

# EMS MANUAL

# Table of Contents

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<b>CHAPTER 1</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>CHAPTER 2</b>	<b>ENVIRONMENTAL AND SFM POLICIES.....</b>	<b>3</b>
<b>CHAPTER 3</b>	<b>ENVIRONMENTAL ASPECTS.....</b>	<b>4</b>
<b>CHAPTER 4</b>	<b>LEGAL &amp; OTHER REQUIREMENTS.....</b>	<b>6</b>
<b>CHAPTER 5</b>	<b>OBJECTIVES, TARGETS AND PROGRAMS.....</b>	<b>8</b>
<b>CHAPTER 6</b>	<b>STRUCTURE AND RESPONSIBILITY.....</b>	<b>10</b>
<b>CHAPTER 7</b>	<b>TRAINING, AWARENESS &amp; COMPETENCE.....</b>	<b>13</b>
<b>CHAPTER 8</b>	<b>COMMUNICATION.....</b>	<b>16</b>
<b>CHAPTER 9</b>	<b>DOCUMENT CONTROL.....</b>	<b>20</b>
<b>CHAPTER 10</b>	<b>OPERATIONAL CONTROL.....</b>	<b>23</b>
<b>CHAPTER 11</b>	<b>EMERGENCY PREPAREDNESS AND RESPONSE.....</b>	<b>25</b>
<b>CHAPTER 12</b>	<b>MONITORING AND MEASURING.....</b>	<b>28</b>
<b>CHAPTER 13</b>	<b>NON-CONFORMANCE, CORRECTIVE AND PREVENTATIVE ACTIONS.....</b>	<b>32</b>
<b>CHAPTER 14</b>	<b>RECORDS.....</b>	<b>36</b>
<b>CHAPTER 15</b>	<b>AUDIT PROGRAM.....</b>	<b>38</b>
<b>CHAPTER 16</b>	<b>MANAGEMENT REVIEW.....</b>	<b>45</b>

# Chapter 1 Introduction

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The interest from the international and domestic marketplace in buying wood products from certified forests has grown and many British Columbia forest products companies have obtained registration of their forest management programs. This has been supported by the provincial government, recognizing that forestry certification is voluntary and complementary to the standards of the province's Forest and Range Practices Act and Regulations.

The fundamental value of this environmental management system (EMS) is that it enables BC Timber Sales (BCTS) to arrange and focus its' management activities into an integrated, functioning system (including administration, planning and operations) with particular emphasis upon environmental impacts and risks. More specifically, the EMS encourages the following:

- corporate commitment to excellence in forest management, and related quality control
- development of a foundation to address resource management activities and practices
- application of continual improvement principles and procedures
- continual improvement of objectives, targets and results (public, transparent)
- assignment of fiscal and human resources to appropriate activities
- assignment of personal responsibilities and accountabilities
- development of good record keeping processes and procedures
- demonstrating due diligence
- implementing sustainable forest management (SFM) standards The Executive Director(s) have the overall responsibility for the EMS and SFM at the corporate level. This includes responsibility for approving environmental and SFM policies, providing senior management authority and resources for the effective management of the EMS and sustainable forest management plans (SFMPs), participating in corporate EMS and SFM management reviews, as well as other responsibilities outlined in this manual.

The BCTS Timber Sales Office (TSO) will implement the EMS and applicable SFMP(s) at the local level.

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## **Scope**

The scope of the Environmental Management System (EMS) includes all licenses, permits and contracts awarded by BCTS Timber Sales Managers, as well as all activities undertaken by BCTS staff, licensees, permittees and contractors (LPCs) in the following functional areas: planning, roads, harvesting and silviculture. All activities undertaken by BCTS LPCs on log dumps and fuel storage & handling areas directly associated with BCTS LPC operations, but not covered by BCTS licenses, permits or contracts, are specifically included.

## **Updates**

The Certification Officer is accountable for ensuring that the EMS Manual is maintained.

The official copy of the latest version of the EMS Manual, associated EMS and SFM program documents, including a glossary of definitions, are maintained on the BCTS website. Users of the EMS should check the website to ensure that they have the current versions.

# Chapter 2                      Environmental and SFM Policies

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## **Purpose**

To define and maintain environmental and sustainable forest management (SFM) policies that are appropriate to the activities of BC Timber Sales.

## **Scope**

This Chapter defines the procedure for approval, adoption, and communication of the environmental and SFM policies.

## **Roles**

(See Chapter 6: Structure and Responsibilities)

- Executive Director(s)
- Timber Sales Manager

## **Procedure**

**Executive Director(s)** will:

- Approve environmental and SFM policies and review them annually for their continuing suitability and appropriateness
- Ensure the policies are prominently displayed and available at the BCTS corporate office and on the corporate certification webpage
- Communicate the environmental and SFM policies to all Timber Sales Managers

**Timber Sales Manager** will:

- Communicate the environmental and SFM policies to all BA staff, licensees / permittees / contractors (LPCs), and the public
- Ensure the policies are prominently displayed and available at the TSO and on the certification webpage

## **Related Documents**

- Environmental Policy
- Sustainable Forest Management Policy
- Sustainable Forestry Initiative (SFI) Standard(s)

## **Chapter 3 Environmental Aspects**

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### **Purpose**

Assess environmental aspects in a consistent manner to determine the highest risk to BCTS and to ensure that these aspects are periodically reassessed.

### **Scope**

This Chapter defines the procedures for addressing and maintaining a list of significant environmental aspects.

### **Roles**

(See Chapter 6: Structure and Responsibilities)

- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- Local Committee

### **Procedure**

**Timber Sales Manager** will:

- Ensure through the management review that environmental aspects are risk rated and maintained at the BA as per the procedure and changes are communicated to the Certification Officer
- Approve significant environmental aspects developed by each Business Area (BA) (Table 004-3 and Table 004-1)

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**Certification Officer will:**

- Maintain and approve the Significant Environmental Aspects Form (Table 004-1), Aspect Risk Assessment Procedure (Table 004-2) and Environmental Aspect Evaluation Form (Table 004-3) templates
- Periodically request CSOs and BA local committees to conduct a full review of BA significant environmental aspects following the procedure described in the Aspect Risk Assessment Procedure (Table 004-2) utilizing the Significant Environmental Aspects Form (Table 004-1) and Environmental Aspect Evaluation Form (Table 004-3) templates
- Address any changes to the corporate list of environmental aspects taking into consideration any information presented during the annual management review (Chapter 16)

**Certification Advisory Team (CAT) will:**

- Submit recommendations for revision to the Aspect Risk Assessment Procedure (Table 004-2) and Environmental Aspect Evaluation Form (Table 004-3) to the Certification Officer as required for consideration in the corporate management review

**Local Committee will:**

- Conduct periodic reviews of the BA specific aspects (using Table 012-2) and update, as required, the BA Environmental Aspect Evaluation (Table 004-3) and BA Significant Environmental Aspects (Table 004-1), based on information including:
  - Changes in legislation and the impact on the EMS
  - Changes in scale and technology of woodlands operations
  - New or modified activities
  - Evaluation of operational controls
  - Review of non-conformance issues
  - Concerns expressed by interested parties, and
  - Criteria, objectives, and indicators of Sustainable Forest Management as applicable to the scope of the EMS

**Related Documents**

- Significant Environmental Aspects Form (Table 004-1)
- Aspect Risk Assessment Procedure (Table 004-2)
- Environmental Aspect Evaluation Form (Table 004-3)
- Local Business Area Management Review (Table 012-2)

# Chapter 4                      Legal & Other Requirements

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## **Purpose**

To ensure that BA staff have access to legal and other requirements that are applicable to the BA operations.

