

An aerial photograph showing a logging operation. A white truck with a red trailer is parked on a dirt road, loaded with logs. A red loader is positioned next to the truck, and a person is visible near the logs. The background shows a forest with green trees.

# Coillte Forest Code of Practice for Timber Removals

[www.coillte.ie](http://www.coillte.ie)



**COILLTE**  
GROW · TRANSFORM · SUSTAIN





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# Foreword

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The Forest Products Sector in Ireland is of immense value contributing €2.3 billion to the Irish economy annually while also supporting 12,000 'green' jobs.

Supply from Irish forests which is currently at 3.3m m output per annum is forecast to double by 2035. This positive supply situation is expected to drive a continued large and sustained growth in timber processing and valuable Irish exports stimulating further investment within the industry.

Increasing the use of home-grown timber and creating new markets for our products, will not only pay dividends directly to our sector, but will also make a positive contribution to Ireland's increased resilience, its environmental sustainability and decarbonisation goals. Over the coming years, mobilising this emerging fibre resource and maintaining the continuous supply of logs to the primary and secondary processors and the end markets they serve is key.

This code of practice aims to provide compliance guidance to all Hauliers accessing Coillte's systems for the purpose of timber removal. It reflects the latest operational version of ORBCOMM's telematics system which creates a platform for continual application improvement by Trimble Forestry.

Coillte would like to thank the Joint Industry Technical Group and our Hauliers who engaged in the review of the document with a view to ensuring that the Coillte Code of Practice for Timber Removals achieves its purpose; to set out the regulation of the sales and haulage process to ensure the health and safety of all participants, the accurate recording of data and to combat the unauthorised removal of timber from Coillte property.

**Clodagh O'Reilly**

Sales & Supply Chain Director, Coillte Forest | Coillte

# Introduction

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All Coillte forest products, growing stock or felled trees in any state, are the property of Coillte and may only be felled, removed, handled or used with the explicit permission of Coillte, in accordance with sales and contractual agreements.

Any removal, or attempted removal, of timber from Coillte property which does not comply with the procedures outlined in this document is prohibited and considered illegal. Further, entry to a Coillte property for the purpose of delivering or removing machinery without prior authorisation from Coillte's authorised service provider, Trimble Forestry, is also prohibited. Coillte is entitled to pursue and enforce its full legal rights in the event of a breach of these procedures. It is therefore essential that these procedures are clearly understood and strictly observed, as successful operation of the forestry and timber removal system can only be achieved with the co-operation of all parties involved.

It is the responsibility of each Customer and Haulage Company to ensure employees and contractors are fully briefed on the procedures and supporting policies outlined in this document.

Polish, Russian, Czech and Irish versions of this Code of Practice and additional copies can be requested from [haulage.distribution@coillte.ie](mailto:haulage.distribution@coillte.ie)





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# Smart Timber Security System (STSS)



# 1.0 | Smart Timber Security System (STSS)

Timber products must be removed from Coillte's property using only an authentic Timber Removal Permit (TRP) or Timber Transfer Docket (TTD).

A TRP authorises a designated party and vehicle to enter a specific Geo-Fenced part of Coillte's property for the purpose of removing timber. The timber removal process is monitored by a Smart Timber Security System (STSS) supported by Coillte Staff and service suppliers for Telematics (currently ORBCOMM) and Logistics (currently TRIMBLE FORESTRY). A TTD must be used by Drivers who are conducting loading activities where the timber is being transferred to a Transfer Bay.

Coillte Staff and service suppliers monitor the timber removal process for compliance with this Coillte Code of Practice for Timber Removals to ensure that;

1. Any Vehicle Unit removing timber from the forest has the correct TRP or TTD.
2. All vehicles must be fitted out and certified by an authorised ORBCOMM engineers, then approved by Trimble, to access Coillte removal Systems. Therefore, any material vehicle modifications or additional vehicle equipment must also be certified by ORBCOMM for continued access to Coillte's systems.
3. Hauliers must ensure that Trimble Forestry are contacted in advance, should vehicle maintenance require the breaking of a tamperproof seal, so that ORBCOMM can engage with the Haulier and/or Garage staff to validate the requirement.
4. Any driver utilising Coillte's systems for the purpose of timber removal must be registered on Coillte's systems.
5. The details on the TRP match the product at removal, weighing, through to off-loading stage at the final destination.
6. All safety procedures are adhered to in the timber removal process.
7. TRP's reflect accurately the roadside stock removed.
8. Weighbridge equipment is not damaged or interfered with.
9. Vehicle Units are positioned correctly during the weighing process.
10. Key-fob details correspond to the lorry.
11. All sampling requests are fully adhered to.
12. Periodic checks are conducted to ensure the weighbridge is fit for purpose. A review of average TARE weights will be carried out quarterly or more regularly if deemed necessary. TARE weights will be updated on the haulage fleet database by reviewing the average of TARE weights obtained via the AWS, or by requesting a TARE check to be carried out at an pre-determined weighbridge.
13. Observations of suspected instances of unauthorised timber removals are recorded with the details of the Vehicle Unit Tractor and Trailer Registration, Colour, Haulage Company Name, Product Type, Date and Time of suspected incident and any other relevant details.
14. Monitoring to detect overloading will be undertaken to determine that timber removals are carried out safely preventing damage to the forest road infrastructure. Vehicle weight monitoring will occur for direct hauled and also reconciled weight monitoring for each independent stage within stage haulage.
15. Within the timber removal process, on-board cranes are only permitted to be activated at the loading area, transfer bay or customer premises specified for the current job.
16. Should the crane need to be activated for any reason (e.g. repair, H&S, RSA requirement, etc.) outside a permitted area, Trimble Forestry must be informed prior to activating the crane.
17. It is the responsibility of Hauliers to ensure that all gates and barriers are locked on exiting Coillte Forest. Selected Forest Barriers can be subject to electronic monitoring.'
18. Hauliers must ensure that no damage is caused to Coillte's property. Hauliers must immediately report any damage to barriers or locks to the relevant Coillte personnel including:
  - a) Barriers, Gates and Fences
  - b) Locks & Keys
  - c) Amenity areas
  - d) Coillte Forest Roads
19. Any timber removal breach or non-compliant activity is raised on the Coillte Breach Register.



# 1.0 | Smart Timber Security System (STSS)

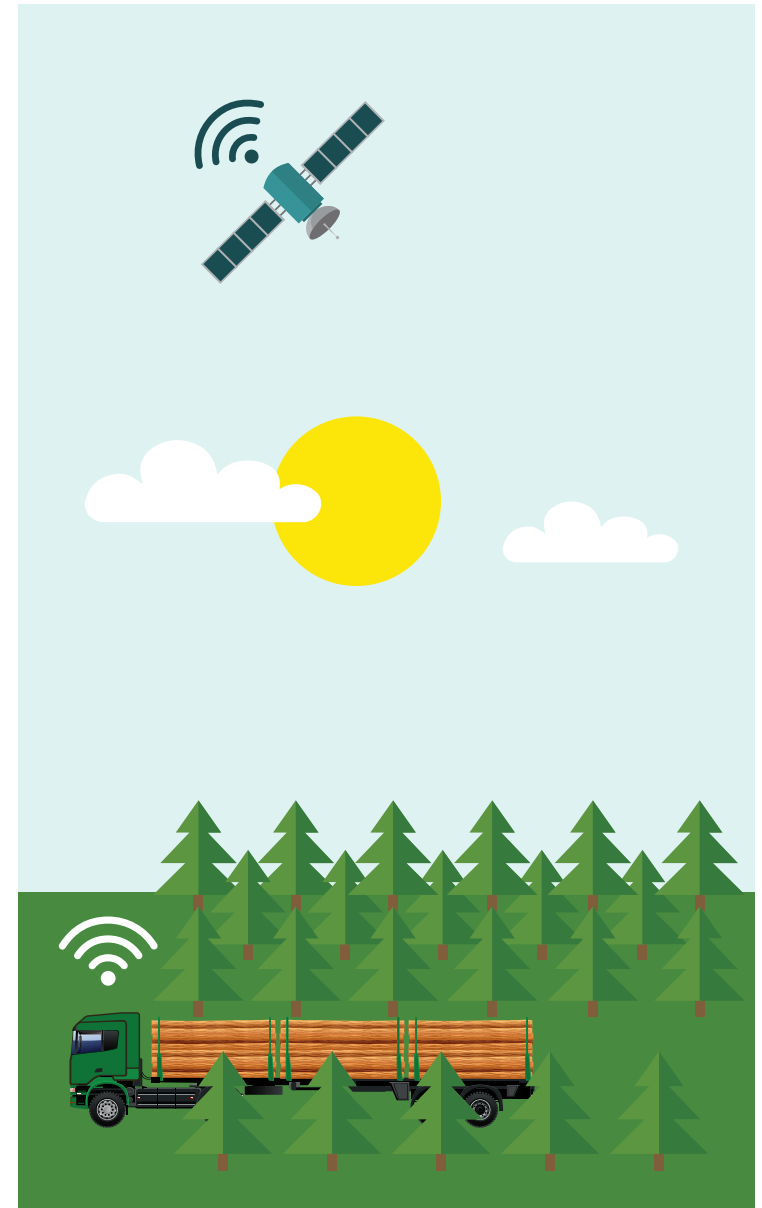
Coillte's Smart Timber Security System (STSS) is enabled by ORBCOMM and Trimble who provide an integrated platform to support the secure removal of timber from Coillte Forest.

## ORBCOMM®

ORBCOMM with an office in Galway, is a global leader and innovator in the industrial Internet of Things (IoT), providing solutions that connect businesses to their assets to deliver increased visibility and operational efficiency. The company offers a broad set of asset monitoring and control solutions, including seamless satellite and cellular connectivity, robust hardware equipment and powerful applications, all backed by end-to-end customer support, from installation to deployment to customer care.

## Trimble

TRIMBLE FORESTRY with an office in Galway, is a leading global provider of spatially-enabled business operations and supply chain management software for the forestry industry. Their software solutions manage the operational activities associated with moving raw materials; such as logs, sawn timber and other forest products throughout the value chain - from initial project planning to the scheduling of work, growing, harvesting, delivery, tracking of goods, payment, inventory management and real-time reporting.



# 1.1 | Terms and Conditions of Coillte's Automated Weighing System (AWS) Usage

It has been agreed between Coillte and the Timber Processing Sector, represented by the JITG, that all mills with an AWS Weighbridge shall not permit any vehicle that is capable of transporting timber to enter its Designated Premises where it does not have In-Cab Telematics System (ICTS) installed and setup on Coillte's system as referenced in the Coillte General Terms and Conditions of Roundwood Sales.

## Indicative Process:

1. A separate Coillte TRP with the correct details is required for each load of timber to be removed with each lorry driver responsible for the TRP once it is issued to them.
2. TRP's can only be obtained by one vehicle and transferred to another for pick up during stage haulage operations.
3. Unless otherwise specified, haulage and removals from the Coillte property will be arranged within such hours as may be agreed between Coillte and the buyer as referenced in General Terms and Conditions for Roundwood Sales.
4. Vehicles must be fit for purpose and adhere to legal weights and designated haulage routes.
5. A Coillte AWS Key Fob can only be assigned to an individual Tractor Unit that matches the authorisation on Coillte's systems which are maintained by Trimble Forestry. It will remain active subject to the Tractor Unit and associated Trailer Unit being compliant with timber removal and health, safety and environmental procedures.
6. All drivers and crane operators must be registered on Coillte's systems and be compliant with road transport legislation, timber removal requirements and health safety and environmental procedures.



