



PLANTATION PROCEDURE 115 – HARVESTING HANDOVER AND INSPECTION



1. PURPOSE / OBJECTIVES

The objective of this procedure is to ensure that Plantation Harvesting Supervisors have a clear understanding of the requirements for the handover/handback of an operation as well as the inspection of harvesting operations within FPC managed plantations.

The FPC undertakes plantation harvesting under the guidelines detailed in the [Code of Practice for Timber Harvesting in Western Australia \(CALM 2014\)](#) and [Code of practice for timber plantations in Western Australia \(FIFWA 2014\)](#). These Codes provide a concise set of instructions for timber harvesting on State Forest and Crown lands managed by the Dept. Parks and Wildlife (P&W).

2. PROCEDURE

2.1 Handover

It is an essential requirement prior to undertaking any major plantation operation that authorisation is obtained for proposed disturbance activities prior to commencement. Depending on land tenure, a planning checklist for disturbance activities [DPaWFEM 019](#) (for Crown and Executive Director (ED) land) or the [Planning checklist for disturbance activities on Sharefarms \(FPC47\)](#) (for freehold land) will be completed and submitted under [Procedure 95 Approval for disturbance activities](#).

The [FPC377 Plantation Pre-Operation Hazard Identification and Site Handover Sheet](#) is used to communicate the relevant sensitivities highlighted during the planning processes and operational hazards associated with the site. The FPC377 is used to formally hand control of the worksite to the contractor. At the conclusion of operations the FPC377 is also used to ensure that all hazards created as a part of the operation (e.g. hanging limbs) have been removed or reasonably controlled and the site handed back to FPC for general access.

The Authorised Officer will:

- Specify the operation type, plantation, operational codes, and attached an operational map
- Section 1; if applicable, Nominate approved haul routes, and road maintenance activities and signage requirements
- Section 2; if applicable, nominate the operational type
- Section 3; the relevant prescription, technical specification, or work instruction must be referred to. If applicable, treemarking retention or extraction to be nominated.
- Section 4; site sensitivities must be extracted from the DPaW019 or FPC47. Maps to included as required. Alternatively the summary of all conditions relevant to the operation can be attached to the FPC377.
- Section 5; Identify all known site specific hazards must be identified. Controls to be discussed between FPC and contractor and detailed on FPC377.
- Section 6: Prior to the commencement of operations, the contractor must provide the names and TWR number of the contract employees working on the site. All onsite employees must comply with [Contractor procedure C2 - Timber worker registration](#)
- Section 7: Discuss the details of all of the previous sections with the contractor. In signing the form the contractor acknowledges that he understands the various sensitivities prescriptions and hazards associated with the site. The contractor takes possession of the site.

3. MONITORING AND MEASUREMENT

The Authorised Officer will:

- Undertake regular inspections of each harvesting operation and record details and actions arising on the iForm FPC106 Contractor Inspection and Action sheet.



PLANTATION PROCEDURE 115 – HARVESTING HANDOVER AND INSPECTION



- Audit the Contractors safety management system during the operation as per requirements in [Contractor Procedure 01 \(Safety Requirements\)](#) using the form [FPC663 Contractor safety audit checklist](#)

3.1 Felling and Extraction

The goal is for felling operations to be carried out by competent operators using appropriate equipment with due care for safety, the environment and efficiency in timber utilisation.

Extraction or transporting of plantation products to a processing point e.g. landing is an activity that can have a significant effect on soil damage and water turbidity. The goal is to harvest and extract timber from plantations, while deploying experienced and adequately trained operators using appropriate equipment suited to plantation conditions, so as to achieve economic efficiency and meet safety, product specification, environmental and regulatory requirements

The Authorised Officer will:

- Manage all activities associated with harvesting (including felling, extraction and loading) in accordance with the requirements detailed in Technical Specification [TS-P-09 Plantation Harvesting \(Management\)](#).
- Ensure that regular checks are undertaken in relation to [Procedure 116 Crop Tree Damage Assessment](#) using the iForm [FPC402 Field Assessment of Crop Tree Damage](#)
- Ensure that checks are undertaken when required in relation to [Procedure 98 Harvesting – Soil and Water Management](#) using iForm [FPC108 Field Assessment of Soil Damage](#)
- Ensure that [Procedure 77 Tree Felling and Machine Operations near powerlines, pipelines or on Roads](#) is followed at all times
- Ensure that the contractor has the skills and knowledge to carry out on-site fire suppression and the chance of fire damage is minimised by following [Contractor Procedure F1 – Fire Requirements](#).