## **Scope**

This Chapter defines the procedure for the access, review, evaluation and communication of current pertinent legislation and other requirements or commitments.

## **Roles**

(See Chapter 6: Structure and Responsibilities)

- Timber Sales Manager
- Certification Officer
- BA CSO
- BA Supervisors

## **Procedure**

**Timber Sales Manager** will:

- Ensure that staff have access to current pertinent legislation
- Determine and approve local requirements or commitments, such as BA Sustainable Forest Management Plans, if applicable
- Communicate any other BA requirements or commitments to the relevant BA staff

**Certification Officer** will:

- Review changes to legal and other requirements or commitments and evaluate the need for changes to EMS documents
- Communicate changes to the Certification Standards Officers
- Identify and record corporately controlled documents on the Document Control Matrix (Table 010-1)



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**BA CSO and/or relevant BA Supervisors will:**

- Monitor changes in legislation for relevancy to BA activities
- Identify and record locally controlled documents (see Chapter 9), as required
- Evaluate the relevancy of legislation and other requirements to BA activities and aspects and maintain this information within Table 004-1
- Communicate changes to legal and other requirements or commitments and changes in EMS procedures to appropriate staff and licensees / permittees / contractors using in-house communication, in-house training sessions, as applicable, and pre-work meetings

**Related Documents**

- Significant Environmental Aspect Form (Table 004-1)
- Document Control Matrix (Table 010-1)
- Sustainable Forestry Initiative (SFI) Standard(s)

# Chapter 5 Objectives, Targets and Programs

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## **Purpose**

To ensure that BCTS establishes and maintains documented environmental objectives and targets consistent with its environmental policy, legal and other requirements, and significant environmental aspects, and establishes and maintains program(s) for achieving its objectives and targets.

## **Scope**

This Chapter provides the procedures for the development, approval, maintenance and review of the environmental objectives and targets, and the development of environmental management programs which ensure that the BCTS operations are consistent with:

- Objectives and targets established in the EMS
- Available resources and time frames for achieving the objectives and targets

## **Roles**

(See Chapter 6: Structure and Responsibilities)

- Manager BCTS HQ)
- Timber Sales Manager
- Certification Officer
- BA CSO
- Local Committee

## **Procedure**

**Manager (BCTS HQ)** will:

- Approve corporate objectives and targets, and environmental management programs (Table 006-2)

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**Certification Officer will:**

- Ensure that corporate objectives and targets and environmental management program are developed and reviewed annually and are consistent with the environmental policy and any direction from the Executive Director(s) based on the results of the corporate management review
- Review and approve provincial core BA objectives and targets
- Maintain BA EMP Template (Table 006-1) and Corporate EMPs (Table 006-2)

**Timber Sales Manager will:**

- Approve BA environmental management programs
- Implement BA and corporate environmental management programs

**BA CSO will:**

- Maintain approved local objectives and targets in the BA EMP Template (Table 006-1)

**Local Committee will:**

- Establish BA objectives in consideration of:
  - significant environmental aspects
  - legal requirements
  - sustainable forest management plans (if applicable)
  - technological options
  - financial, operational and strategic business requirements
  - views of interested parties and licensees / permittees / contractors, and continual improvement requirements
- Ensure BA objectives are developed and reviewed periodically and are consistent with the environmental policy and any direction from the Executive Director(s) and/or Timber Sales Manager based on the results of the management reviews (Chapter 16)
- Develop and maintain measurable targets to meet the objectives
- Develop environmental management programs (Table 006-1) that encompass the BA objectives and targets, which describe:
  - The action(s) required to achieve the target
  - Responsibility for achievement
  - Deadlines for completion

**Related Documents**

- BA EMP Template (Table 006-1)
- Corporate EMPs (Table 006-2)
- Sustainable Forestry Initiative (SFI) Standard(s)

# Chapter 6                      Structure and Responsibility

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## **Purpose**

To ensure the roles, responsibilities and authorities of the environmental management system (EMS) and sustainable forest management (SFM) programs are defined, documented and communicated in order to facilitate effective environmental and SFM performance.

## **Scope**

This Chapter provides the procedure for the designation of responsibility for all EMS/SFM roles within BCTS, including corporate and BA staff, all BCTS licensees / permittees / contractors and their forest workers.

## **Roles**

- Executive Director
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- Local Committee
- BA Woodlands Manager / Supervisors
- BA Staff
- Licensees / Permittees / Contractors

## **Procedure**

### **Executive Director will:**

- Ensure that the environmental management system and corporate sustainable forest management requirements are established, implemented and maintained in accordance with the relevant standards

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**Timber Sales Managers will:**

- Ensure that the environmental management system and corporate sustainable forest management requirements are implemented in accordance with the relevant standards
- Ensure that local SFMP requirements (if any) are established, implemented and maintained in accordance with relevant standards (ie. local BMP's such as species at risk, wet weather shutdown procedures, migratory birds, etc)
- Report on the performance of the corporate EMS and SFM Programs to corporate senior management for review and as a basis for continual improvement of the EMS
- Document the assignment of roles and responsibilities at the BA utilizing the SFI Roles and Responsibilities Matrix
- Provide resources necessary to ensure effective environmental management and implementation of the SFMP at the BA as relevant

**Certification Officer will:**

- Ensure that the environmental management system and corporate sustainable forest management requirements are established and maintained in accordance with the relevant standards
- Provide leadership towards provincial and business area implementation of the EMS and corporate SFM programs
- Update and approve corporately controlled EMS and SFM documents
- Report the progress of the EMS and corporate SFM programs to corporate senior management for review and as a basis for continual improvement of EMS

**Certification Advisory Team will:**

- Maintain a consistent corporate approach for the BCTS EMS and SFMP by implementing BCTS policy and direction
- Periodically complete continuous improvement of the EMS and SFMP under corporate direction
- Provide BA input for BCTS corporate EMS and SFMP
- Review EMS and SFM issues and concerns identified by BA staff

**BA CSO will:**

Provide leadership towards business area implementation of the EMS and SFMP

**Local Committee will:**

- Maintain a consistent corporate approach for the BCTS EMS and SFMP by implementing BCTS policy and direction
- Periodically complete routine continuous improvement of the local EMS and SFMP under direction of the Timber Sales Manager

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**BA Woodlands Manager / Supervisors will:**

- Communicate the roles and responsibilities to the people that report to them
- Ensure that their workers receive appropriate training according to Chapter 7; Training, Awareness, and Competence

**BA Staff will:**

- Ensure that operations conform to SFMP and EMS requirements.