# 1.2 | ICTS Support Process

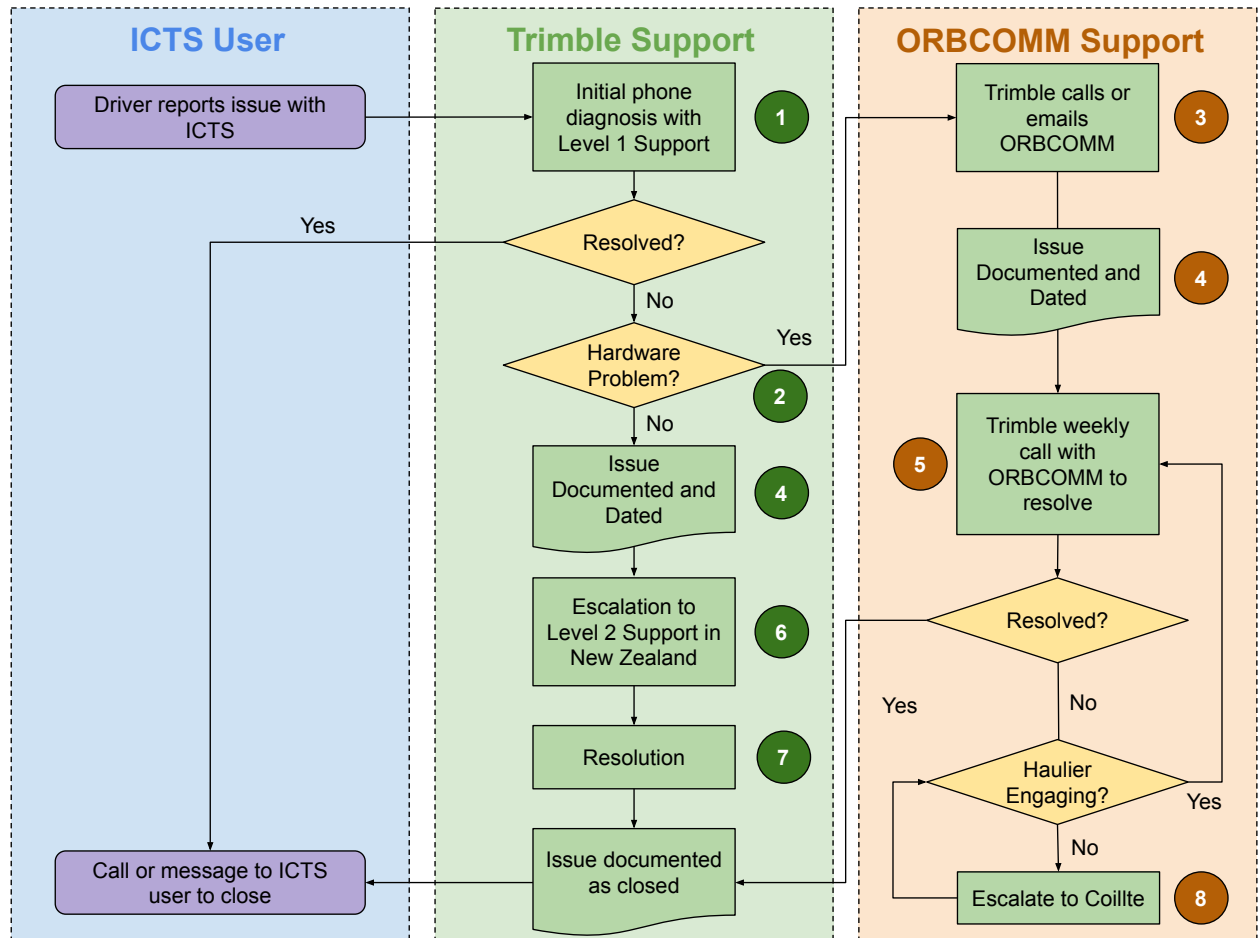
If an issue occurs with the ICTS, Drivers are required to contact Trimble in Galway to register the issues.

## Indicative Process:

1. Initial call from ICTS user to Trimble's Level 1 Support team based in Galway on **091 735 728**.

Office hours are manned from 6am to 7pm Monday to Friday, and out of hours for emergencies only.

Issues can also be messaged through on the ICTS device or emailed to us to at: [tfl\\_galway@trimble.com](mailto:tfl_galway@trimble.com).



# 1.2 | ICTS Support Process

## Indicative Process:

2. ICTS user to confirm if the issue is related to any of the Telematics Hardware components.
3. If Trimble diagnose a Telematics Hardware issue, they will call/ email ORBCOMM support immediately to report the issue, along with contact details of the reporter (Haulier and Lorry Driver) of the issue in case they need to follow up with further analysis.
4. Issue documented in the log, dated, and given a unique ID to track.
5. Trimble schedule call with ORBCOMM on a weekly basis to go over the outstanding hardware issues, and get updates. Issues are allocated priorities during these calls.
6. Issues not relating to ORBCOMM hardware that are not able to be resolved by Trimble Level 1 support will be escalated to Trimble Level 2 support in New Zealand via email (or call if critical to a 24/7 emergency support line).
7. Trimble Level 2 support works with Trimble Galway team to resolve issue.
8. If the Haulier will not engage to resolve the issue and all other avenues have been explored, only then will Coillte be contacted to assist with issue resolution. Failure by a Haulier to engage with Trimble Forestry or ORBCOMM in respect of a matter affecting the proper functionality and operation of the ICTS may result in Coillte sanctioned Lorry bans preventing access to Coillte's systems for the purpose of timber haulage.



# 1.3 | Trimble Out of Office Support

Out of Office Support is provided by one Trimble Staff member.

1. **Example 1: Where a haulier needs to make an Out of Office Voice Call**
  - a. TRP cannot be drawn down through no fault of the haulier
  - b. Unable to Weigh in at AWS
  - c. In-Cab Device Issues
  - d. To cancel a TRP when already inside the Harvest Unit
  
2. **Example 2: Where it is sufficient that a haulier sends Trimble an e-mail or message from In-Cab Device**
  - a. Crane maintenance while loaded with a TRP
  - b. Transfer of a load to a different trailer in a pre-approved Coillte Staging or Transfer Bay
  - c. Sales Order not available
  - d. Collecting or dropping off a private load or trailer in a preapproved Coillte Staging or Transfer Bay

3. **Driver best practice that will negate the need for Out of Office support**
  - a. Draw down a TRP the night before or while unloading
  - b. Ensure the correct TRP details are entered
  - c. Confirm job well in advance of arriving at the forest

**Note:** The office is manned from **6am-7pm Monday to Friday**, outside of this, calls get diverted to an on-call staff member. The on-call staff member may not be immediately available so if you don't receive an immediate response, call back 5-10 minutes later, or send an e-mail requesting a call.

# 1.4

## Collection using Timber Removal Permit (TRP)

A TRP for a valid Sales Order (SO) can be obtained from the In-Cab device. It is each driver's responsibility to ensure that the Timber Removal Permit (TRP) details exactly match the load they are collecting as described in the list and TRP Screenshot below:

### TRP Details

1. Forest and Harvest Unit;
2. Sales Order;
3. Product;
4. Destination;
5. Species; and
6. Cut Length

Sales Order (SO) Selection			
006	OSB (Pulp)	OC	3.00
007	MU (Pallet)	SS	2.50
008	WOFS (Stake)	DF	2.50
017	ECC (Pallet)	SS	2.50
018	WOFS (Stake)	SS	3.40
026	ECC (Pallet)	SS	3.70

Sales Order Customer Species Length  
 Order Customer Species Length

### Process: General Collection

1. Driver requests a TRP for a SO they have been instructed to use from the In-Cab device in the truck. The Driver must have a valid TRP on their In-Cab device in sufficient time prior to entering a Coillte forest.
2. The required information must be entered into the applicable fields on the In-Cab device and this must be an accurate representation of the actual process taking place.



# 1.4 | Collection using Timber Removal Permit (TRP)

## Process: General Collection

3. Once the TRP is issued the Driver is authorised to remove timber from the Harvest Unit (HU) for delivery to the final destination.
4. If there is any TRP mis-match identified such as Species, Cut Length, Location, the Driver must cancel the TRP on the In-Cab device.



# 1.4

## Collection using Timber Removal Permit (TRP)

### Note:

- a) If there is a technical problem preventing the issue of a TRP from the In-Cab device, the Driver should contact Trimble for assistance.
- b) Only one TRP per truck may be active at a time, except for split loads.
- c) TRP's must be requested in sufficient time for efficient processing, i.e. request the next TRP as soon you arrive at the customer with your current TRP.
- d) It is essential that individual tractor units and trailers on the site are correctly referenced on the relevant TRP, or through contacting Trimble Forestry.
- e) If the Driver needs to make a change to the SO while in the forest, Trimble Forestry must be contacted.
- f) Never enter a Coillte property unless there is a valid TRP on board.
- g) The vehicle type designated by Coillte for that HU or Forest Property must be strictly adhered to.
- h) Specific haulage route instructions from Coillte must be adhered to.
- i) There is a maximum speed limit of 25km/h for all vehicles on forest roads.
- j) Overloading is strictly forbidden.
- k) Convoys of lorries must be avoided by ensuring there is at least 20 minutes allowed between loads on forest roads.
- l) It is the responsibility of Hauliers and Customers to ensure that all gates and barriers are locked when exiting the Coillte property.
- m) Trimble Forestry must be contacted;
  - i. If a full load of timber cannot be collected.
  - ii. If any Stops with Crane Activity that are not authorised by the TRP are conducted between the Forest and the Destination.
  - iii. If there is any damage to;
    - Forest Roads
    - Forest Barrier Gates, Keys, Locks
    - Amenity Areas

### A DRIVER MUST NEVER:

- **Create a TRP for a Cut Length or Product that is not available in the SO Selection for the HU and Destination.**
- **Load or Leave a HU with a Cut Length or Product that Does Not Match the Chosen SO.**

### A DRIVER MUST ALWAYS:

- **Contact Trimble during business hours if the Correct SO is not available for their delivery destination so they can notify Coillte. The driver will need to make alternative arrangements until Trimble can if possible resolve the issue. Trimble may not always be in a position to do so promptly for various reasons beyond their direct control.**
- **Choose the Correct SO they have been consigned each time a TRP is requested as failure to do so will lead to sanctions being imposed due to the difficulties non-compliance creates for Stock Management and Haulage Payment.**
- **Contact the Haulier/Customer who consigned the load if they do not know the correct SO as sanctions will be imposed for non-compliance.**



# 1.5 | Plant Passports

**In Order to comply with REGULATION (EU) 2016/2031 OF THE EUROPEAN PARLIAMENT OF THE COUNCIL on protective measures against pests of plants which came into effect on the 14th December 2019, a plant passport is required for all timber moving within the Island of Ireland.**

**Drivers may be stopped by Forest Service officials who are monitoring compliance with the plant passport system.**

**Officials will present official ID when conducting compliance audits.**

## **Plant Passports (Forest Service, Republic of Ireland Jurisdiction):**

Drivers should present TRP on In-Cab Device to Department Official to confirm Harvest Unit from which Timber has been sourced. Drivers should then navigate to the Plant Passport section of the Driver Portal and enter the HU into the search function.

