,
- d) 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
- e) by cross-referencing the Buildup Index with the Fire Weather Index, for the applicable Danger Region, under Schedule 2.

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

- f) do so in accordance with the applicable restriction and duration set out in Schedule 3 for the Fire Danger Class, and
- g) 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.

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

- h) can reasonably see the site of the high risk activity during the time the fire watcher is required,
- i) has at least one fire fighting hand tool,
- j) actively watches and patrols for sparks and fires on the site of the high risk activity,
- k) immediately carries out fire control and extinguishes the fire, if practicable, and
- l) 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	<p><b>Wildfire Regulation</b> <b>S 11 Hazard assessment</b></p> <p>1) For the purposes of section 7 of the Act,</p> <p>a) each of the following is a prescribed activity under subsections (1) and (2) of that section:</p> <p>i) operating a waste disposal site;</p> <p>ii) operating a dry land sort;</p> <p>iii) operating a camp associated with an industrial activity, and</p> <p>b) each of the following is a prescribed circumstance under subsection (1) of that section:</p> <p>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;</p> <p>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.</p> <p>The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are</p> <p>c) 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</p> <p>i) a local government under paragraphs (d) to (f) of the definition of "local government" in section 1 of the Act, or</p> <p>ii) a fire protection district in a regional district, and</p> <p>d) 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.</p> <p>The prescribed intervals, at which persons described in section 7 (1) of the Act must conduct fire hazard assessments, are</p> <p>e) 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</p> <p>f) 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.</p> <p>A person required to conduct a fire hazard assessment under section 7 (1) of the Act must</p> <p>g) ensure that the fire hazard assessment includes an assessment of the fuel hazard and its associated risk of a fire starting or spreading, and</p> <p>h) provide a copy of the fire hazard assessment when requested to do so by an official.</p> <p><b>Wildfire Regulation</b> <b>S 12 Hazard abatement</b></p> <p>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:</p> <p>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;</p> <p>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.</p> <p>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</p> <p>c) does not increase the risk of a fire starting on the site, and</p> <p>d) if a fire were to start, would not increase the fire behaviour or fire suppression associated with the fire.</p>
<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 & 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 & 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	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>

1001	Work Progress Plan	Work proceeding in accordance with Work Progress Plan	<b>Operational Services Contract (FS1000)</b> <b>Article 6</b> 6.01 The Contractor Representative shall meet with the Ministry Representative before the commencement of Work to: <ul style="list-style-type: none"> <li>a) Inspect the Work Area, and</li> <li>b) review the Contract Documents and work performance requirements.</li> </ul> 6.02 The Work Progress Plan may divide the scheduled Work into Payment Areas. Where no Payment Areas are approved the entire Work Area shall be considered to be one Payment Area. 6.03 The Work shall proceed in accordance with the Work Progress Plan.
1002	Fire Protection	Fire Protection requirements met	<b>Operational Services Contract (FS1000)</b> <b>Article 8.04</b> The Contractor shall: <ul style="list-style-type: none"> <li>a) take every precaution to prevent unintentional fire from occurring on or about the Work Area,</li> <li>b) ensure that no person burns any debris on or about the Work Area unless authorized under a Burning Reference Number issued by the Ministry of Forests and Range, and</li> <li>c) ensure that, with respect to smoking,             <ul style="list-style-type: none"> <li>i) no person smokes except in areas that are free of or fully cleared of all flammable material,</li> <li>ii) no burning material falls outside cleared areas, and</li> <li>iii) all burning material is completely extinguished before leaving cleared areas.</li> </ul> </li> </ul>
1003	Site Clean-Up	Site Clean-Up requirements met	<b>Operational Services Contract (FS1000)</b> 15.16 The Contractor shall maintain the Occupied Areas free from any accumulations of waste products or debris, other than that caused by the Province or other contractors. 15.17 Upon the Contractor vacating any Occupied Area, the Ministry Representative shall inspect the area to determine, at his or her sole discretion, whether or not the area was left in an acceptable condition. 15.18 If the Ministry Representative determines the Contractor left the Occupied Area in an unacceptable condition, the Province may repair the area and charge the entire cost of the repairs to the Contractor.
1004	Camping and Parking	Camping and Parking requirements met	<b>Operational Services Contract (FS1000)</b> 15.19 Use of Provincial Crown forest land, including any roads, landings or recreational sites by the Contractor or the Contractor's employees or agents for the purposes of lodgings, camping or trailer parking in connection with Work under this Agreement, is permitted on recreational sites only with prior written approval of a representative of the Ministry of Tourism, Sport and the Arts and is permitted on other Provincial Crown forest land, including roads and landings only with prior written approval of a representative of the Ministry of Forests and Range. Such use, if approved, shall be without charge to the Contractor; but, the approval may be revised or revoked at any time by the Province.
1006	Industrial Camp Standards	Industrial Camp Standards Requirements	<b>Advisory Bulletin No. 2011-03-22 (External) – Industrial Camp Standards</b> 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>11: Specific Contractual Conditions (Schedules &amp; Appendices)</b>
1101	Schedules	Schedule Conditions followed	Specific contract requirements specific to schedules are referenced and reviewed. This will include scope of work, contract conditions, and output requirements from both parties including: access constraints, air photos, digital information, quality control, private boundary or significant boundaries including legal boundary obligations which have been discussed and can be noted in the comments under Section E. This section will also review Insurance requirements, payment specifications, EMS and Safety agreements.
1102	Appendices	Appendix Requirements followed	Specific Contract requirements specific to Appendices are reviewed. This can include field marking requirements, digital information specifications etc.
1103	Notification	Stakeholders notified	This should be included in specific contractual conditions if a requirement of the contractor i.e. private landowners, other tenure holders, protection, First Nations, etc.
<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