**Licensees / Permittees / Contractors will:**

- Ensure that their operations conform to SFMP and EMS requirements as specified in licences, permits and contracts.

**Related Documents**

- Environmental Operating Procedures
- Environmental Field Procedures
- Sustainable Forest Management Plan(s) ( )
- EMS Checklist Guidance Documents
- Document Control Matrix (Table 010-1)
- Sustainable Forestry Initiative (SFI) Standard(s)
- BA SFI Roles and Responsibilities Matrix

# Chapter 7                      Training, Awareness & Competence

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## **Purpose**

To ensure that all personnel with responsibilities within the scope of the BCTS EMS have an appropriate level of understanding of the principles of their roles. To deliver training to personnel based on their EMS roles, and to verify the competency of persons performing roles within the EMS and SFMP.

## **Scope**

This Chapter provides the procedures for the development, assessment and maintenance of training needs and responsibility awareness. The EMS training program includes:

- Awareness of their responsibility in meeting the requirements of the EMS and of the potential impact of their work on the environment
- Awareness of their responsibility in meeting the requirements of the SFMP
- The skills and knowledge to competently fulfil their roles

## **Roles**

(See Chapter 6: Structure and Responsibilities)

- Certification Officer
- Certification Advisory Team
- BA CSO
- BA Supervisors
- BA Staff
- Licensees / Permittees / Contractors

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## **Procedure**

### **Certification Officer will:**

- Provide leadership in the development and maintenance of corporate EMS training programs and materials

### **Certification Advisory Team will:**

- Develop and maintain corporate Training Matrix templates (Tables 008-1, 008-1A, and 008-2)
- Develop and maintain EMS and SFM corporate training materials

### **BA CSO will:**

- Provide leadership and EMS training information and materials to BCTS licensees / permittees / contractors
- Monitor the effectiveness of the training programs

### **BA Supervisors will:**

- Maintain records of training
- Ensure that staff receive EMS and SFM awareness training appropriate to their position and the BA Training Matrix

### **BA Staff will:**

- Require BCTS licensees / permittees / contractors to complete BCTS LPC EMS and SFM awareness training, to train their workers in the EMS and SFM and to keep records of their training
- Ensure BCTS LPC's follow requirements for which documents must be available on site as set out in the Licence / Contract EMS Schedule (Schedule D)
- Provide additional LPC training as specified in the LPC Training Matrix
- Evaluate the competency of licensees / permittees / contractors (through LPC training records and BCTS pre-works, monitoring and/or inspections) with regard to awareness of the potential environmental impacts of the tasks they perform
- Assess EMS and SFM awareness training needs for BA staff and prepare a schedule of training

### **Licensees / Permittees / Contractors will:**

- Complete BCTS LPC EMS and SFM awareness training
- Provide an appropriate level of EMS and SFM awareness training to their workers, and ensure that their workers meet the relevant training requirements of legislation
- Maintain records of required training as prescribed by BCTS
- Maintain documents and records on site as required by BCTS and described in the Licence / Contract EMS Schedule (Schedule D)



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**Related Documents**

- Corporate Training Matrix Templates - Tables 008-1, 008-1A, 008-2
- BCTS LPC EMS / SFM Awareness Training (online)
- MyLearning Portal (for BCTS Staff)
- Sustainable Forestry Initiative (SFI) General Awareness Document (online)
- Sustainable Forestry Initiative (SFI) Standard(s)

## **Chapter 8                      Communication**

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### **Purpose**

To ensure that communication procedures are established and maintained which convey expectations and performance regarding the EMS and SFMP.

### **Scope**

This Chapter provides the procedure and defines the responsibility for internal and external communication of environmental issues and SFM issues and performance, when applicable.

### **Roles**

(See Chapter 6: Structure and Responsibility)

- Executive Director(s)
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- Local Committee
- BA Woodlands Manager / Supervisors
- BA Staff
- Licensees / Permittees / Contractors

### **Procedure**

#### ***Internal Communication***

**Executive Director(s)** will:

- In the course of the corporate Management Reviews(s), provide direction to the Certification Officer for the ongoing maintenance of the EMS and corporate SFMP
- Communicate the environmental and sustainable forest management policies to Timber Sales Managers

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**Timber Sales Manager will:**

- In the course of the BA Management Reviews(s), provide direction to the BA CSO for the ongoing maintenance of local EMS documents and SFMP(s)
- Communicate the environmental and sustainable forest management policies to all BA staff, licensees / permittees / contractors, and the public

**BA Woodlands Manager / Supervisors:**

- Woodlands Manager and all BA Supervisors with a role in the EMS and SFMP will communicate the roles and responsibilities to the people that report to them
- Provide leadership in the continuous improvement of local SFMPs and assist in the continual improvement of corporate SFMP

**BA Staff will:**

- Communicate on environmental issues internally and to various licensees / permittees / contractors as required by Environmental Operating Procedures (EOP) (Chapter 10 Operational Control)
- Communicate on incidents of potential / alleged non-compliance and non-conformance to the BA CSO
- Document and evaluate input received from the general public and interested parties about EMS environmental activities and SFMP(s), if applicable

**Certification Officer will:**

- Ensure communication of any change in the EMS Manual, corporate SFMP requirements and related legislation to BA's.

**Certification Advisory Team will:**

- Meet periodically to review environmental performance and related issues
- Provide advice to the Certification Officer for the ongoing management and continual improvement of the corporate EMS and SFMP
- Communicate status of BA environmental programs to the Certification Officer
- Provide BA input for BCTS corporate SFMP
- Review SFM issues and concerns identified by BA staff

**SFM Teams will:**

**Local Committee will:**

- Meet periodically to review environmental performance and related issues
- Provide advice to the BA CSO for the ongoing management of the EMS and SFMP
- Communicate status of environmental management programs to the BA CSO

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**BA CSO** will ensure:

- Communication of any change in the EMS Manual, SFMP(s) and related legislation to the Timber Sales Manager
- Communication of changes to legal and other requirements or commitments and changes in EMS procedures and SFMP to appropriate staff and licensees / permittees / contractors through in-house communication, in-house training sessions as applicable, and pre-work meetings

**Licensees / Permittees / Contractors** will:

Communicate on EMS and SFM issues to BA staff and to their employees as required (ie. EFP's, EOP's, etc)

**External Communication**

**Executive Director(s)** will:

- Ensure that the environmental and sustainable forest management policies are made available to the public and interested parties at the corporate level

**Timber Sales Manager** will:

Ensure that the environmental and sustainable forest management policies and current SFI Certificate are posted in the Timber Sales Office.