## **Plant Passports (Northern Ireland FS Jurisdiction):**

If timber is leaving Coillte Forests and travelling to a sawmill in the North of Ireland, Forest Service Northern Ireland officials require a hard copy plant passport in the cab of the lorry. Customers will provide the plant passport to Hauliers to fulfil this requirement.

Drivers should present TRP on In-Cab Device to Department Official to confirm Harvest Unit from which Timber has been sourced and provide hard copy of the plant passport.

# 1.6 | Mobile ICTS Units

On occasion Hauliers will need to rent a Mobile ICTS Unit from Coillte when they need to introduce a replacement truck into the fleet for a short period (**only as a result of a breakdown or for standard service work**).

1. If a Haulier needs to introduce a replacement truck into the fleet on a temporary basis they must submit their request via the HLT Mobile Device Request (available at <https://www.coillte.ie/haulage/hltproject/resources/>) and by submitting a Truck Setup form to provide Trimble Forestry with the information they will need to add your temporary truck to Coillte's databases.
2. This mobile device request will first go to Coillte Accounts Receivable (CAR) – who the haulier must next contact (contact details are provided via the form mentioned above), to provide a deposit for 7 days use of a mobile device. Only Visa Debit Card payments will be accepted.
3. Upon receipt of the deposit, CAR will confirm to Trimble Forestry payment has been made. Trimble will then proceed to set the temporary truck up, disable the existing truck and contact the relevant Log Scaling Operative (LSO) to inform them of the device request and ensure all is in order at that weighbridge.
4. Upon completion of setup, Trimble Forestry will inform the haulier that they are ready to proceed and will email the haulier, the LSO and CAR to confirm that the device is ready to be collected, quoting the Rental Issue number (RIN) for this device rental.
5. Upon issuing the unit, the LSO will reply to the original mail received from Trimble informing all that the Mobile ICTS Unit has been issued.
6. Hauliers must return units to the weigh bridge from where they originally collected the unit.
7. Upon receipt of the returned unit from the Haulier the LSO will e-mail **tfl\_galway@trimble.com** and **ar@coillte.ie** informing them of the units return.

## MOBILE ICTS UNIT PAYMENT TERMS

1. The first day of billing will be at the discretion of Coillte and Trimble..
2. The last day of billing will always be the day the unit has been returned by the Haulier to the LSO.
3. €150 up front charge prior to issue of unit.
4. If unit is returned within 2 days, CAR will refund €130.
5. If unit is returned within 3 days, CAR will refund €120.
6. If unit is returned within 4 days, CAR will refund €90.
7. If unit is returned within 5 days, CAR will refund €60.
8. If unit is returned within 6 days, CAR will refund €30.
9. If unit is returned within 7 days, CAR will refund €0.
10. On the 6th day of billing, Trimble Forestry will inform the haulier that the device will be turned off at close of business (CoB) the following day unless they have approval from Coillte Haulage Distribution to use the device for more than 7 days and have made a 2nd payment to CAR.
11. Trimble will disable the unit from drawing down further TRP's at the end of the 7 day period and will confirm to the Haulier, CAR and the LSO by e-mail that it is being disabled and must be returned to the weighbridge that it was collected from.
12. If a haulier is approved to use the device for a further 7 days, the refund schedule outlined in points 3 to 9 above will apply.
13. The device must be returned to the weighbridge from which it was collected from by COB on the 7th day (or maximum 14th day when an approval for the 7 additional days has been granted).
14. If a Haulier returns a unit after the period covered by their deposit(s), the Haulier will be charged €30 for every day that they retain the device beyond their 7 or 14 day limit. CAR will not accept payment of a deposit for subsequent usage of a mobile ICTS, until any late return charges have been cleared.

# 2

# Haulage



# 2.0 | Timber Haulage Site Safety Rules

Hauliers and their drivers **must** observe timber haulage site safety rules for their own safety and for the safety of others (including members of the public) who may be on site or elsewhere in the forest property being driven through.

1. Only authorised vehicles allowed on site at all times.
2. Contractor must have an up-to-date and adequate Safety Statement or relevant extracts of it available in the vehicle.
3. When working alone ensure that effective lone working procedures are in place.
4. All vehicles and equipment must be appropriate to the site and have an appropriate and valid certification (CVRT and GA1).
5. Audible reversing alarm must be fitted and fully functional on all lorries.
6. Each loading and haulage unit must have an adequate pollution control kit.
7. Drivers operating cranes must be competent in crane operation and be in possession of a valid crane operating certificate to NPTC (City and Guilds 0020-28).
8. An adequate and up-to-date First Aid Kit must be available in the vehicle.
9. Driver must complete Coillte stipulated training to approved standards and be in the possession of valid certificates; including manual handling and at a minimum, in Lantra basic first aid with forestry extension.
10. Driver must adhere to "Road Haulage of Round Timber Code of Practice" and Coillte's "Code of Practice for Timber Removals".
11. All accidents, incidents, near misses and dangerous occurrences must be reported to the Forest Works Manager and to Trimble Forestry immediately.
12. An up-to-date emergency plan with relevant telephone numbers must be available to the driver in the vehicle.
13. While working on site, barriers must remain unlocked (secured either open or closed depending on local site arrangements) and forest roadways must be kept clear, other than the lorry which is loading timber, to facilitate emergency vehicles or egress in the event of an accident.
14. Turning areas must remain free from parked vehicles during loading operations to allow lorries drive in and turn which will minimise reversing.
15. Driver must maintain good all round visibility at all times and check for people when reversing and take due care when entering and exiting the forest.
16. Minimise vehicle reversing where possible.
17. Driver must not exceed the maximum speed limit of 25kph on forest roads. Lower speeds should apply where appropriate; e.g. changing weather conditions and public usage.
18. Drivers to adhere to all signage on site. On a non-active harvesting site, where harvesting signage has been removed, drivers must erect their own signs to prevent access during operations.
19. Driver must wear adequate Personal Protective Equipment when exiting cab of truck (Helmet, High Visibility Clothing, Steel Toe-Cap Boots).
20. Driver must not enter the risk zone of harvesting machines that are operating on site.
21. Stop work immediately if a machine or person enters your risk zone (20 metres approximately), while loading, unloading and strapping of load.
22. Care to be taken when operating near overhead powerlines (see guidelines IFSG 804). Ensure that the crane is fully lowered to the transport position while moving, to avoid the risk of contact with overhead cables. Goalposts and warning signs must be in place. Hauliers must notify Forestry Work Manager if Goalposts and warning signs are not in place.
23. Transverse loading is not permitted unless suitable and appropriate load restraint (in compliance with HSA load securing guidance) is in place.
24. Do not load above the level of the headboard and stanchions.
25. Ensure timber stacks are left stable and in a safe condition after loading.
26. Driver must ensure that the load is secure before leaving the site and that there are no protruding branches or unstable logs.
27. All loads should be strapped and re-tensioned as necessary, to comply with the recommended number of straps per bay is listed in the "Round Timber Transport Guidelines for Hauliers and Drivers"; Forest Industry Transport Group, July 2017.
28. Where the boom can be bedded into the top of the load it can be strapped down along with the load. If this is not possible the boom must be strapped down separately.
29. When off-loading timber, stacks are to be constructed in a stable condition at appropriate safe stack height.

**Copies of referenced guidelines must be available on site and staff instructed on their contents.**

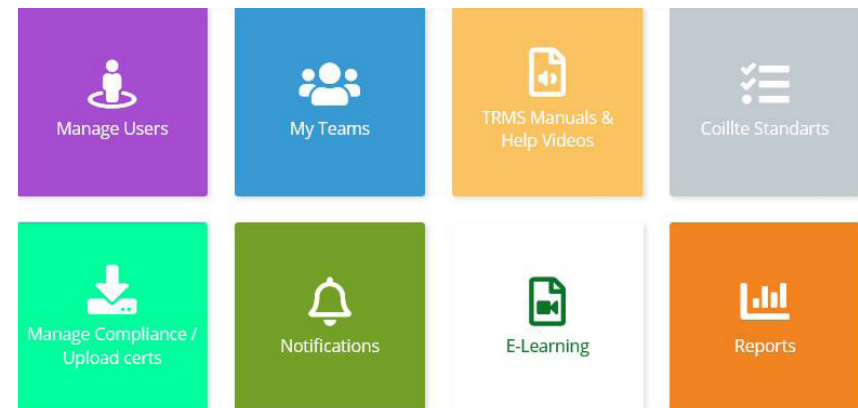


# 2.1

## Novice Driver Induction

All Drivers accessing Coillte's Systems for the purpose of timber removal are required to complete the Trimble Driver Set-Up Form. Hauliers inducting Novice Drivers that have not previously accessed Coillte's systems for the purpose of timber removal are required to confirm this on the Trimble Set-Up Form. Coillte's Training Standards Specialist will contact the haulier employing the Novice Driver to agree the training profile to be applied and managed via the *My Learning Hub* platform before approving access to Coillte's Systems.

**Note:** Drivers identified as Novice will not receive Penalty Points for the first Two months of their Induction. Warnings will be issued where necessary during this induction period to afford the opportunity to address errors. Coillte will schedule a meeting with the haulier to review serious infringements if they are incurred during the induction period to establish the corrective action to be applied.



## 2.2 | Self-Loading Vehicle Unit

A Self-Loading Vehicle Unit is a truck with its own crane capable of loading itself.

### Process: Self-Loading Collection

1. All trucks on Coillte property engaged in the collection and transport of Coillte timber must have a valid TRP or TTD for the specific HU.
2. Driver loads the Trailer Unit with the correct details on his TRP for the Product Grade that this Vehicle Unit is authorised to collect.
3. When trailer loading is complete, ensure that the Driver responsible for the TRP acknowledges the 'load confirmation' form on the In-Cab device before leaving the HU.

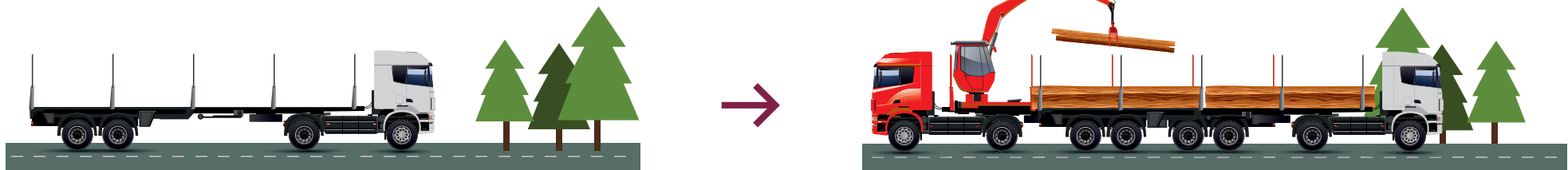


# 2.3 | Flat Trailers

Loading Flat Trailers is a system whereby lorries without a loading crane are loaded by a separate vehicle as detailed below.

## Process: Flat Trailer Collection

1. The Driver conducting the loading activity must have a valid TRP or TTD for the specific HU.
2. The Driver with the Flat Trailer proceeds to the forest with a valid TRP or TTD for the specific HU.
3. The Driver of the Self-Loading Vehicle Unit loads the Flat Trailer ensuring that the TRP details are correct.
4. When trailer loading is complete, ensure that the Driver responsible for the TRP acknowledges and specifies the Trailer Identification number on the 'load confirmation' form on the In-Cab device before leaving the HU.