ID#	Hand Held Version	Form Version	90: Business Area Specific Requirements
9612	BA Specific Requirements	Compliance with Invasive Plants and Grass Seeding Requirements	<ul style="list-style-type: none"> <li>Ensure that grass seeding prescriptions are implemented</li> <li>Ensure that Contractors are meeting requirements of contract clauses</li> <li>Ensure the invasive plants identified are report to BCTS (BCTS staff to report to Planning Forester)</li> <li>Ensure general awareness of invasive plant identification and recommended actions information in EMS Binder</li> </ul>
9615	BA Specific Requirements	Falling – Is there a qualified supervisor that has adequate time available	<ul style="list-style-type: none"> <li>To be use for any contract that involves/requires falling.</li> <li>Ensure supervisor is knowledgeable in falling practices (ie Certified Faller) or is a Certified Falling Supervisor</li> <li>Been involved with falling for an adequate amount of time</li> <li>Has adequate time available to perform the supervision duties</li> <li>Document comments from discussion</li> </ul>
9616	BA Specific Requirements	Falling – Is there a falling plan and has it been communicated to all fallers	<ul style="list-style-type: none"> <li>To be use for any contract that involves/requires falling.</li> <li>The falling plan may be a separate plan or fall within a pre-work.</li> <li>Document how falling plan communicated.</li> </ul>
9617	BA Specific Requirements	Falling – Are all fallers in good standing with the council	<ul style="list-style-type: none"> <li>To be use for any contract that involves/requires falling.</li> <li>Ensure the qualified supervisor has checked that all fallers have valid certification</li> <li>If practicable BCTS to obtain a copy of certificate and retain on file</li> </ul>
9618	BA Specific Requirements	Falling – Has the qualified supervisor assessed each fallers qualifications	<ul style="list-style-type: none"> <li>To be use for any contract that involves/requires falling.</li> <li>Ensure the qualified supervisor has assessed each faller</li> </ul>
9619	BA Specific Requirements	Falling – Has the area been assessed for hazards and communicated to all fallers	<ul style="list-style-type: none"> <li>To be use for any contract that involves/requires falling.</li> <li>Ensure the supervisor has walked the area to identify hazards</li> </ul>
9620	BA Specific Requirements	Falling – Is there a plan to manage danger trees	<ul style="list-style-type: none"> <li>To be use for any contract that involves/requires falling.</li> <li>Ensure there is a plan to address trees that cannot be hand felled? ie the use of a machine, blasting (blaster must have valid certification), etc.</li> <li>Document comments from discussion</li> </ul>
9633	CQMS Requirements	Quality of works acceptable	<p>The Quality of the works (overall or individually) meet BCTS standards and the specifications described in Contract schedules. If any requirement is a "No", it must be included in actions below. Quality of work inspection items include:</p> <ol style="list-style-type: none"> <li>Work is free of errors and omissions</li> <li>Field marking standards have been met</li> <li>Professional oversight and quality assurance has occurred</li> <li>Work deliverables have been met/submitted on time</li> <li>Work Progress plan has been followed</li> <li>Service Schedule requirements have been met.</li> </ol>
9634	CQMS Requirements	Contract invoices submitted on time	Invoices have been submitted in a timely fashion, as per the agreed to plan, and the contractor is demonstrating that they are tracking and monitoring contract costs overall. If any requirement is a "No", it must be included in actions below.
9635	CQMS Requirements	Contract invoices co-relate to work performed	<p>Invoiced cost items match Payment Schedule values. If any requirement is a "no", it must be included in actions below. Invoice inspection items include:</p> <ol style="list-style-type: none"> <li>All billing can be confirmed and supporting documentation supplied</li> <li>Hourly costs can be verified and include information such as time cards, load slips, names, dates, list of projects worked on</li> <li>Hourly costs do not include non-billable items such as internal administration, meetings, invoice preparation</li> <li>Cost item rates match Payment Schedule rates</li> </ol>
9636	CQMS Requirements	Key personnel and/or subcontractors used as planned and no availability delays	<p>No issues have been noted with key personnel or sub-contractors. If any requirement is a "No", it must be included in actions below. Key personnel and subcontractor inspection items include:</p> <ol style="list-style-type: none"> <li>Persons listed in the Contract to perform works have actually done the work and not been substituted with others without prior approval.</li> <li>Key personnel have been made available to complete the works with no delays</li> <li>There is no delay in having works completed by subcontractors</li> <li>Professional work has been completed by the appropriate professional</li> </ol>

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

<b>ISSUE(S)</b>	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).	<b>Issue #:</b>	<b>Issue Type:</b> _____
		<b>Issue #:</b>	<b>Issue Type:</b> _____

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.

**GENERAL INSPECTION COMMENTS**

(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>I accept receipt of this inspection and am in agreement with the stated actions.</i>			
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"/>