**Certification Officer** will:

- Document and respond in a timely manner, in an appropriate way, to all corporate public inquiries and/or complaints about the EMS, corporate SFM programs, and relevant environmental activities at the corporate level
- Ensure that the SFMP(s), and the results of independent audit reports are posted and maintained on the external certification webpages
- Ensure the EMS and SFM policies are posted and maintained on the external certification webpage

**BA Staff** will:

- Document and respond in a timely manner, in an appropriate way, to all public inquiries and/or complaints received by the BA about the EMS and SFM, and relevant environmental activities at the local level
- Refer any local public inquiries and/or complaints about the EMS and SFM at the corporate level to the Certification Officer

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**Related Documents**

- Environmental Policy
- Sustainable Forest Management Policy
- Sustainable Forest Management Plan(s) (SFMP)
- Environmental Operating Procedures, Environmental Field Procedures
- Sustainable Forestry Initiative (SFI) Standard(s)
- External Audit Certification Summary Report (Public audit report)
- Table 012-2 EMS Provincial MR Local Report Template, Table 012-4 SFI Provincial MR Local Report Template
- Table 012-1 Provincial Management Review Report Template EMS, Table 012-3 Provincial Management Review Report Template SFI

## **Chapter 9 Document Control**

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### **Purpose**

To ensure that BCTS establishes and maintains procedures for controlling documents of importance to the design, implementation and operation of the EMS and/or SFMP, when applicable.

### **Scope**

This Chapter defines controlled documents, their creation, maintenance and distribution.

### **Roles**

(See Chapter 6: Structure and Responsibility)

- Timber Sales Manager
- Certification Officer
- BA CSO
- BA Staff
- Licensees / Permittees / Contractors

### **Procedure**

#### ***Defining Controlled Documents***

All documents that describe core elements of the EMS and/or the SFM, or which are necessary for the planning and execution of the EMS and/or SFM, shall be defined as controlled documents. These shall include at a minimum:

- The environmental and sustainable forest management policies
- Procedures and other documented operational controls necessary to conform to the policies and to achieve the objectives and targets
- Procedures to monitor and measure operations and activities that can have significant impact on the environment
- Procedures to assess compliance with legal and other requirements
- External documents that govern activities within the EMS and/or SFM (i.e. local SFM User Guides, if available).

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All controlled documents shall be identified along with their associated levels of consistency in Table 010-1. Provincial consistency levels are:

Level 1	<b>Provincial Core Documents</b> (consistent format and content). Mandatory Use when applicable.
Level 2	<b>Provincial Core Documents with Supplemental Content</b> (consistent format and content with some BA discretionary content). Mandatory Use when applicable.
Level 3	<b>Provincial Supplements</b> (consistent format and content with some BA discretionary content). Discretionary Use.
Level 4	<b>Local Supplements</b> (format content and use at BA discretion)

***Creating, Modifying and Approving Controlled Documents***

**Timber Sales Manager** will:

- Ensure corporate levels of consistency are maintained
- Approve local controlled documents, if applicable

**Certification Officer** will:

- Approve corporately controlled EMS and SFM documents
- Provide leadership in review of controlled documents, including the modification, deletion and construction of corporately controlled documents
- Record effective dates of the corporate controlled documents on Table 010-1
- Record effective dates on the controlled documents

**Certification Advisory Team** will:

- Periodically review controlled documents and make recommendations for modifying, deleting or constructing provincially controlled documents

***Maintaining Controlled Documents***

All controlled documents will be subject to periodic review as a result of one or more the following:

- Audits
- Document reviews made following a change to a related or linked controlled document
- Document reviews made following a change to legislation or other commitments of the company, and/or
- Management Review

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**Document Distribution**

The most current version of all controlled documents shall exist in electronic form, and shall be made available to those who require them on the BA certification webpages

**Certification Officer will:**

- Communicate to the BA CSOs to enable updates to the BA certification webpages when corporately controlled documents have been revised and/or approved for implementation
- Retain corporately controlled obsolete documents in archives
- Maintain the corporate certification SharePoint

**BA CSO will:**

- Ensure the maintenance of the BA certification webpages
- Retain obsolete documents in archives
- Facilitate the distribution of controlled documents to ensure that out-of-date or obsolete versions of these documents are removed from use

**BA Staff will:**

- View the documents on the BA certification webpages and may print copies of various portions for their use. Printed versions of the controlled documents are not official versions and are considered uncontrolled documents. Holders of printed controlled documents must ensure that they are current and discard obsolete versions.

**Licensees / Permittees / Contractors will:**

- View the documents pertaining to licences, permits and contracts on BCTS certification webpages and may print copies of various portions for their use. Printed versions of the controlled documents are not official versions and are considered uncontrolled documents. Holders of printed controlled documents must ensure that they are current and discard obsolete versions.

**Related Documents**

- Document Control Matrix (Table 010-1)
- Sustainable Forestry Initiative (SFI) Standard(s)



# Chapter 10      Operational Control

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## **Purpose**

To ensure that operational control procedures are established and maintained for activities associated with the significant environmental aspects and consistent with the environmental policy, objectives and targets and SFM requirements.

## **Scope**

This Chapter identifies operational controls for the EMS and provides the procedures for their development and maintenance.

## **Roles**

(See Chapter 6: Structure and Responsibility)

- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- BA Staff
- Licensees / Permittees / Contractors

## **Procedure**

### **Operational controls for the EMS include:**

- Environmental operating procedures (EOPs) that provide direction to BCTS staff
- Environmental field procedures (EFPs) that provide direction to BCTS staff, licensees / permittees / contractors and their forest workers
- Forms and checklists which are used by BCTS BA staff, licensees / permittees / contractors and their forest workers to inspect environmental performance
- Environmental Emergency Response Plans
- Business Area EMS Supplements (when applicable)

### **Timber Sales Manager will:**

- Approve any new or revised Business Area EMS Supplements
- Approve responsibility for tasks within the EOPs

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**Certification Officer** will:

- Approve any new or revised corporately controlled EMS operational controls
- Ensure that all required corporately controlled EMS operational controls are developed and maintained according to the requirements of this manual.

**Certification Advisory Team** will:

- Review and make recommendations on any new or revised corporately controlled EMS operational controls

**BA CSO** ensures that:

- Operational controls are available to the respective staff, and licensees / permittees / contractors

**BA Staff and Licensees / Permittees / Contractors** are:

- Responsible for implementing approved operational controls

**Related Documents**

- Environmental Operating Procedures (EOP)
- Environmental Field Procedures (EFP)
- Environmental Emergency Response Plans (eERP)
- Forms and checklists
- Business Area EMS Supplements
- Sustainable Forestry Initiative (SFI) Standard(s)

# Chapter 11      Emergency Preparedness and Response

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## **Purpose**

To ensure that the BC Timber Sales establishes and maintains procedures to identify the potential for appropriate response to environmental incidents and emergency situations, and for preventing and mitigating the environmental impacts that may be associated with them.

To ensure all BC Timber Sales staff and licensees, permittees and contractors are able to respond to environmental incidents and emergency situations in an appropriate manner to minimize environmental damage.