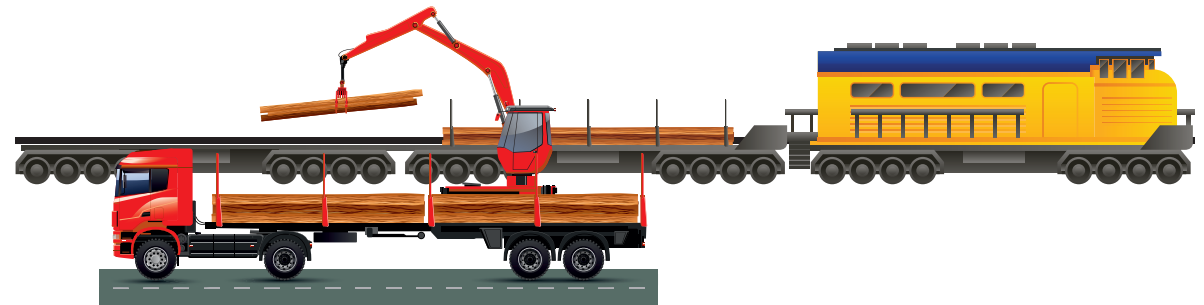


## 2.4 | Train Haulage

All Train Haulage relates to a Group Code. A Group Code links the final delivery back to the original source of collection which reconciles the weights determined at the weighbridge to establish the tonnage delivered to the original rail-head.

### Process: Collection from Forest – Delivery to Railhead

1. The Driver conducts standard TRP procedures to collect timber for delivery to the rail-head in compliance with Irish Rail policies.
2. The Driver off-loads timber from Vehicle Unit onto Train at the rail-head, specifying the group code and the estimated weight of the load being delivered on the In-Cab device.



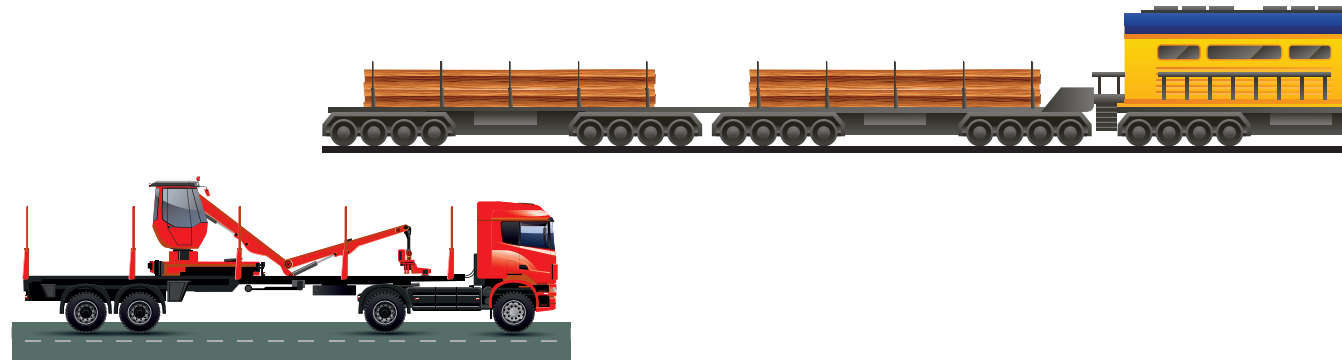
*Note: If the Group Code is not known, validate with the relevant Coillte staff member.*



## 2.4 | Train Haulage

### Process: Collection from Forest – Delivery to Railhead

3. The Driver creates an appropriate TTD on the In-Cab device, ensuring the correct Group Code for the train being unloaded.
4. The Driver proceeds to the railhead in compliance with Irish Rail policies where the Train is being unloaded, completing the 'load confirmation' form upon arrival.

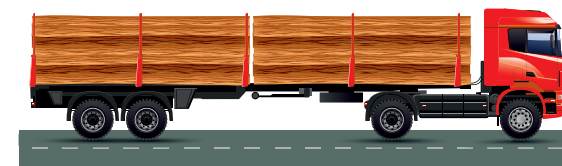
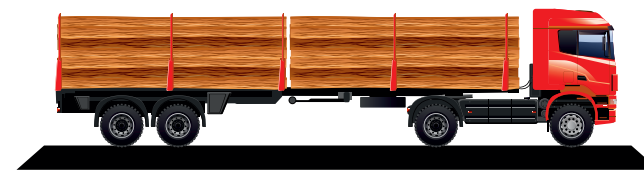


# 2.4 | Train Haulage

## Process: Collection from Railhead – Delivery to Mill

5. The Driver loads the timber from Train onto Vehicle Unit at the rail-head.

6. The Driver arrives at AWS and specifies if this is the final load from the selected group code.

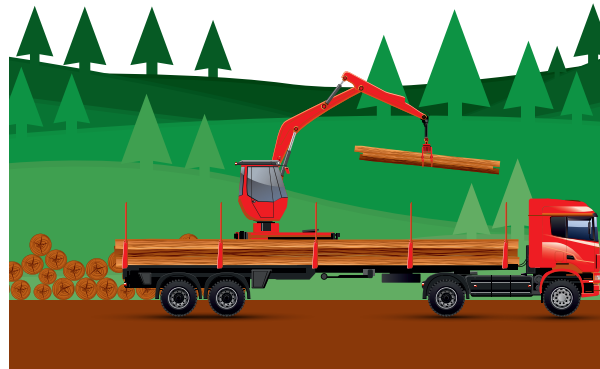


# 2.5 | Export Haulage

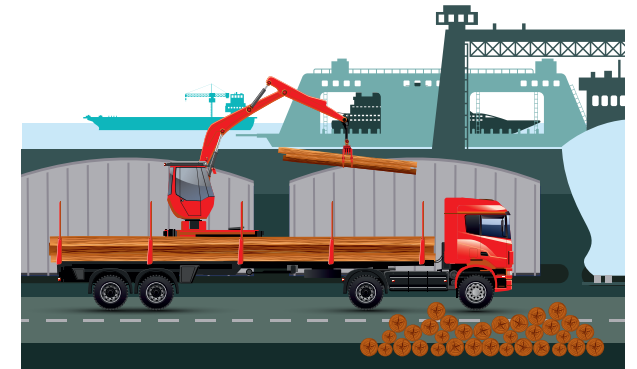
Timber for Export will be delivered to the portside using one TRP per load.

## Process: Collection from Forest – Delivery to Port

1. The Driver conducting the loading activity must have a valid TRP for the specific HU.



2. The Driver travels with loaded Vehicle Unit to Port Side and unloads the Product Grade onto the ground.



*Note:*

- a) All loads will be weighed through at an appointed weighbridge.
- b) If the appointed weighbridge is a non-AWS site the printed weight docket must be returned.

## 2.6 | Double Handling with Rigid and Trailer

Double-handling refers to the process by which a rigid and trailer completes their load in two parts as a result of access restrictions in particular Coillte properties.

### Process: Double Handling with Rigid and Trailer

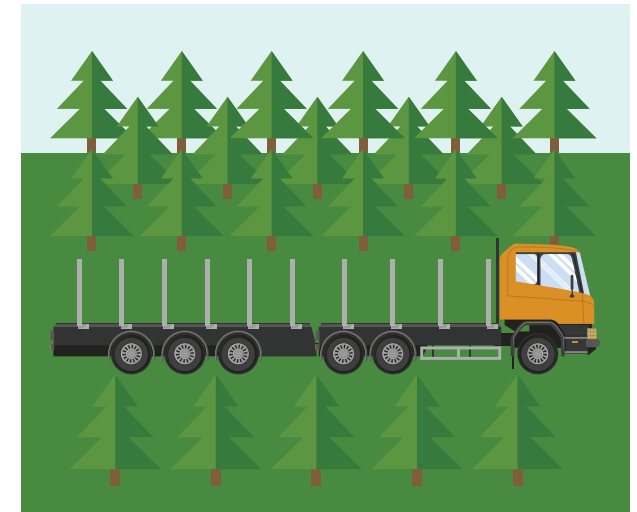
1. The Driver conducting the loading activity must have a valid TRP for the specific HU in which the Double Handling activity is taking place.



2. Drivers must identify the TRP as being a double handling TRP via their in-cab device.



3. The Driver parks the Trailer Unit in a suitable location within the Forest.

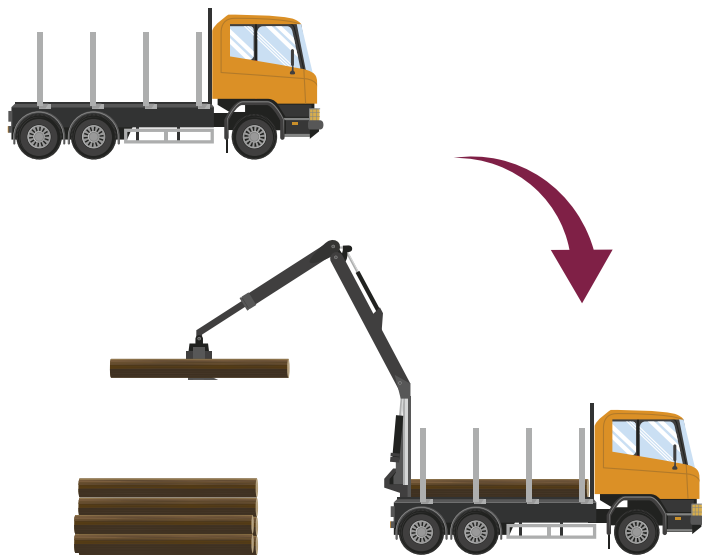




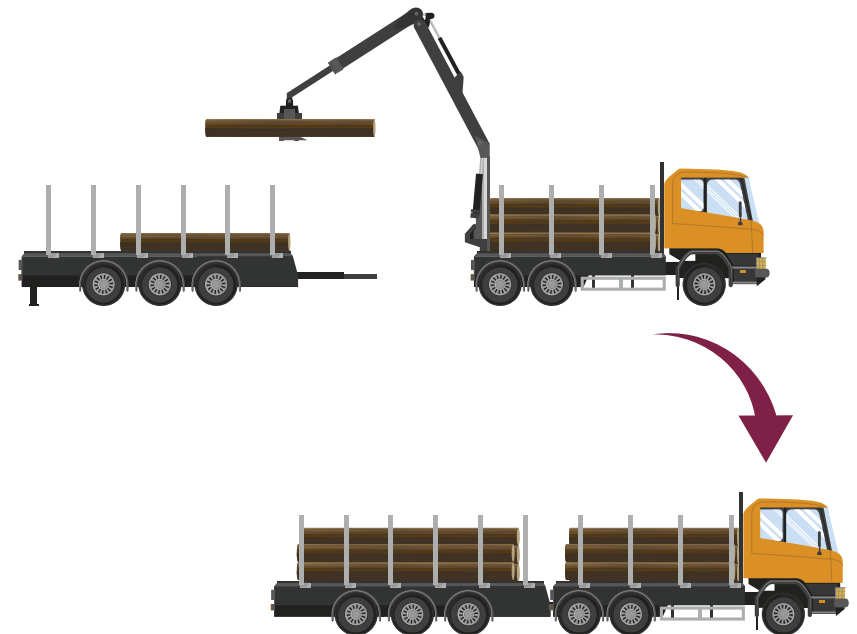
## 2.6 | Double Handling with Rigid and Trailer

### Process: Double Handling with Rigid and Trailer

4. The Driver self-loads the Rigid with the first half of the load ensuring that the Product Grade that this Vehicle Unit is authorised to collect matches the TRP.



5. The Driver unloads the Rigid on to the parked Trailer Unit and returns to self-load the Rigid with the second half of the load before collecting the loaded trailer to proceed to the destination.