3.2 Log Processing and Stockpiling

The Authorised Officer will:

- Ensure that regular checks of log length and grade and utilisation are carried out and recorded on FPC107 Plantations sawlog length check sheet and iForm FPC106 Contractor Inspection and Action sheet
- Ensure that the contractor follows the guidelines for log processing and stockpiling as detailed in Technical Specification [TS-P-09 Plantation Harvesting \(Management\)](#)

3.3 Loading and Haulage

The safe loading practices of plantation products that meet specifications to approved customers is of significant interest to the Forest Products Commission. While FPC do not specify the type of trucks and loading systems used, it will monitor and ensure loading and delivery methods meet required regulations with minimal environmental impact.

The Authorised Officer will:

- Ensure that the contractor manages the loading and transport of forest products as required under [Work Instruction 34 Log Transport Compliance Checks](#). Checks are to be recorded on the delivery note as required by [Procedure 48 – Chain of responsibility Compliance](#)



PLANTATION PROCEDURE 115 – HARVESTING HANDOVER AND INSPECTION



3.4 Road Access and Maintenance

A contractor must ensure that all roads as nominated by the FPC Authorised Officer are left open at the cessation of work each day, or if required, during the day, to allow access for fire control and administrative purposes. All other roads and tracks in a plantation may be blocked in the course of harvesting operations, but access must be restored to the satisfaction of the FPC Authorised Officer upon the completion of harvesting.

On or following days of excessive rainfall, the FPC authorised officer will consider the need to maintain urgent deliveries to FPC log supply customers, and where possible will reduce or suspend haulage on unsealed roads providing time for surface moisture to drain reducing wear and tear on the road surface. Rainfall events or forecasted events of 20mm in 24 hours or 10mm in 1 hour will trigger an appraisal of the haulage requirements.

The goal is to maintain road surfaces and drains in order to protect the road foundation and form and to provide for continuous safe drainage.

The Authorised Officer will:

- Comply with road access, maintenance and closure prescriptions as outlined in Technical Specification [TS-P-09 Plantation Harvesting \(Management\)](#).
- have mechanisms in place to facilitate prompt closure of unpaved roads when damage occurs or when they are no longer required for management purposes.

4 OPERATION COMPLETION AND HANDBACK

The [FPC377](#) is used as the formal mechanism for the “handing back” of the site from the contractor to FPC after the completion of the operation. The contractor hands the site back to the FPC when the extraction of all saleable products has been completed and the harvesting contractor wishes to leave the operational area.

The Authorised Officer will:

- Ensure that the contractor formally hands back the harvest block on completion by signing section 8 of the [FPC377 Plantation Pre-Operation Hazard Identification and Site Handover Sheet](#).
- Ensure that the areas have been tracked in the harvest tracking layer on Collector for ArcGis and are set to complete with all details finalised. Harvesting supervisors must ensure that the information is received and signed off by the relevant custodian.

5. RESPONSIBILITIES

The Manager Plantations is ultimately responsible for compliance with this Procedure and its associated Work Instructions and Technical Specifications.

6. LEGISLATION AND OTHER REQUIREMENTS

Legal Requirements

- *Forest Products Act 2000*



PLANTATION PROCEDURE 115 – HARVESTING HANDOVER AND INSPECTION



- *Environmental Protection Act 1986*
- *Road Traffic Act 1974*
- *Local Government Act 1995*

Other Requirements

- Code of Practice for Timber Plantations in Western Australia – (FIFWA 2014)