## **Scope**

This Chapter provides the procedures for the development, maintenance, evaluation and approval of the environmental Emergency Response Plan.

## **Roles**

(See Chapter 6: Structure and Responsibilities)

- Executive Director(s)
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA Staff
- BA CSO / Local Committee
- Licensees / Permittees / Contractors

## **Procedure**

**Executive Director(s)** will:

- In the course of the corporate Management Review(s), assess the effectiveness of the environmental emergency response program

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**Timber Sales Manager will:**

- Implement the environmental emergency response program at the Business Area level and ensure staff are conforming with the requirements of the program
- Ensure that environmental emergency response procedures are tested annually within the Business Area

**Certification Officer will:**

- Approve and maintain corporate environmental Emergency Response Plan templates (eERP)

**Certification Advisory Team will:**

- Periodically review and evaluate content and provide recommendations for updates of eERP templates including relevant preparedness and response information for:
  - Fire preparedness and response
  - Erosion preparedness and response
  - Spill preparedness and response
- Periodically review efficacy of the eERP, including the results of eERP testing and incidents and ensuring emergency contact information is current

**BA CSO / Local Committee will:**

- Prepare a BA staff eERP and make the eERP available to staff
- Ensure that staff is appropriately trained in environmental emergency preparedness and response
- Provide Business Area input into the maintenance of the eERP templates at the Certification Advisory Team
- Review local environmental emergency response procedures and contact information periodically and update as needed

**BA Staff will:**

- Verify that Licensees, Permittees, and contractors have an Emergency Response Plan in place
- Verify the Licensees, Permittees, and contractors complete tests / drills as required

**Licensees / Permittees / Contractors will:**

- Establish and maintain an eERP at the worksite and conduct periodic drills as required to ensure that an adequate level of preparedness is maintained at all times and maintain records for BA staff
- Conduct test(s) of environmental emergency preparedness and response program as required and provide and maintain records for BA staff
- Submit copies of reports of environmental incidents to BA staff
- Ensure that all employees are aware of their responsibilities under the eERP

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**ENVIRONMENTAL MANAGEMENT SYSTEM**

**Related Documents**

- Environmental Emergency Response Plan Template - Client
- BCTS Staff Emergency Response Plan
- CHK-009 Incident Report Form
- CHK-010 Environmental Emergency Test / Drill Report Form
- Guide for Conducting Emergency Response Tests / Drills for Fires, Spills and Erosion Events (ER Test-Drill Guide)
- Sustainable Forestry Initiative (SFI) Standard(s)

# Chapter 12      **Monitoring and Measuring**

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## **Purpose**

To ensure that the BA maintains procedures for inspecting and monitoring operations and activities for EMS and SFMP requirements, when applicable. Inspections and monitoring are key activities to help ensure achievement of objectives and targets, and satisfy the environmental and sustainable forest management policies. They also provide the basis for determining if the EMS and SFMP are working appropriately, and the basis for securing continual improvement.

## **Scope**

This Chapter provides the procedures for inspecting and monitoring conformance with environmental operating procedures (EOP), environmental field procedures (EFP), SFM Plans(s), compliance with legal requirements, progress on completing environmental management programs, and achievement of EMS and SFM objectives and targets.

## **Roles**

(See Chapter 6: Structure and Responsibilities)

- Executive Director(s)
- Timber Sales Manager
- Certification Officer
- Certification Advisory Team
- BA CSO
- BA Supervisor
- Local Committee
- BA Staff / Contracted Monitors
- Licensees / Permittees / Contractors

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**ENVIRONMENTAL MANAGEMENT SYSTEM**

## Procedure

### **Monitoring of Legal Compliance and Conformance with Operational Controls**

**Executive Director(s)** will:

- In the course of the corporate Management Review, assess the compliance, conformance, EMP status, and performance monitoring information provided by the Certification Officer

**Timber Sales Manager** will:

- In the course of the local Management Review, assess the compliance, conformance, EMP status, and performance monitoring information provided by the Local Committee

**Certification Officer** will:

- Prepare a summary of corporate environmental management program implementation and performance related to the corporate objectives and targets on Table 006-2.
- Communicate a summary of BCTS compliance, conformance, EMP status, and performance monitoring status to the Executive Director(s) annually

**Certification Advisory Team** will:

- Prepare recommendations for EMS improvements based on their review of compliance and conformance data prior to the corporate management review

**BA Supervisors** will:

- Assess conformance with EMS requirements for those BA staff reporting to them, using the roles & responsibilities matrix as guidance
- Track instances in LRM Incident Tracking System (ITS) of potential non-compliance and/or significant non-conformance. ,
  - A **potential non-compliance** is defined in the EMS Glossary as:
    - In the opinion of the person reporting, legislation and regulation has been violated and there may be an agency investigation to determine fact and possible enforcement action.
    - Examples: Failure to maintain natural drainage patterns, Unauthorized harvest, Failing to meet silviculture obligations, Compliance Actions, Enforcement Actions and or Government Statutory Obligations issued by C&E
  - a **significant non-conformance** is defined in the EMS Glossary as:
    - An occurrence or event that has or will likely result in a negative impact to a significant environmental aspect and cannot be immediately rectified and/or
    - where the EMS program has been severely compromised and / or a “Notice to Comply” has been issued at the discretion of local management. This includes; repeated non-conformances that may become significant, e.g. not following EFPs, eERPs, Project Plans.

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**Licensees / Permittees / Contractors will:**

- Monitor, inspect, and document their activities for conformance/compliance with:
  - Project Plan(s)
  - EMS/SFM requirements
  - Licence, permit and contract conditions
  - Compliance to legal requirements

**BA staff will:**

- Monitor and inspect Licensees / Permittees / Contractors, other BA staff and BCTS Operations by:
  - Conducting monitoring and inspections of BA licensees / permittees / contractors operations. Inspections are conducted at a frequency that reflects the potential risk of the project, as guided by the risk assessment framework. In the course of conducting monitoring and inspections, assess:
    - Conformance with Project Plan(s)
    - Conformance with EMS/SFM requirements
    - Conformance with licence, permit and contract conditions
    - Compliance with legislation
  - Document any incidents, potential non-compliance, or non-conformances, information resulting from inspections on the appropriate checklist
  - Assign corrective and preventative action(s) to identified incidents, non-conformances, and potential non-compliances
  - Follow-up on any corrective and preventative action(s) identified in previous inspection(s) completed by BCTS or the LPC Supervisor to ensure they have been completed

**Note:** Non-compliances can only be determined by statutory decision or prosecution. A non-compliance noted on an inspection form is only a potential non-compliance. Report potential non-compliances to the appropriate agency.