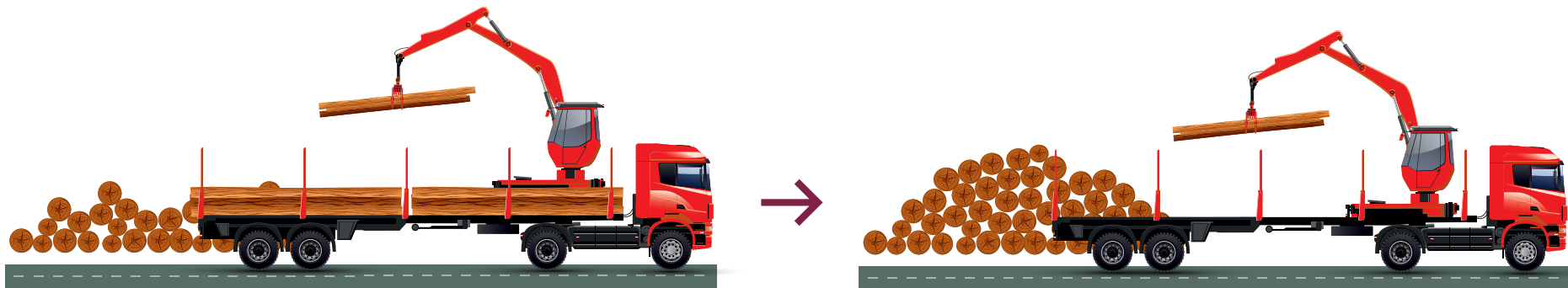


## 2.7 | Transfer of Timber to Transfer Bay

Double Handling with Rigid alone or Rigid & Trailer to Transfer Bay is a system whereby timber is transferred from the HU to a Coillte designated Transfer Bay using a TTD. The timber is collected from the transfer bay and delivered to its final destination using an appropriate TRP.

### Process: Transfer of logs to Transfer Bay

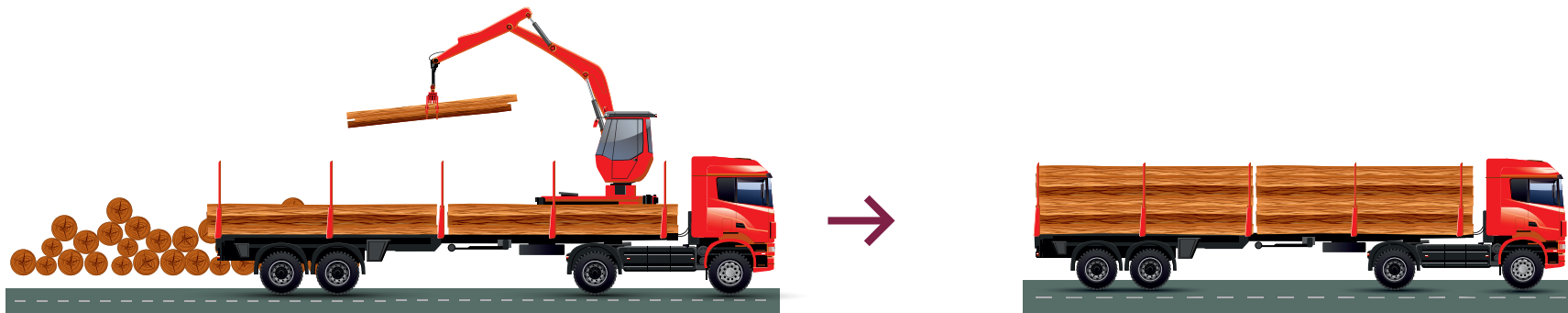
1. The Driver conducting the loading activity must have a valid TTD that specifies a Coillte Designated Transfer Bay as the destination before proceeding to the forest loading area.
2. The Driver self-loads with the appropriate TTD for the Product Grade and delivers it to the designated Transfer Bay, entering an Estimated Net Weight on the 'Net weight only/Load Estimation' form on the In-Cab Device.



# 2.8 | Collection of Timber from Transfer Bay

## Process: Collection of logs from a Transfer Bay

1. The Driver conducting the loading activity must have a valid TRP that specifies the Coillte Designated Transfer Bay as the collection point before proceeding to the Transfer bay to load.
2. On completion of the load activity the Driver proceeds to the Mill.

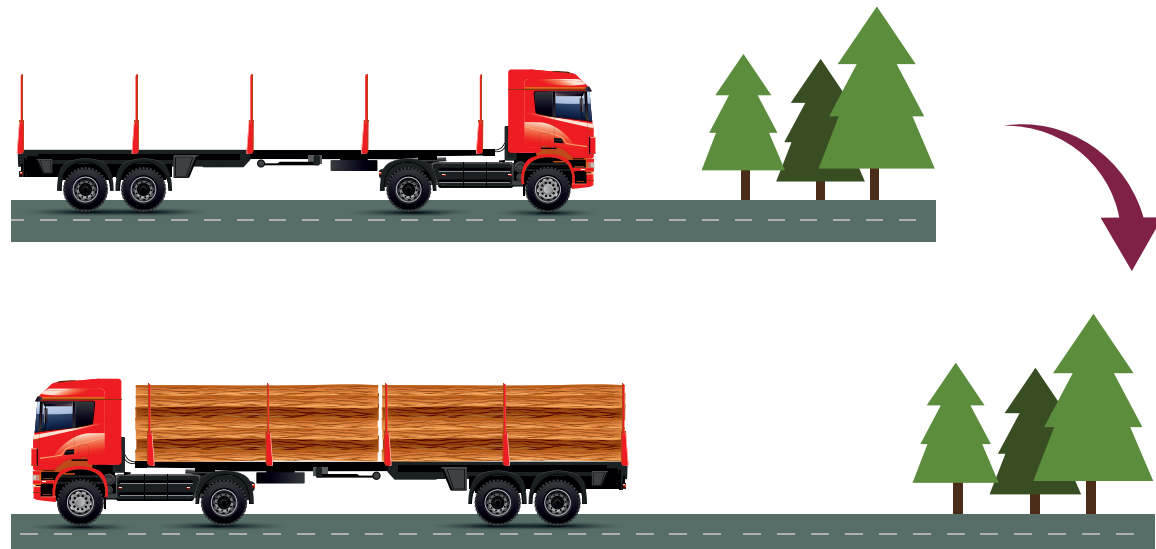


# 2.9 | Stage Haulage

Stage Haulage is a system of hauling timber whereby a loaded trailer is carried part of the way to the destination by one Tractor Unit and delivered to the final destination by a different Tractor Unit.

## Process: Trailer Swap Staging Bay

1. Driver 1 creates a TRP, proceeds to the forest to collect the load. Driver 1 then drives to the staging bay to park the loaded trailer for collection by Driver 2.



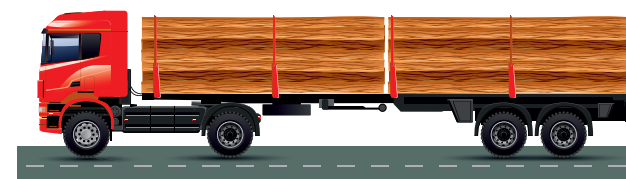
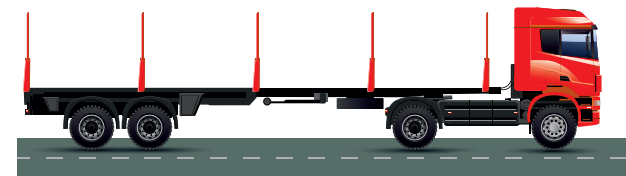
# 2.9 | Stage Haulage

## Process: Stage Haulage

2. Driver 2 requests this existing TRP on the In-Cab device, in sufficient time before entering the staging bay.



3. Driver 2 proceeds to the Trailer Swap Staging bay, collects the loaded trailer ensuring that their job is in the correct status before proceeding to the mill.





# 3.0 | Load Transfer Staging Bay

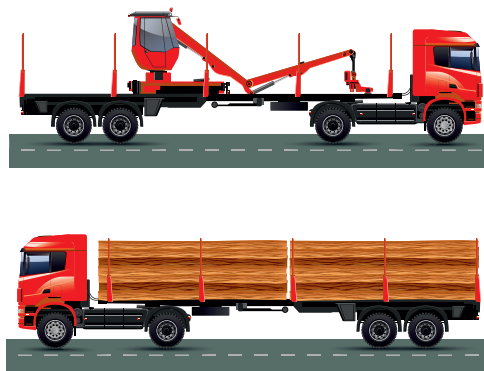
Load Transfer Staging Bay is a system of transferring timber from one trailer unit onto another trailer unit within a Coillte approved staging bay. For operational efficiency, a loaded trailer is carried part of the way to the destination by one Tractor Unit and delivered to the final destination by a different Tractor Unit.

## Process: Staging Bay Load Transfer

1. Driver 1 requests a TRP from the In-Cab device in the truck specifying the Load Transfer Staging Bay.



2. Driver 1 proceeds to the Forest, collects their load and then proceeds to the agreed Load Transfer Staging Bay where the loaded Vehicle Unit is parked awaiting the arrival of Driver 2.



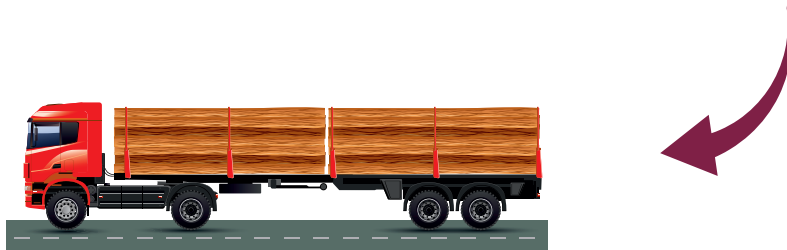
3. Driver 2 requests an existing TRP from the In-Cab device in the truck.



# 3.1 | Load Transfer Staging Bay

## Process: Staging Bay Load Transfer

4. Driver 2 proceeds to the Load Transfer Staging bay, to get his trailer loaded and then proceeds to the Mill.



## Notes:

- a) Trailer staging may not take place outside of Coillte approved Staging Bays.
- b) Hauliers must contact Trimble Forestry 24hours before a staging bay's first planned use, between 6am & 7pm Monday to Friday, when requesting a new Staging Bay to be approved by Coillte.
- c) Between leaving the Forest and arriving at the final destination, trailers may not be staged more than once in a journey and must remain strapped at all times.
- d) Staged Loads must be delivered within 14 days from the date the TRP was created.
- e) Both Tractor Units used in the Staging journey are linked by a single TRP.
- f) Trimble Forestry monitor the Gross Vehicle Weight (GVW) of the first Truck by attributing the weighbridge tonnage of the delivered volume to it, which is subject to overloading sanctions if non-compliance is identified.

# 4

# Weighing

This section relates to the correct procedures to be adopted when weighing Coillte's timber at various locations. Each load of timber removed from Coillte's forests requires a unique TRP and an associated weight record.

If you are unable to complete your weighing or if you have any concerns regarding your weights, please inform Trimble immediately and they will address the issue with the relevant Coillte personnel who will engage the mill operator as necessary. At all times, position your lorry correctly on the Weighbridge.



