

Fluid Check Scale – Coast Area

Standard Operating Procedure (SOP)

Safety:

Site safety procedures shall take precedence over all other items at all times. All individuals will ensure that they have reviewed and signed off on the Workplace Safety Procedures prior to entering the worksite. Those new to the site and its procedures should be escorted onto the site. Site safety procedures must be respected, understood and followed.

NO EXCEPTIONS.

The Safe Work Procedures for the Dry Land Sort (DLS) specify the safe working distances between the scalers and equipment picking up previously scaled logs.

Objective:

In order to reduce the number of logs retained for the piece scale check parcel and to reduce the number of check parcels retained on the DLS deck to one, these procedures must be followed. Site operators may request the removal of a check parcel from the ministry if there is insufficient space.

The check parcel can be fluid, must be available and retained at all times, and must not be less than approximately half of a highway or quarter of an off-highway load for piece scale and a full weighed load for a sample scale.

Primary scalers and check scalers are encouraged to communicate to facilitate the sharing of learnings.

The following are the intended outcomes:

- A fluid check parcel is facilitated.
- Primary scalers are able to successfully determine the minimum number of logs (volume) that comprises an appropriate piece scale check parcel.
- Weight scale samples may be scaled as part of regular production flow of the dryland.

Definitions:

Check parcel: This is the group of logs that is made up of either a full load, or part of a load. A sufficient number of logs to generate a check parcel must always be available for check scaling. **The number of logs that make up the check parcel is determined by the primary scaler and may be done in consultation with the ministry check scaler.** The minimum number of logs to comprise a check parcel must not be less than approximately half of a highway load or quarter of an off-highway for piece scale and a full weighed load for a sample scale.

Load: This is the full complement of logs being scaled that is tracked by a load arrival number.

Parcel: This may consist of a full “load” or a portion of a load. Example: Parcel ‘1 of 2’ or ‘2 of 2’ from load arrival 99.

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Process:

All scale sites are risk rated by the ministry. Sites rated as high-risk, or weighing higher stumpage timber marks such as BCTS tenures, may be required to continue retaining a separate sample scaling area and the last scaled parcel for check scaling purposes.

The scaler performing the scale on the sample or piece scale load must be provided with adequate time to ensure that the load is scaled to a complete and accurate level.

Piece Scale Loads:

- The ideal flow for scaling a load is sequentially from the first log. It is not recommended to scale past ten (10) logs without verifying the logs that have already been scaled.
- **The primary scaler decides the size of the current check parcel** by identifying when the check parcel they are working on has reached a suitable number of logs. When a suitable number of logs have been scaled the previously scaled check parcel can then be picked up. In more difficult scaling situations the primary scaler can choose to retain up to a full load as a check parcel.
- When the full load is needed as a check parcel, the scaler must clearly communicate this to the Dryland Sort (DLS) crew.
- **The following procedures are to be used in identifying and marking check parcels.**
 - Marking the piece count, including trim ends, on the last piece of a check parcel, and
 - Marking an arrow on the last log of a check parcel in the direction of the logs that are part of that check parcel, and
 - Marking another arrow on the first log of the next check parcel in the direction of the logs that are in the next check parcel, or
 - Completing alternate marking requirements specified in the DLS's site-specific SOP. Site-specific SOPs must be consistent with the generic SOP objectives and must be approved by FLNRORD.
 - Completing any other load identification requirements specified in the scale site authorization (e.g. scaler licence & load number on the first log and piece count & volume on last log).
 - **If a portion of a load has been picked up** (as a previously scaled check parcel once the next check parcel was scaled), **and the scaler has left the scale site**, the remaining check parcel must be marked and identified as if the check scaler would be arriving to complete a check scale in the scaler's absence. The marking must include all the information pertaining to the check parcel.
- The previously scaled check parcel can be picked up once the next check parcel is scaled and available as the check parcel.
- **When a check scaler arrives to complete a check scale**, the primary scaler must provide a check parcel:
 - by defining the beginning and end of the parcel,
 - by creating a defined parcel in the handheld for submission to the HBS, and

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- by printing/providing the signed scale return and audit report.
- If a check scaler does not arrive for a check scale the primary scaler is only required to mark the check parcel in the manner described above. **The actual creation of a defined check parcel that is submitted to HBS for less than a full load is only required in the following situations;**
 - if a check scale is to be completed,
 - if a cut-off of a particular sort is occurring and the full load is too much volume, or
 - if the primary scaler is leaving the site for a period of time that would allow for a check scale in their absence.