**Note:** Monitoring and inspections of Licensee / Permittee / Contractor operations may be conducted by BA contracted monitors



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**ENVIRONMENTAL MANAGEMENT SYSTEM**

**Local Committee / BA CSO will:**

- Communicate the status of the BA environmental management program to the TSM at least annually
- Prepare recommendations for EMS improvements based on their review of compliance and conformance data prior to the Management Review
- Prepare a summary of the status of local environmental management program implementation and performance measures related to the objectives and targets on BA EMP Template (Table 006-1)
- Review the information in LRM ITS (e.g.: for quality control, action plan completion/closure, trending, new or developing issues, etc.)
- Review compliance information when provided by regulatory agencies
- Communicate summary of local compliance, conformance, EMP status, and performance monitoring status to the Certification Officer annually, if required

**Related Documents**

- BA EMP Template (Table 006-1)
- Corporate EMPs (Table 006-2)
- BCTS Checklists
- BCTS Guidance Documents
- BCTS Emergency Response Checklist & Guidance
- Environmental Operating Procedures (EOP)
- Environmental Field Procedures (EFP)
- Roles & Responsibilities Matrix
- Sustainable Forestry Initiative (SFI) Standard(s)
- LRM Certification Module Incident Tracking System Supplementary User Guide

# **Chapter 13 Non-conformance, Corrective and Preventative Actions**

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## **Purpose**

To ensure that BCTS establishes and maintains procedures for handling and investigating potential non-compliance and non-conformance, taking action to mitigate any impacts and to initiate and complete corrective and preventative action.

## **Scope**

This Chapter provides procedures for the investigation, monitoring and reporting of potential non-compliance with legal, EMS and SFM requirements.

## **Roles**

(See Chapter 6: Structure and Responsibility)

Timber Sales Manager  
Certification Officer  
BA Woodlands Manager / Supervisors  
BA Staff  
BA CSO  
Local Committee

## **Procedure**

**Certification Officer** will:

*In relation to conformance with the corporate Environmental Management Program(s):*

- Assess achievement of the corporate EMP, including progress towards achievement of the objectives and targets, annually. If the targets or activities have not been completed or are not on track, and the objectives may not be met, determine the root cause by identifying the impediments to achievement of the objectives and targets
- Document achievement of the corporate objectives and targets on the corporate EMP (Table 006-2)

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

***In relation to potential non-compliance with legal requirements and non-conformance with the EMS and SFMP, if applicable:***

- Document a consistent corporate approach to identifying, investigating potential non-compliances and significant non-conformances (ie checklist 9, EOP 4)
- Document a consistent corporate approach to tracking corrective and preventative actions arising from potential non-compliances and significant non-conformances using LRM ITS.
- Address any potential corporate non-compliances and non-conformances
- Track the completion of corporate corrective or preventative actions resulting from corporate EMS and/or SFM audits

**Timber Sales Manager will:**

- Ensure that BA corrective and preventative actions are appropriate to mitigate any impacts
- Ensure that BA corrective actions are appropriate to reduce the likelihood of similar incidences occurring
- Ensure that corporate and local corrective and preventative actions are implemented at the BA level

**BA Woodlands Manager / Supervisors will:**

***During the investigation:***

- 
- Assist staff to determine the extent of the potential non-compliance or non-conformance
- Provide guidance regarding corrective and preventative actions

***Following the investigation:***

- Communicate investigation results and root causes
- Ensure corrective and preventative actions are effectively implemented and completed including documentation

**BA staff will:**

***In relation to potential non-compliance with legal requirements and non-conformance with the EMS and SFMP, if applicable:***

- Monitor activities in accordance with Chapter 12 - Monitoring and Measurement
- Document instances of potential non-compliance and/or significant non-conformance
- Discuss with supervisor to determine the extent of potential non-compliance and/or significant non-conformance, and determine depth of investigation required
- Implement and document any corrective and preventative actions as applicable
- Provide guidance to LPC's regarding corrective and preventative actions as applicable

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**ENVIRONMENTAL MANAGEMENT SYSTEM**

***In relation to Incidents Reported:***

- Participate in investigation to determine the root cause of the incident
- Determine if there are any requirements to report the incident as a potential non-compliance to a regulatory agency.
- Ensure corrective or preventative actions are effective and implemented.
- Document actions, recommendations and deadline for completion in the LRM ITS. Recommendations that involve revising the EMS/SFM Program must be passed to the CSO for consideration
- Confirm and document that the corrective or preventative actions have been taken before the deadline

Note: In some situations when an environmental issue is reported there may also be a requirement to conduct a safety incident investigation for any related safety issues

**Local Committee will:**

***In relation to potential non-compliance with legal requirements and non-conformance with the EMS and SFMP(s), if applicable, as tracked in the tracking system:***

- Periodically review LRM ITS data for compliance and conformance results
- Monitor quality and completeness of LRM ITS data and corrective and preventative actions
- Identify repetitive or significant non-conformances and determine if further corrective and preventative action are required, by considering the identified root causes, the pervasiveness and severity of non-conformance and documented input on corrective/preventative action taken
- Document actions, recommendations and deadline for completion in the LRM ITS.
- Recommendations that involve revising the corporate EMS / SFM Program should be added to the CI Opportunities Matrix for consideration of the Certification Advisory Team
- Track the completion of the corrective or preventative action. Document the completion of the corrective and preventative action in the LRM ITS
- Periodically review the effectiveness of corrective or preventative actions

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**BA CSO will:**

*In relation to conformance with the Environmental Management Program(s):*

- Assess achievement with the BA EMPs, including progress towards achievement of the BA objectives and targets, annually. If the targets or activities have not been completed or are not on track, and the objectives may not be met, determine the root cause by identifying the impediments to achievement of the BA objectives and targets
- Document achievement of BA objectives and targets on the BA EMP Template (Table 006-1)
- Determine corrective or preventative actions to ensure achievement of the local objectives and targets

**Related Documents**

- BA EMP Template (Table 006-1)
- Corporate EMPs (Table 006-2)
- Environmental Operating Procedures (EOP)
- Environmental Field Procedures (EFP)
- BCTS Pre-work and Inspection Checklists
- BCTS Pre-work and Inspection Guidance Documents
- BCTS Incident Report Form (CHK-009)
- LRM Certification Module Incident Tracking System Supplementary User Guide Sustainable Forest Management Plan(s) (SFMP)
- Sustainable Forestry Initiative (SFI) Standard(s)

## **Chapter 14            Records**

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### **Purpose**

To ensure that the BCTS identifies, maintains and disposes of all records generated by the EMS and SFMP from implementation of the procedures in the relevant documentation.

### **Scope**

This Chapter provides the procedure for the administration and control of all corporate and BA EMS as well as SFMP records, when applicable.

### **Roles**

(See Chapter 6: Structure and Responsibility)

- Executive Director(s)
- Timber Sales Manager
- BA Staff

### **Procedure**

A government-wide records management program is mandated and administered via policies, standards, and guidelines established by the Corporate Information & Records Management Office (CIRMO). The *Information Management Act* (administered by CIRMO) is the enabling legislation.

In BC Timber Sales, records management is mandated by ministry policy. This policy delegates authority to the ministry Records Officer to administer the ministry records management program.

