

# **Unattended Weigh Scales**

## **Required Procedures for the Delivery of Timber**

---

### **Compliance with the Forest Act and its Regulations**

#### **Compliance with Measurement Canada (MC)**

1. Weighing of trucks must be conducted in accordance with the Weights and Measures Act and its related regulations for attended and unattended weighing devices.
2. Weigh scales must be re-certified by Measurement Canada to operate from attended to unattended
3. The equipment shall be maintained and inspected on a regular basis.
4. Sensors or radars and side beams (boards) must be positioned in place immediately at the ends and sides of the scales to ensure the load is fully suspended on the scale platform. A minimum of 4 sensors at each end must be in place for scales less than 27.3 metres (90 feet) in length.
5. Traffic light system must be in place.
6. Must have a weight display that can be viewed from inside a logging truck while on the scales.

#### **Bar-coded Load Description Slips**

7. Load description slips (LDS) will have a barcode in addition to all information required as per the Timber Marking and Transportation Regulation. Each slip will be scanned by a barcode reader at the scale. The bar code needs to have as a minimum the LDS serial number encoded in it. This requirement will ensure there are no keying errors by people who are not accustomed to keying information.
8. All original LDS will be left on site in a secure box and will be submitted to the ministry as required in the scale site authorization.

#### **Stratification**

9. Stratification must be by timber mark, cut block or by end sort use, as approved by the ministry. Software must be set to automatically enter the correct stratum based on timber mark, cut block, groups of timber marks or cut blocks.
10. Hand written slips where the stratum was not pre-selected by a scaler or not automatically entered as mentioned above must be entered by a scaler during business hours.
11. BCTS and private timber should be stratified separately.
12. Renewable tenures held by the scale site operator should be stratified into its own strata.

# **Unattended Weigh Scales**

## **Required Procedures for the Delivery of Timber**

---

### **Sample Load Integrity and Cameras**

13. Video camera(s) must be positioned to capture the full load (including the truck) while on the scales and must always be on.
14. Video camera(s) must be positioned inside the scale house to capture a full view of the computer data entry screen. A video camera must be positioned to show the truck driver entering the data. This will give you a record of who entered the data in. If one or more camera(s) is turned off, a scaler must be in attendance to weigh the loads in.
15. Video camera(s) must be positioned to capture the unloading of sample loads or if approved by a forest officer the direction where the sample loads will be unloaded.
16. The Ministry must be able to confirm that the sample identified is the sample selected.
17. Video footage must be of good quality, available for immediate review for longer than two months and must be stored onsite for a minimum period of six months. Copies and access to the videos must be made available for inspection at any time as requested by a forest officer.
18. The computer must be in a secured area which is out of reach of truck drivers.
19. After the data has been entered and accepted in the computer, there must not be any ability for the truck driver to edit the data.
20. The screen must display the words 'ministry sample' on the computer screen when a ministry sample is selected.
21. A select sound signal must be transmitted by radio to the loader operator when a ministry sample is selected. If this is not possible, procedures must be put in place and must be approved by the ministry.
22. Unattended scales procedures must be displayed in the scale house near the keyboard or another approved location that is visible to truck drivers.

### **Breakdown Procedures**

23. Breakdown procedures must be in place. A radio or phone must be available with a list of names and phone numbers to call. Trained staff must be available during all hours of operation to deal with issues. In the event of a breakdown or suspension, loads will need to be manually weighed in by a timber weigher.
24. All occurrences of scale site break down which affect the operation of the unattended scale must be reported immediately to the local district office.

### **Data Integrity**

25. A licensed scaler must review the scale data daily before submission to HBS.
26. The computer must be in a secured area where it is not accessible by truck drivers.

# **Unattended Weigh Scales**

## **Required Procedures for the Delivery of Timber**

---

27. There must be no opportunity for truck drivers to edit data after it has been entered and accepted in the computer.

### **Records of Regular Checks and Issues**

28. The following information must be recorded in a ledger at the scale site:
- Maintenance and inspections
  - Software issues, breakdowns
  - Incorrect stratification
  - Functionality of the weight display, sensors, radar, traffic light system, cameras, DVR, computer, other electronic components
  - Any change made to a weigh slip must be recorded in the ledger.
  - Other issues