# 4.0 | Automated Weighing System (AWS)

Specific Coillte customers have an Automated Weighing System (AWS) installed at their weighbridge which can only be accessed by Trucks with a designated Coillte Key Fob. The following needs to be considered when using an AWS;

1. On arrival at AWS Kiosk swipe the truck keyfob.
2. Confirm the Log Cut Length, Product Type and Species Type from the AWS pop-up list where applicable.
3. If a lorry load contains 80% or more of a single species it must be defined as that species on the TRP and AWS.
4. If a lorry load contains less than 80% of a single species it must be defined as a mixture on the TRP and AWS.
5. If any of the details are incorrect the transaction must be cancelled and restarted from the beginning.
6. Contact the relevant Coillte personnel and Trimble Forestry if there are any problems.
7. When unloading is complete, the Driver returns to the Weighbridge with the empty lorry and swipes the key-fob at the AWS to weigh out and establish the Tare Weight.

## Notes:

- a) Split Loads that have more than one Product Type have more than one TRP. Therefore, each TRP will have to be weighed in separately.
- b) If a sample is requested by the AWS;
  - Offload the required number of sample logs in the designated sampling area.
  - Label the sample clearly using the sample labels provided, identifying the Permit, Forest, HU and SO numbers.
  - Return to the Weighbridge and swipe your key-fob at the AWS to weigh the sample logs.
  - Proceed to the yard to complete the offload of all remaining logs from the lorry.
- c) Drivers must remain at the AWS for the entire weighing process in order to ensure they do not miss the voice and on screen prompts for a sample. Focus must remain on the weighing process until it is complete and drivers must ensure they are not distracted before completion.
- d) Deliveries from a Rail Head;
  - Enter the Train Identification Number from the TRP on the AWS.
  - Enter "Yes" or "No" to confirm if this is the last load from the Rail Head.
- e) Weighing at AWS for delivery to another Destination;
  - Select the transaction type – "Weigh Coillte Logs Other Destination" from the pop-up list.
  - The Timber weight is calculated from a pre-set Tare weight assigned to that lorry on the AWS.



# 4.1 | Non-Automated Weighing System (Non-AWS)

A Non-AWS is a Coillte approved weighbridge at a customer site that is not connected to Coillte's ICT systems.

The following needs to be considered when using a Non-AWS;

1. All Weight Dockets must be electronically printed.
2. Hand-written dockets will not be accepted by Coillte.
3. Driver must take a legible photo of the weight docket using the camera on the incab device to return to Coillte. Instructions on how to use the camera to upload the photo can be found at <https://www.coillte.ie/driverportal/TRP%20Training%20Video-FINAL-1021.mp4> at 5:43 minutes into the video.
4. The correct Time and Date must be recorded on the Weight Docket.
5. If a sample is requested by Coillte Staff at a Non-AWS location:
  - Offload the required number of sample logs in the designated sampling area.
  - Label the sample clearly using the sample labels provided, identifying the Permit, Forest, HU and SO numbers.
  - Return to the Weighbridge to weigh the sample logs and enter the weight on the weight docket.
  - Offload all logs from the lorry.
  - Return to the weighbridge to weigh the Tare Weight of the vehicle and print the weight on the Weight Docket.
  - Enter the weight details of the load and the weigh docket number into the screen prompt on the In-Cab device.

## Note:

- a) Weighing at a Public Weighbridge:
  - Where Coillte timber cannot be weighed at a customer's weighbridge, it is weighed at a public weighbridge.
  - Coillte has the discretion to review public weighbridge usage and create a list of unacceptable weighbridges should it be required.
  - Where it is possible to weigh the empty lorry, the Timber Weight will be calculated using the actual Tare Weight.
  - Otherwise, calculate the Timber Weight using the pre-set Tare Weight appropriate to the lorry.



## 4.2 | Full Load Scanner Medite

A timber volume calculation system has been introduced at Medite. The volumes are calculated as the loaded truck moves beneath a series of cameras mounted on a frame. The images enable a calculation of Solid Volume.

To correctly capture images, it is essential that when the truck passes through, a constant speed of between 7km/hr and 10km/hr is maintained. A speedometer is visible on the right hand side driving through.

1. After weighing at weighbridge proceed to log yard as normal.
2. Approach Full Load Scanner on Green light (light positioned overhead on the frame).
3. Move through scanner at constant speed of between 7km/hr and 10km/hr and continue to the unstrapping area.
4. Trucks must not stop under the scanner.



## 4.3

# Application process for obtaining access to Coillte's systems for the purpose of timber removal

1. Hauliers requiring access to Coillte's systems for the purpose of timber removal must first contact Trimble Forestry on **091 735 728** or email: **tfl\_galway@trimble.com**.
2. Trimble will issue the Haulier with a Truck Set-Up Form and other applicable setup documents to enable the Haulier to provide the relevant information to commence the application process.
3. Trimble will then provide ORBCOMM with the necessary information and contact details to engage the Haulier to obtain the necessary telematics equipment.
4. Upon completion of the telematics installation the Haulier must promptly contact Trimble (from 9am - 5pm Monday to Friday) to test the ICTS device to ensure it is operating correctly.
5. Upon satisfactory completion of this test, Trimble will proceed to assign an AWS Key Fob that permits the user to access Coillte's systems for the purpose of timber removal and direct the Haulier to obtain it from an agreed weighbridge.

### Note:

A truck is not permitted on Coillte property until it is verified that the device is working correctly and where the legislative requirement applies, it is confirmed that the truck exists on a valid Haulage Licence. A driver or crane operator is not permitted to utilise Coillte's systems for the purpose of timber removal until Trimble have communicated that the required driver information has been received and validated.



### Trimble / Coillte New Truck Setup Form

The information requested is required for us to add your truck/trailer to the Coillte fleet (or set you up as a new Haulier in Coillte's databases).

It is the responsibility of the Haulier to ensure that your new truck/trailer is reporting correctly in Orbcomm's Fleetmanager. <https://www.fleetmanager.com>

#### ORBCOMM Contact Details:

Email: [fmsupport@orbcomm.com](mailto:fmsupport@orbcomm.com)

Phone: 091 520053

Once we have begun the setup process you will be informed to complete a test TRP on the ICTS device during business hours (Mon-Fri: 9am - 5pm) to ensure it's working correctly.

Note: You are not approved to enter Coillte Estates or use AWS Weighbridges using the vehicle specified until you receive a Truck Approved Confirmation Email from Trimble Forestry.

## 4.3

# Application process for transferring or removing telematics

1. The Haulier must complete a truck/trailer transfer or removal form found via Smartsheet's <https://www.coillte.ie/haulage/hltproject/resources/>.
2. Hauliers who experience difficulty should contact Trimble Forestry on **091 735 728** or email: [tfl\\_galway@trimble.com](mailto:tfl_galway@trimble.com).
3. Trimble will then provide ORBCOMM with the necessary information and contact details to engage the Haulier to transfer or remove the necessary telematics equipment. A HLT Truck or Trailer Setup form will also need to be submitted if the equipment is being transferred to a new vehicle.
4. Upon completion of a telematics transfer the Haulier must promptly contact Trimble (from 9am - 5pm Monday to Friday) to test the ICTS device to ensure it is operating correctly.
5. Upon satisfactory completion of this test, Trimble will proceed to assign an AWS Key Fob that permits the user to access Coillte's systems for the purpose of timber removal and direct the Haulier to obtain it from an agreed weighbridge.

### Note:

A truck is not permitted on Coillte property until it is verified that the device is working correctly and where the legislative requirement applies, it is confirmed that the truck exists on a valid Haulage Licence. A driver or crane operator is not permitted to utilise Coillte's systems for the purpose of timber removal until Trimble have communicated that the required driver information has been received and validated.



### HLT Truck/Trailer Transfer or Removal

Please complete this form if: 1. You want to transfer HLT equipment from one vehicle to another within your own fleet. 2. You have sold a vehicle currently fitted with HLT equipment to another haulier who requires it. 3. You wish to remove the HLT equipment due to the vehicle no longer undertaking work which requires it. A HLT Truck or Trailer Setup form will also need to be submitted if the equipment is being transferred to a new vehicle. Please note that any transfers or removals must be completed by an engineer authorised by ORBCOMM. After you have completed this form it will be passed onto ORBCOMM who will contact you to schedule the requested work.

# 4.4

## Certificate requirements for 46 Tonne Gross Vehicle Weight for conforming vehicles with six (or more) axle.

Provisions are contained in the Road Traffic (Construction and Use of Vehicles) (Amendment) Regulations 2013 (S.I. No. 43 of 2013 ) permitting a 46 tonne national weight limit for six axle (3+3) articulated vehicle combinations in ROI. Coillte will only register a Truck as 46 Tonne compliant if the registered owner provides the appropriate records that confirms the vehicle unit is a compliant 46 Tonne combination. Hauliers requiring a 46 Tonne Truck upgrade must inform Trimble Forestry who will issue a form to be completed in full with the required documents attached as follows;

### Rigid Truck:

Plating Record for 46 Tonne Gross Vehicle Weight for conforming vehicles with six (or more) axle rigid truck and drawbar trailer combinations;

Hauliers will need to get an appropriate main dealer to provide this certificate for their Rigid Tractor Unit. Detailed requirements can be found on the RSA Website:

<https://www.rsa.ie/en/RSA/Your-Vehicle/About-your-Vehicle/Weights--Dimensions-/46-tonne-weight-limit/>



**Plating Record**  
**46 Tonne Declaration of Conformity (Rigid Trucks)**

To whom it may concern,

We \_\_\_\_\_, the manufacturer/authorised distributor of vehicle having the Vehicle Identification Number (VIN) \_\_\_\_\_, certify that this vehicle has the following characteristics:

1. Was manufactured<sup>1</sup> with a minimum of 3 axles.
2. Each driving axle is fitted with twin tyres and has an air suspension system<sup>2</sup>, or suspension system recognised as equivalent<sup>3</sup>.
3. The vehicle's technically permissible maximum laden mass of combination is equal to or greater than 46,000kg.
4. Is fitted with an Anti-lock Braking System (ABS) approved to Council Directive 71/320/EEC, as amended by Commission Directive 98/12/EC or as subsequently amended from time to time; or alternatively UN/ECE Regulation 13-09, 13-10 or 13-11 for the time being in force when the vehicle was first registered.  
Type Approval Certificate Number \_\_\_\_\_
5. Is fitted with an Electronic Braking System (EBS)<sup>4</sup> meeting the technical provisions of UN/ECE Regulation 13-09, 13-10 or 13-11 for the time being in force when the vehicle was first registered.  
Type Approval Certificate Number (where appropriate) \_\_\_\_\_
6. For vehicles first registered on or after 1<sup>st</sup> June 2015 having not more than 3 axles.  
Is fitted with a Vehicle Stability Function (VSF) / Electronic Stability Control (ESC)<sup>5</sup> system meeting the technical provisions of the vehicle stability performance test requirements of UN/ECE Regulation 13-11.  
Type Approval Certificate Number (where appropriate) \_\_\_\_\_

Signed: _____ (Name of Certifying Person)	On: _____ (Date of Certification)
At: _____ (Position Within Organisation)	At: _____ (Place of Certification)

<sup>1</sup> Axles fitted subsequent to date of manufacture for operation as part of a 46 tonne combination must also be certified by the original vehicle manufacturer or his authorised distributor by completing this form.  
<sup>2</sup> "Air suspension system" means a system in which at least 75 per cent of the spring effect is caused by the elasticity of a confined gas.  
<sup>3</sup> "Equivalent system" means a suspension system which fulfils the conditions for equivalence to air suspension as set out in Annex II to [Council Directive 86/243/EEC](#).  
<sup>4</sup> "Electronic Braking System" means a braking system that  
 (a) employs an electronic control system to control the braking function and an electric control transmission that complies with 5.2.1.27 of UN/ECE Regulation 13-09, UN/ECE Regulation 13-10 or UN/ECE Regulation 13-11.  
 (b) in the case of a combination of vehicles, in addition to the requirements in paragraph (a) also has an electric control line that complies with Annex 17 of UN/ECE Regulation 13-09, UN/ECE Regulation 13-10 or UN/ECE Regulation 13-11 for the time being in force on the date the vehicle was first registered.  
<sup>5</sup> "Vehicle Stability Function (VSF)" (also known as Electronic Stability Control or ESC) has the meaning assigned to it by Paragraph 2.34 of UN/ECE Regulation 13-11 and meets the essential technical provisions of UN/ECE Regulation 13-11 in respect of VSF for the time being in force on the date the vehicle was first registered.