#### ***EMS and SFMP records administration and control***

**Executive Director(s)** will:

- Ensure that all required corporate records are managed as mandated

**Timber Sales Manager** will:

- Ensure that all required local records are managed as mandated

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**BA Staff** are responsible for:

- Receiving, sorting, filing, maintaining and disposing of correspondence and documents relating to the EMS and SFMP, in accordance with Ministry Records Management Standards and Procedures
- Ensuring that records are readily retrievable and protected against damage, deterioration or loss
- Implementing, maintaining and monitoring records management systems and operations according to government policy standards and procedures (see ministry Records Management Standards and Procedures)

**Related Documents**

- Ministry Records Management Standards and Procedures
- Sustainable Forestry Initiative (SFI) Standard(s)

# Chapter 15      Audit Program

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## **Purpose**

To establish and maintain an audit program to determine if the EMS and SFMP, when applicable, are being properly implemented and maintained, and are effective.

To provide information to the Executive Director(s) on the environmental performance of corporate EMS/SFMP and to the Timber Sales Manager(s) on the environmental performance of the EMS and SFMP at the BA level.

## **Scope**

This Chapter provides the procedure and defines the responsibility for external and internal audits of the EMS and SFM Program, when applicable.

## **Roles**

(See Chapter 6: Structure and Responsibility)

- Executive Director(s)
- Certification Officer
- Certification Advisory Team
- Timber Sales Manager(s)
- BA CSO
- Local Committee
- Lead Auditor (Internal or External)

## **Procedure**

### ***Planning***

**Executive Director(s)** will:

- Allocate corporate resources for BCTS provincial external and internal audit programs.



*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**Certification Officer will:**

- Establish and maintain provincial external and internal audit program, plans and scheduling with the provincial Audit Task Team and the Certification Advisory Team.
  - BA internal audit frequency = “minimum of once every 3 years”, or as requested by the BA where determined as an effective tool to correct deficiencies or a method to determine system and procedure improvements.
- solicit BCTS staff to support internal auditor positions as necessary.
- maintain BCTS staff internal auditor roster and assist lead internal auditor with assignments based on availability.

**Lead Auditor will:**

- Submit annual audit plan protocols to the Certification Officer for approval prior to initiation of the audit program, or as otherwise required.
- Work with provincial CO and BA CSO to establish audit schedule, sample population and audit plan.
- Submit a BA audit protocol plan to the CSO at least 30 days prior to the audit being conducted indicating the purpose and scope of the audit to be conducted.

**Certification Advisory Team will:**

- Work with Certification Officer to establish and maintain audit plan and schedule.

**Timber Sales Manager(s) will:**

- Allocate BA resources to support BCTS provincial external and internal audit programs, plan and scheduling.

**BA CSO will:**

- Work with Local Committee to identify need for additional audits.

**Implementation**

**Executive Director(s) will:**

- Allocate resources for the execution of corporate external and internal EMS/SFM audits.

**Certification Officer will:**

- Assist the lead auditors, at the corporate level, in determining the audit population for external and internal audits.
- implement external and internal audits corporately with support of the Certification Advisory Team.

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**Lead Auditor will:**

- Ensure that corporate EMS/SFM audits assess organizational performance as a whole and at the individual site level.
- Conduct an exit meeting at the conclusion of BA and Corporate audits

**Timber Sales Managers will:**

- Allocate resources for the execution of the BA internal and external EMS/SFM audits.

**BA CSO will:**

- Work with the Certification Officer and Certification Advisory Team to schedule specific dates for BA external and internal audits and ensure that the purpose and scope of each audit is conveyed to BA staff.
- Assist the auditors in determining the audit population by preparing a list of all projects and licences that are within the audit scope.
- Lead the implementation of external and internal audits within the BA.
- Coordinate audit logistics, including transportation, field site visits, location of opening and exit meetings, and work areas for the audit team.
- Ensure internal audits are conducted at required frequency or as requested (refer to CO planning section above for established frequency).

***Audit Report***

**Lead Auditor will:**

- Clearly identify in the audit report whether audit findings relate to a failure to follow existing procedures, ineffectiveness of an existing procedure or the lack of a procedure.

***In relation to Corporate External and Internal EMS/SFM Audits;***

- Prepare a draft corporate audit report and submit it to the Certification Officer for review and comment.
- Produce a final corporate audit report and audit action plan template (per BCTS approved format) within two weeks of the draft report and submit to the Certification Officer.
- Conduct an exit meeting with Certification Advisory Team to review final report
- Include in the report a summary of individual BA audit findings which are relevant to the corporate program, and any additional findings, that are applicable corporately.

***In relation to BA External and Internal EMS/SFM Audits;***

- Prepare a draft audit report and submit it to the BA CSO for review and comment at the exit meeting.
- Significant draft findings that may impact the provincial EMS or SFM program must be discussed with the Certification Officer prior to the completion of the draft report,

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

when possible. Any disagreements, or need for further discussions, shall be noted in the draft report for resolution before the final report is issued.

- Produce a final audit report and audit action plan template (per BCTS approved format) within two weeks of the exit meeting and submit to the BA CSO and the Certification Officer.

**Certification Officer will:**

- Review draft and final audit reports as indicated above, to ensure that audit findings accurately reflect the corporate EMS and SFMP's. This may include soliciting input from the Certification Advisory Team, provincial audit action plan task team or applicable BA subject to finalizing provincial audit report.
- Receive and file corporate audit reports, including posting the report on the Certification SharePoint within two weeks of receiving the final audit report, when practicable.

**BA CSO / BA SFM Coordinator will:**

- Review draft and final BA audit reports to ensure the audit is conducted within scope and the findings accurately reflect business processes and activities.
- Communicate the results of internal and external audits to the BA Leadership Team and BA staff.
- Receive and file BA audit reports, including posting the report on the Certification SharePoint site within two weeks of receiving the final audit report, when practicable.
- Ensure that the final BA audit report is forwarded to the Local EMS/SFM Committee and Certification Officer.

**Local EMS/SFM Committee will:**

- Review draft and final audit reports.

***Audit Action Plan***

***Corporate External and Internal EMS/SFM Audits***

**Executive Director(s) will:**

- Allocate resources to implement corporate audit action plans.

**CSO Audit Action Plan Task Team will:**

- Make recommendations to the Certification Officer on actions to address corporate audit findings to be documented in corporate audit action plans.
- Encourage and promote the BA use of Audit Action Plan Peer Review (AAPPR) process.
- Solicit applicable BA input on developing corporate audit action plans.

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**Certification Officer will:**

- Work with CSO audit action plan task team and applicable BA to develop corporate audit action plan.
- Solicit Certification Advisory Team feedback on proposed audit action plan.
- Ensure that corporate audit action plans identify root causes, corrective and preventative actions, for all corporate non-conformities and, when appropriate, corporate opportunities for improvement.
- Assign actions to positions or groups, rather than individuals.
- Document corporate audit action plans and associated evidence material.
- Utilize external and internal audit action plan ledger posted on certification share point site.
- Finalize audit action plans within 30 days of the audit exit meeting, when practicable.
- Working with CSOs, monitor and maintain audit action plans toward completion of corporate and BA audit action plans.
- Prepare summaries of the status and outcome of corporate audit action plans for corporate management reviews and periodic Certification Advisory team reviews/shared learnings.
- Receive and file corporate audit action plans and evidence material including posting on the Certification SharePoint.
- Coordinate audit action plan peer review participants with applicable BA.

