

## 1. Purpose / objectives

This procedure is an interim procedure to manage the risk of COVID-19 transmission via Delivery notes (D-notes). This procedure is typical to the management and mitigation of the risk of COVID-19 and will be reviewed intermittently.

D-notes are critical to demonstrate the chain of custody from the operation to the processing site. For the chain to be unbroken, the D-note needs to be created at the harvest operation and registered as received by the customer at the processing centre. If the customer does not register the D-note on arrival at the processing site, disputes can arise, and payment for services may be delayed or not paid. This procedure acknowledges that different people across the supply chain will still handle D-notes. This procedure intends to minimise exposure to COVID-19 via the current process.

FPC has initiated work to move to a digital D-note system. However, this system will not be available in the immediate future.

## 2. Procedure

1. On arrival at the processing site, the truck driver must follow all directions of the processing centre managers and their nominated employees.
2. The processing site will create a Unique Consecutive Identifier (UCI) for each load delivered to their site by FPC contract haulage services. This number must be consecutive to help identify missing or lost loads in the system. For example, it may be WESP00001, WESP00002, WESP00003, and so on. The processing centre will record the UCI on their mill summary (Log Receipt Record or daily summary of deliveries) with the corresponding D-note number.
  - a. Where digital systems are used, the processing site can use a digital reference number such as a barcode number providing the identifier used can be traced back to an individual D-note number.
  - b. WAPRES, Wespine and Laminex have nominated to use barcode as their UCI. Truck drivers entering these facilities should follow the specific directions provided at these sites.
  - c. The UCI at Simcoa will be the weighbridge docket number.
3. Before unloading the truck, the driver will request the UCI from the loader operator or landing manager via radio. The truck driver will enter the UCI on the D-note where the loader operator is required to sign the D-note.
4. The truck driver will provide the D-note number to the landing manager via radio who will then record the D-note number with the UCI on a separate list (Mill Summary).
5. After unloading, the truck driver will deposit the pink copy of the D-note in an isolated tray or box provided by the customer.
6. If the processing site does not provide a UCI to the truck driver, the **driver must still request a signature from the customers landing manager**. FPC will continue to work with customers who cannot provide this process. Pre-existing processes that isolate the truck driver from the mill workers may continue where approved by FPC.
  - a. The existing process at Preston Chipping where the pink and white copies are left at the mill for processing is approved under this COVID-19 procedure.

7. At the end of each shift, the customer must check all pink copies of the D-notes received. The customer must confirm the details on the D-note including the UCI. Where a customer queries a D-note they must raise this issue with FPC the following shift.
  - a. The customer must take precautions to reduce transmission of COVID-19 from handling the D-notes, such as using gloves when handling the D-notes and washing hands after checking the D-notes.
8. Mill summaries must be provided to the FPC within the timeframes specified by the supply contract.

### **3. Legislation and other requirements**

- State Hazard Plan – Human Biosecurity, 2019
- Western Australian Government Pandemic Plan 2020
- Public Health Act 2016
- Emergency Management Act 2005