May 2015

Sample RSA Record for Rigid Truck

# 4.4

## Certificate requirements for 46 Tonne Gross Vehicle Weight for conforming vehicles with six (or more) axle.


### Artic Truck:

Plating Record for 46 Tonne Gross Vehicle Weight for conforming vehicles with six (or more) axle artic truck and drawbar trailer combinations;

Hauliers will need to get an appropriate main dealer to provide this certificate for their Artic Tractor Unit.

Detailed requirements can be found on the RSA Website:

<https://www.rsa.ie/en/RSA/Your-Vehicle/About-your-Vehicle/Weights--Dimensions-/46-tonne-weight-limit/>



**Plating Record**  
**46 Tonne Declaration of Conformity (Tri-axle Tractor Units)**

To whom it may concern,

We \_\_\_\_\_ the manufacturer/authorised distributor of vehicle having the Vehicle Identification Number (VIN) \_\_\_\_\_ certify that this vehicle has the following characteristics:

1. Was manufactured<sup>1</sup> with 3 axles
2. Each driving axle is designed to be fitted with twin tyres and has an air suspension system<sup>2</sup>, or suspension system recognised as equivalent<sup>3</sup>
3. The vehicle's technically permissible maximum laden mass of combination is equal to or greater than 46,000kg
4. Is fitted with an Anti-lock Braking System (ABS) approved to Council Directive 71/320/EEC, as amended by Commission Directive 98/12/EC, or alternatively UN/ECE Regulation 13-09, 13-10 or 13-11  
**Type Approval Certificate Number** \_\_\_\_\_
5. Is fitted with an Electronic Braking System (EBS)<sup>4</sup> meeting the technical provisions of UN/ECE Regulation 13-10 or 13-11  
**Type Approval Certificate Number (where appropriate)** \_\_\_\_\_
6. For vehicles first registered on or after 1<sup>st</sup> April 2013 until 1<sup>st</sup> Nov 2014<sup>5</sup>  
Is fitted with a Vehicle Stability Function (VSF) / Electronic Stability Control (ESC)<sup>6</sup> system meeting the technical provisions of the vehicle stability performance test requirements of UN/ECE Regulation 13-11  
**Type Approval Certificate Number (where appropriate)** \_\_\_\_\_

Signed: _____ (Name of Certifying Person)	On: _____ (Date of Certification)
As: _____ (Position Within Organisation)	At: _____ <b>Company Stamp Here</b> (Place of Certification)

<sup>1</sup> Axles fitted subsequent to date of manufacture for operation as part of a 46 tonne combination must also be certified by the original vehicle manufacturer or his authorised distributor by completing this form.  
<sup>2</sup> "Air suspension system" means a system in which at least 75 per cent of the spring effect is caused by the elasticity of a confined gas.  
<sup>3</sup> "Equivalent system" means a suspension system which fulfils the conditions for equivalence to air suspension as set out in Annex II to Council Directive 96/53/EC of 25 July 1996.  
<sup>4</sup> "Electronic Braking System" "electronic braking system" means a braking system that employs an electronic control system to control the braking function and an electric control transmission that complies with 5.2.1.27 of UN/ECE Regulation 13-10 or UN/ECE Regulation 13-11 and, in the case of a combination of vehicles, has an electric control line that complies with Annex 17 of UN/ECE Regulation 13-10 or UN/ECE Regulation 13-11.  
<sup>5</sup> From 1<sup>st</sup> Nov 2014 Vehicle Stability Function (VSF) will become mandatory under Type Approval on new category N2 and N3 vehicles, i.e. goods vehicles with a Design Gross Vehicle Weight (DGWV) exceeding 3,500kg.  
<sup>6</sup> "Vehicle Stability Function" (also known as Electronic Stability Control) means an electronic control function for a vehicle which improves the dynamic stability of the vehicle. A vehicle stability function includes one or both of the following: (a) Directional control & (b) Roll-over control  
"Directional control" means a function within a vehicle stability function that assists the driver, in the event of under steer and over steer conditions, within the physical limits of the vehicle in maintaining the direction intended by the driver in the case of a power-driven vehicle, and assists in maintaining the direction of the trailer with that of the towing vehicle in the case of a trailer.  
"Roll-over control" means a function within a vehicle stability function that reacts to an impending roll-over in order to stabilise the power-driven vehicle or towing vehicle and trailer combination or the trailer during dynamic manoeuvres within the physical limits of the vehicle.  
<sup>7</sup> Meeting the vehicle stability tests of UN/ECE Regulation 13-11 Annex 21 is sufficient and there is no need to have a distinct warning that the trailer vehicle stability function is active "VDC Active" in the dashboard of the tractor unit as detailed in 2.1.6 of this Annex.

March 2013

Sample RSA Record for Artic Truck



# 4.4

## Certificate requirements for 46 Tonne Gross Vehicle Weight for conforming vehicles with six (or more) axle.

### Trailer Unit:

As a minimum requirement you need to contact your trailer manufacturer and ask them to send you a letter on headed paper identifying the registrations of the trailers that will make up the Truck & Trailer combination that will be authorised as 46 Tonnes.

### Note:

A Truck is not 46 Tonne compliant until such time as the Haulier is informed by Trimble Forestry that the Truck is upgraded.

### JOE BLOGGS TRAILERS

To whom it may concern:

The following trailers are fitted with Wabco EBS and Roll Stability Function turned on at end of production.

**AJ1234**  
**AJ1235**

Therefore, I can confirm that this trailer is suitable for use in ROI as part of a compliant 46 Tonne combination with an RSA certified tractor unit.

Regards,  
Joe Bloggs.

# 5

# Breaches



## 5.0 | Telematics System Compliance

All vehicles and their operators must be compliant with the Project Participation Agreement as it relates to the Haulage Logistics and Telematics Project first implemented in 2020.

## 5.1 | Coillte Breach Register

A breach is any action, omission, or circumstance that does not comply with this Code of Practice and with Coillte's General Terms and Conditions for Roundwood Sales. Breaches will be formally recorded in Coillte's Breach Register and sanctions implemented at Coillte's discretion. It is essential that all Coillte Customers and Hauliers are aware of their obligation to adhere to these requirements. Coillte Customers and Hauliers must fully inform their contractors, as non-compliance with the procedures and requirements of this Code of Practice for Timber Removals, the General Terms and Conditions for Roundwood Sales and [and applicable Standard Operating Procedures] will result in sanctions at Coillte's discretion. A ban means that the truck may not be used to provide timber haulage services to Coillte or a Coillte Customer (e.g. a mill) for the relevant period of the ban. However, a Coillte Customer can continue to commission a banned truck to conduct timber removals from Non-Coillte Forest Properties. Further Coillte remedies may apply under applicable Project Participation Agreements, including termination of a Haulier's access to Coillte's systems and its provision of timber removal services to or in respect of Coillte.



## 5.2 | Penalty Points and Sanctions

The Core Principle of these administrative penalty points is to encourage and increase Compliance and Reduce Truck Bans. Points are applied to the truck and not the driver.

1. Each breach is considered by Coillte with reference to;
  - a) The severity of the offence.
  - b) Points recorded for previous sanctions applied to the assigned Truck at that point in time.
2. The vehicle owner will be informed of their Penalty Point Status when a sanction is applied.
3. Points will be applied to a specific truck depending on the severity of the offence.
  - Low = 1
  - Medium = 2
  - High = 3
4. **Sanction Category 1: AMBER WARNING**

A detailed warning will be issued when a Truck receives either One, Two, Three or Four Points identifying;

  - a) Reason for the sanction
  - b) Number of points incurred for the sanction
  - c) Number of un-expired points to date
5. **Sanction Category 2: RED WARNING**

A detailed warning will be issued when a Truck receives either Five, Six, Seven or Eight Points identifying;

  - a) Reason for the sanction
  - b) Number of points incurred for the sanction
  - c) Number of un-expired points to date

**Note:** Points attributed to a single warning will expire three months from the date the warning was issued.

### 6. Sanction Category 3: ONE WEEK TRUCK BAN

A Truck that accumulates Nine Points or more will receive a One Week Truck Ban detailing;

- a) Reason for the sanction
- b) Number of points incurred for the sanction
- c) Number of un-expired points to date

**Note:** One week truck ban notices will be issued two weeks in advance of the ban being imposed. The haulier will be asked to return an appeal within one week if there is evidence that the ban is not warranted and this will be reviewed by the Coillte Breach Investigations Group with a view to either upholding the ban or removing the ban.

### 7. Sanction Category 4: IMMEDIATE TRUCK BAN

Where there is evidence of an intentional non-compliance that has a severe impact on Coillte's business or the health and safety of relevant parties will activate an Immediate Truck Ban detailing;

- a) Reason for the sanction
- b) Investigation Terms of Reference

**Note:** The investigation by Coillte may involve law enforcement if deemed appropriate. The duration of the ban will be determined upon completion of Coillte's investigation.

## 5.2 | Penalty Points and Sanctions

This section outlines some examples of Breach Types, Penalty Points and Sanctions in relation to this Code of Practice. This is not an exhaustive list and depending on the severity of the alleged offence and additional breaches, modified sanctions may be added or applied at Coillte's discretion. Coillte reserves the right to update and amend as it sees fit.

Amber Offence		Points will be applied to a specific Truck depending on the severity of the offence	
Breach No.	Breach	Further Detail	Indicative Points
1	Failure to Confirm or Complete TRP.	Incomplete authorisation for truck to be in the Forest, In-transit with Logs, at Weighbridge with Logs or details on TRP that do not accurately reflect the specific Timber Removal.	1
2	Gross Vehicle Weight that is more than 2 less than 4 Tonnes over the legal limit.	GVW in excess of standard auditable limits.	1
3	Gross Vehicle Weight that is more than 4 Tonnes over the legal limit.	GVW in excess of standard auditable limits.	3
4	Sampling or Full Load Scanner Non-Compliance.	Failure to comply with sampling / scanning requirements.	2
5	Key Fob Requirements.	Non-compliance such as using a Key Fob that is not assigned to the truck in use.	2
6	Un-Authorised Crane Activation.	Failure to inform Trimble about the need to activate the crane outside a Geo-Fence, i.e. Maintenance.	2



## 5.3 | Penalty Points and Sanctions

**Red Offence** A Red Offence will result in an immediate ban being applied. Coillte will issue Investigation Terms of Reference where removal of access to Coillte's systems is warranted. Investigation conclusion will determine when access will be reinstated.