**BA CSO**

- Work with Provincial CO and local BA EMS/SFM Committee to develop and implement provincial and BA/corporate audit action plans.
- Utilize corporate/ BA audit action plan ledger/template to document audit action plans (see share point site).
- Provide and maintain necessary evidence material to support audit action plan documentation.
- provide periodic update audit results and status of provincial BA audit action plans i.e.. Certification Advisory Team meetings.

**Certification Advisory Team**

- As requested by CO and BA, support implementation of the audit action plan peer review process.

***BA External and Internal EMS/SFM Audits***

**Timber Sales Manager(s) will:**

- Allocate resources to implement local audit action plans, and BA actions required in corporate audit action plans.

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**Local EMS/SFM Committee will:**

- Assist the BA CSO in developing, implementing and tracking completion of action plans associated with BA and Corporate BA audit related findings.  
Utilize corporate/ BA audit action plan ledger/template to document BA audit action plans (see share point site).  
Provide and maintain necessary evidence material to support audit action plan documentation.
- Utilize provincial AAPPR process.

**BA CSO / BA SFM Coordinator will:**

- Working with BA EMS/SFM committee develop and implement applicable audit action plans in response to specific BA audit findings and corporate BA findings.  
Ensure that all findings (internal /external) that have the potential to affect the corporate EMS/SFMP are forwarded to the Certification Officer for development of corporate audit action plans.
- Ensure that recommendations from Local EMS/SFM Committees for changes to the corporate EMS/SFMP related to provincial consistency of the provincial EMS/SFM programs are forwarded to the Certification Officer.
- Utilize corporate/ BA audit action plan ledger/template to document BA audit action plans (see share point site).
- Provide and maintain necessary evidence material to support BA audit action plan documentation.
- Ensure that BA audit action plans identify root causes, corrective and preventative actions, for all BA non-conformities and, when appropriate, BA opportunities for improvement.
- Assign actions to positions or groups, rather than individuals.
- Finalize audit action plans within 30 days of the audit exit meeting, when practicable.  
BA CSO will request a peer review of the BA audit action plan by other CSO's.
- Monitor progress toward completion of audit action plans.
- Submit progress reports to the TSM and Certification Officer, periodically, as required, until all action plan items are addressed.
- Prepare summaries of the status of local audit action plans for BA management review.
- Prepare summaries of the outcome of action plans for BA management review.
- Receive and file BA audit action plans, including posting the documents on the Certification SharePoint site.

**Certification Officer will:**

- Review audit summaries and recommendations from Local EMS/SFM Committees and BA CSO's for changes to the corporate EMS/SFMP to address audit findings related to provincial consistency or the provincial EMS/SFM programs.

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**All staff and others assigned actions in an Audit Action Plan will:**

- Implement changes or take action to address all action plans assigned to them.
- Prepare and submit action plan progress reports including evidence of completion to the BA CSO as required until all action plan items are addressed.

**Related Documents**

- External and internal audit plans (submitted by external and internal auditors prior to implementation of audit).
- Internal and external audit schedule (established prior to start of external/internal audit contract cycle).
- BCTS Audit Action Plan Peer Review checklist and guide.
- Corporate/BA audit action plan ledger/template.
- Sustainable Forestry Initiative (SFI) Standard(s).

# Chapter 16 Management Review

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## Purpose

To ensure that management reviews of the EMS and SFMP, are conducted annually by Senior Management to ensure that:

- The EMS and SFMP continue to be suitable, effective and adequate
- Appropriate direction and resources are provided
- The EMS and SFMP will achieve continual improvement in environmental and sustainable forestry performance

## Scope

Corporate and BA management reviews will be conducted annually, and will include an assessment of each of the EMS and SFMP elements as follows:

- Communications from external interested parties, including complaints
- Suitability (given changing circumstances including legal and other requirements) of:
  - Policies
  - Environmental aspects
  - Objectives, targets and SFM standards, as applicable
  - EMS / SFM audit program
- Progress on:
  - Environmental and SFM programs
  - Actions arising from previous management reviews
- Results of:
  - Monitoring and measurement
  - Non-conformance and corrective / preventative actions
  - Audits of the EMS and SFMP
- Adequacy of resources for the implementation and maintenance of the EMS / SFMP
- Recommendations for improvement
- Any additional elements

*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

## **Roles**

(See Chapter 6: Structure and Responsibility)

- Corporate Senior Management
- BA Management
- Certification Officer
- BA CSO
- Local Committee

## **Procedure**

**Corporate Senior Management** will:

- Meet annually for the purpose of conducting a corporate management review to ensure the ongoing suitability, adequacy and effectiveness of the EMS and corporate SFMP, if applicable.
- Review the elements of the EMS and corporate SFMP according to the scope of this procedure
- Provide recommendations and directions to the BAs for the ongoing implementation and continual improvement of the EMS and corporate SFMP
- Resolve concerns and issues related to the corporate EMS and corporate SFMP that are brought up by relevant interested parties

**BA Management** will:

- Meet annually for the purpose of conducting an EMS and, if applicable, SFMP management review to ensure the ongoing suitability, adequacy and effectiveness of the EMS and SFMP
- Review the elements of the EMS and SFMP according to the scope of this procedure
- Provide comments, recommendations and directions to the local committee for the ongoing implementation and continual improvement of the EMS and SFMP
- Resolve concerns and issues that are brought up by relevant interested parties
- Review other relevant recommendations presented by the Local Committee

**Certification Officer** will:

- Assemble information reports and analysis, as well as recommendations as appropriate, for the corporate EMS and corporate SFMP management review
- Schedule and prepare the agenda for the corporate management review meeting
- Ensure that the discussion and any recommendations, actions and directions resulting from the corporate management review are recorded
- Communicate the results of the corporate management review to the appropriate staff



*BC Timber Sales*  
**ENVIRONMENTAL MANAGEMENT SYSTEM**

**BA CSO will:**

- Assemble information reports and analysis, as well as recommendations as appropriate, for the local management review
- Schedule and prepare the agenda for the local management review meeting
- Ensure that the discussion and any recommendations, actions and directions resulting from the local management review are recorded
- Communicate the results of the local and corporate management review to the appropriate staff

**Local Committee will:**

- Provide input to BA Management and the BA CSO on issues related to the local management review

**Related Documents**

- Provincial EMS Management Review Report Template (Table 012-1)
- Provincial EMS Management Review Local Business Area Report Template (Table 012-2)
- Provincial SFM Management Review Report Template (Table 012-3, if applicable)
- Provincial SFM Management Review Local Business Area Report Template (Table 012-4, if applicable)
- Sustainable Forestry Initiative (SFI) Standard(s)