Weight Scale Sample Loads:

- Scale site owners and operators must have an exemption issued by Forests, Lands, Natural Resources and Rural Development (FLNRORD) as per section 94 of the *Forest Act* prior to mixing sample scales in with piece scale production at geographic locations that have both piece scale and weigh scale site authorizations.
- Incorrect stratification of loads must be reported to the district office. The stratum must not be changed. (See Scaling Manual s. 14.4.5 Importance of Accurate Stratification for more information).
- Only a licensed scaler appointed as an “Official Scaler” is permitted to scale sample loads. The ministry may permit samples to be scaled by an experienced Licensed scaler with a good scaling record where there is no “Official Scaler” available. District approval is required.
- Proactive communication between the site supervisor and check scaler is required regarding the general scheduling of weight sample scaling.
- When a weight scale load is identified to be a sample, this must be communicated to the appropriate site equipment operator.
- Sample loads must be clearly identified and marked as prescribed in the *Timber Marking and Transportation Regulation*. Before the truck is unloaded it must be clearly identified as a sample load by applying a load identity slip and ensuring weight scale tags have been applied to the log ends of the load.
- The equipment operator will then communicate to the DLS crew that the sample is being spread on the deck.
- Any sample load that is not being immediately spread must have load integrity maintained and be stored in such a manner as to not be mixed with other previously scaled or unscaled inventories.
- The check parcel for a sample load must be the full weighed load, scaled and signed.
- The full sample load must be retained and remain intact until the next check parcel is available. The next scaled parcel is meant to include any type of original primary scale, piece scale or sample scale.
- Bucking of samples prior to their release from being a check scale load is not permitted, unless authorized as an additional condition to the scale site authorization.

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Scale Software Requirements:

- Scale software used in this process must be FLNRORD approved and capable of tracking changes made to the scale. Edits to individual logs can be made until the load is signed.
- The handheld and scale site software must be capable of printing a report showing changes made to the scale prior to the initial digital signature.
- The handheld software must be capable of splitting both signed and in progress unsigned loads into multiple parts to enable the defining of a check parcel for check scale purposes.
- The functionality to ensure scalers do not split sample loads must be included.
- A procedures document must be made available to the scalers identifying how to use the split load functionality.

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Implementation of Fluid Check Process at Scale Sites:

Implementation Procedure for Scale Site Authorization Holders or Site Operators Implementing the Fluid Check Scale at their first Scale Site:

- Training of the industry scalers and ministry check scalers will be completed on site by the representatives of the holder of the Scale Site Authorization (SSA), the site operator and FLNRORD staff.
- The training will consist of a detailed review of the process outlined in the SOP and any site-specific procedures.

Implementation Procedure for Scale Site Authorization Holders or Site Operators Implementing the SOP at Additional Scale Sites:

If the holder of a SSA and the scale site operator have successfully implemented the fluid check scale procedure at a previous scale site, the implementation at additional scale sites requires the SSA holder to take the following steps;

- Confirm with the applicable FLNRORD district scaling staff that the scale site operator is using scaling software that has been approved for use in the fluid check scale process.
- Confirm with the applicable FLNRORD district scaling staff that they have risk rated the additional scale site and have authorized the scale site to implement the fluid check scale process.
- Confirm with the applicable FLNRORD district scaling staff that the district has risk rated the additional scale site and have authorized the scale site to implement putting samples into production flow (if applicable).
- Notify Timber Measurements Coast project manager of any additional scale sites that have implemented the fluid check scale process.

Communication and Training:

In order to ensure that scalers understand the splitting load functionality, it is recommended that scalers split a load daily during the early stages of implementation.

Scaler training can be recorded by either:

- Scalers documenting their experience and training and having it signed-off by the site supervisor, or
- The site supervisor recording the training completed by all the scalers at the site.

Site Specific Requirements

If a DLS uses site-specific procedures that vary from the generic Fluid Check SOP they must be consistent with the generic SOP objectives and must be approved by FLNRORD. The most current approved site-specific SOPs must be posted at the applicable DLS, along with the current generic SOP.