Breach No.	Breach	Further Detail
1	Unauthorised entry to Coillte forest. No TRP or TTD.	No authorisation to enter Forest, be in Transit with Logs, present at a Weighbridge with Logs.
2	Repeat failure to facilitate Telematics Fit-Out, Maintenance.	Failure to engage satisfactorily to ensure Timber Security.
3	Tractor or Trailer Unit Not Tracking.	No authorisation to carry Logs.
4	Telematics & Timber Security Tampering.	Deliberate attempt to disrupt the Timber Security System.
5	Crane in operation by a driver and/or vehicle that is not certified.	Gross Breach of Health & Safety rules.
6	Un-Authorised Crane Activation loading/unloading.	Crane activation in an un-authorised area where loading/unloading is not permitted.
7	Tampering with Weighing Process.	Deliberate attempt to disrupt the Weighing Process.
8	Gross Misconduct.	An act that is deemed serious enough to warrant an immediate ban.

## 5.4 | Processing a Breach

1. All breaches of this Code of Practice must be recorded in the Breach Register on the Coillte IT System.
2. Coillte Staff and Trimble Forestry are responsible for recording non-compliant activity on the Coillte Breach Register.
3. A Breach will be assigned to the relevant manager who will consider the appropriate action with guidance from this Code of Practice before applying a resolution.
4. Breach resolutions will be communicated to the recipient by e-mail only.

## 5.5 | Appeal of a Sanction

An imposed sanction can be appealed by email only within 7 days to:

**The Secretary of the Breach Investigation Group**

**E-mail: [coilltebreachregister@coillte.ie](mailto:coilltebreachregister@coillte.ie)**

If an appeal is lodged with assurance by the alleged offender that adequate measures have been taken to correct any issues identified

or additional evidence to support the appeal is made available, the sanction imposed will be lifted pending consideration of the appeal by the Breach Investigation Group. The Breach Investigation Group will review the recorded breach and communicate with the alleged offender(s) and others as necessary. Records of communication will be retained and documented in the Breach Register.

The Breach Investigation Group will adjudicate all appeals and will decide on the merits of each case placed before it in a fair, balanced and transparent way. Where practical, a decision will be made within 14 days. Where an appeal is upheld, the sanction will be removed. Where an appeal is rejected, the original or a revised sanction will be imposed.

Any party who receives a sanction from the Investigation Group and feels aggrieved by the decision may lodge an appeal by e-mail to [coilltebreachregister@coillte.ie](mailto:coilltebreachregister@coillte.ie) requesting an Oral Hearing to be facilitated by the Breach Investigations Group. Hauliers will be facilitated to be accompanied by appropriate representation such as (IRHA or other) and can also request that the relevant Coillte personnel attend. If the haulier is still unhappy with the outcome of the appeal, they can escalate to the Company Secretary for a legal review.

**Company Secretary**

**E-mail: [coilltebreachregister@coillte.ie](mailto:coilltebreachregister@coillte.ie)**

This appeal must be lodged within 7 days, where practical, from the date of the letter of notification of the appeal decision. The office of the Company Secretary will independently review the circumstances of the case and will provide a decision on the final appeal within 14 days of receipt of the appeal where practical.

# 6 Support



# 6.0

## Supporting Policies

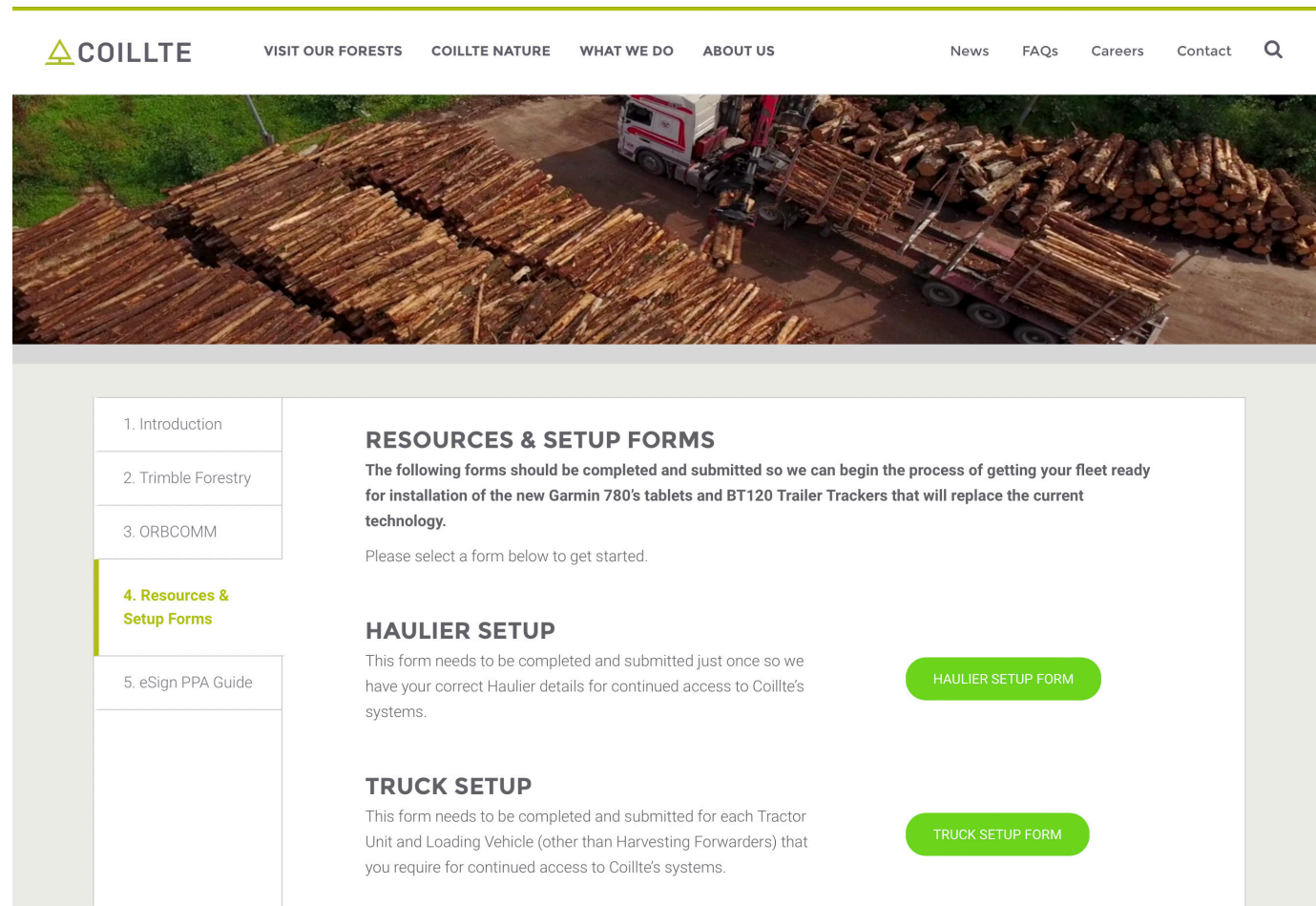
1. Policy on Training and Certification requirements for Loading and Haulage of Roundwood Timber from Coillte Forest Estate published by Coillte, 2014.
2. Managing Timber Transport Good Practice Guide published by Forest Industry Transport Group (FITG), 2014.
3. Road Haulage of Round Timber Code of Practice published by Timber Transport Forum (UK), 2012 4th edition.
4. Code of Practice for Managing Safety and Health in Forest Operations published by the Health & Safety Authority, 2009.
5. Round Timber Transport – Guidelines for Hauliers and Drivers published by FITG, 2017.
6. Drivers Handbook published by Coillte, 2017.
7. Covid-19 Drivers Handbook Supplement published by Freight Transport Association of Ireland (FTAI) 2020 Version 2.
8. Load Safety Series – Information Sheet – Safe Load Securing of Round Timber published by Health & Safety Authority 2017.
9. Coillte Paperless TRP User Guide published by Coillte, 2020.
10. Coillte ICTS User Quick Guide published by Coillte, 2020.
11. Information on Rollover Prevention Guide H.S.A.
12. Relevant Forest Industry Safety Accord (FISA) documents.
13. Project Participation Agreement Coillte System Access for Timber Removal 2020.
14. General Terms and Conditions of Roundwood Sales (Available to Coillte Auction Event Participants).




# 6.0

## Supporting Policies

Supporting Policies are found on the Coillte website haulage & technology resources and setup forms page:  
[www.coillte.ie/haulage/hltproject/resources/](http://www.coillte.ie/haulage/hltproject/resources/)



**COILLTE** VISIT OUR FORESTS COILLTE NATURE WHAT WE DO ABOUT US News FAQs Careers Contact 

**1.** Introduction

**2.** Trimble Forestry

**3.** ORBCOMM

**4. Resources & Setup Forms**

**5.** eSign PPA Guide

### RESOURCES & SETUP FORMS

The following forms should be completed and submitted so we can begin the process of getting your fleet ready for installation of the new Garmin 780's tablets and BT120 Trailer Trackers that will replace the current technology.

Please select a form below to get started.

#### HAULIER SETUP

This form needs to be completed and submitted just once so we have your correct Haulier details for continued access to Coillte's systems.

[HAULIER SETUP FORM](#)

#### TRUCK SETUP

This form needs to be completed and submitted for each Tractor Unit and Loading Vehicle (other than Harvesting Forwarders) that you require for continued access to Coillte's systems.

[TRUCK SETUP FORM](#)

## 6.1 | Supporting Web-Portals

1. **E-Tenders:** <https://irl.eu-supply.com/ctm/supplier/publictenders>
2. **ROI Haulage Licence Portal:** <https://www.rtol.ie/rtol-online/search/licence>
3. **UK Haulage Licence Portal:** <https://www.vehicle-operator-licensing.service.gov.uk/search/find-lorry-bus-operators>
4. **The Forest Industry Safety Accord:** <https://ukfisa.com/>
5. **Forest Industry Transpoty Group:** [www.fitg.ie](http://www.fitg.ie)

## 6.2 | Supporting Forms

Email TFL Galway [tfl\\_galway@trimble.com](mailto:tfl_galway@trimble.com) for any forms that support the setting up or management of the timber removal process as it relates to timber removal.





# 6.3

## Glossary of Terms

1. **Automated Weighing System AWS:** Weighing System integrated with Coillte Systems.
2. **Tare Weight:** Un-laden Weight of Vehicle Unit.
3. **Coillte Key Fob:** Plastic Covered Transponder.
4. **Timber Removal Permit (TRP):** Electronic Permit authorising timber removal.
5. **Harvest Unit (HU):** Spatial Area of Coillte forest geo-fenced for STSS.
6. **In-Cab Telematics System (ICTS):** Vehicle hardware and operating system provided by ORBCOMM.
7. **Sales Order (SO):** Coillte term identifying the allocation of volume to a sales contract. It is alpha numeric text consisting of the HU and the unique value for each log product and sales contract allocation, e.g. CK01-H014-002.
8. **Split Load:** Where more than one product (SO) is being uplifted on a single journey.
9. **Tractor Unit:** The drive unit that hauls the trailer unit that carries the payload.
10. **Trailer Unit:** The unit carrying the payload that is hauled by the Tractor Unit.
11. **Vehicle Unit:** The combined Tractor and Trailer Unit.
12. **Product Grade:** This is alpha numeric text outlining the species, cut-length and small end diameter of the product, e.g. SS\_3.0\_70, Sitka spruce, 3.0m, 70mm.
13. **Transfer Bay:** Coillte approved area where load transfer can take place.
14. **Staging Bay:** Coillte approved area where load staging can take place.



[www.coillte.ie](http://www.coillte.ie)

