Coillte forest code of practice for timber removals

August 2015

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1. Introduction

Coillte's business involves the sale of products from its forest properties to a variety of customers. All forest products, whether growing stock or felled trees in any state, are the property of Coillte and may be felled, removed, handled or used, only with the explicit permission of the company, in accordance with established sales or contractual procedures.

The purpose of this Code of Practice is to regulate the sales 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. Any removal, or attempted removal, of timber from Coillte property which does not comply with the procedures outlined in this document is prohibited and illegal. Coillte will pursue 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 system can only be achieved with the co-operation of all parties involved.

Timber products must be removed from Coillte's property using only an authentic Timber Removal Permit (TRP). A TRP authorises a designated party and vehicle, to enter a specific part of Coillte's property for the purpose of removing timber.

A separate Coillte TRP with the correct details is required for each lorry-load of timber to be removed with each lorry driver responsible for the TRP once it is issued to them. The TRP can only be obtained by one vehicle and transferred to another for pick up during stage haulage operations.

Timber may be removed from Monday to Saturday, 6am to 9pm, unless otherwise agreed with relevant local Harvesting personnel and specified in the harvest site plan.

The following protocols must be observed at all times:

- Policy on Training and Certification requirements for Loading and Haulage of Roundwood Timber from Coillte Forest Estate published by Coillte, 2014.
- Managing Timber Transport Good Practice Guide published by FITG, 2014.
- Road Haulage of Round Timber Code of Practice published by Timber Transport Forum (UK), 2012 4th edition.
- Code of Practice for Managing Safety and Health in Forest Operations published by the Health and Safety Authority, 2009.
- Coillte Paperless TRP User Guide published by Coillte, 2015.
- Coillte ICTS User Quick Guide published by Coillte, 2015.

Vehicles must be fit for purpose and adhere to legal weights and designated haulage routes.

Non-compliance with timber removal and health and safety procedures will be recorded on Coillte's Breach Register and sanctions imposed accordingly. It is the responsibility of each Customer and/or Haulage Company to ensure employees and contractors are fully briefed on the procedures outlined in this document.

Polish, Russian, Czech and Irish versions of this Code of Practice and additional copies can be obtained from the relevant Coillte personnel.

2. Issue of Timber Removal Permits

A TRP for a valid MR can be obtained from the In-Cab device. If there is a technical issue preventing the issue of a TRP from the In-Cab device, a TRP can be obtained by phoning Coillte Dispatch. Only one TRP per truck may be active at a time, except for split loads on a single trailer. A split load is where more than one product (MR) is being uplifted on a single journey.

2.1 Issue Timber Removal Permit from in-cab device

- Driver requests a TRP from the In-Cab device in the truck, or the TRP is sent directly to the In-Cab device by Coillte Dispatch.

- The following information must be entered into the applicable fields on the In-Cab device:

  - Forest Code
  - Plan Collection Date
  - Staging Location (if applicable)
  - Trailer ID Number

  - MR Number
  - Plan Collection Date
  - Double Handling (Yes/No)

  - SP Number
  - Destination
  - Overnight (Yes/No)

- Once the TRP has been received on the In-Cab device, the Driver must "Confirm" the job, to have an "Active" TRP on their In-Cab device before entering a Coillte forest.

2.2 Issue Timber Removal Permit from automated weighbridge system to the in-cab devise.

Issue of Key Fobs

- A driver cannot use the AWS without having a valid key-fob. A key-fob is an electronic transponder covered in smooth plastic used to logon to the AWS.

- Key-fobs will be issued on request by the local Coillte Weighbridge Operator. Coillte Dispatch will then assign the Key-fob to the truck registration allowing it to be used at an AWS.

- Key-fobs are issued to a particular lorry, and under no circumstances should they be transferred between lorries. If a driver moves to a different lorry, which does not have a valid key-fob, the key-fob must be assigned to the new lorry through Coillte Dispatch.

- For a key-fob to be issued the driver needs to provide the following information:

  - Haulage Company
  - Driver Name
  - Company Email

  - Lorry Registration
  - Lorry Type and Number of Axles

  - Trailer Id Number
  - Tare Weight

- The above information needs to be supported by relevant certification as required.

- If, after the issue of a key-fob, any of the above information changes, it is the responsibility of the Haulage Company to immediately inform Coillte Dispatch of these changes.

- One key-fob will be issued to each lorry. A fee will be charged by Coillte for any replacement key-fobs.

Driver

- On arrival at the AWS swipe your key-fob at the key-fob reader located centrally below the screen.

- Select the transaction type – "Issue Timber Removal Permit" from the pop-up list.

- Confirm your default Trailer Identification Number by pressing "Continue"

or

- Enter a new Trailer Identification Number using the touch-screen keyboard.

* Trailer Identification number is different to Lorry Registration Number

- Select the Forest Code from the pop-up list.

- Select the Sales Proposal (SP) Number from the pop-up list.

- Select the MR Number from the pop-up list.

* Only available MRs can be selected

- Select the Destination to which the timber will be delivered, from the pop-up list.

- Select the Collection Date on which the timber will be collected, from the drop-down calendar.

- Select the Collection Time at which the timber will be collected, from the drop-down list.

- Select Overnight ("Yes" or "No"), depending on whether the delivery will be delayed overnight.

- Confirm that all of the selected details are correct by pressing "Continue".

*If any of the details are incorrect the transaction should be cancelled and restarted from the beginning.

- A permit will not be printed, it will be automatically sent to the In-Cab device in the Truck, with a request for additional information.

*If, after receipt from the AWS, the driver identifies an error on the Timber Removal Permit, it **MUST** be cancelled and a replacement created before proceeding to the forest.

2.3 Issue of Emergency Timber Removal Permit

An Emergency paper based TRP (see Appendix 6) may only be used under certain circumstances, such as:

- Unavailability of Coillte IT Systems to generate a TRP.
- Unavailability of Coillte Dispatch IT Systems to generate a TRP.

Coillte Personnel

- Issue blank Emergency TRP to hauliers as required, with a maximum limit of two per lorry.

- A request for the generation of a TRP number will come from the Driver.

- Generate a TRP number by entering the following information on the Coillte IT System:

Customer Code	Forest Code	SP Number
MR Number	Vehicle Reg No.	Plan Collection Date
Plan Collection Time	Overnight (Yes/No)	Destination
Emergency Timber Removal Permit (Yes)		

- Once a TRP number has been generated, it should be communicated to the Driver so that it can be entered on the Emergency TRP.

Driver

- Request a TRP number from the relevant Coillte personnel.

- Enter the following information clearly on the Emergency TRP before proceeding to the forest:

Timber Removal Permit No.	Forest Name	Product
Customer	Forest Code	SP Number
MR Number	Vehicle Reg No.	Haulage Company
Driver Name	Destination	

2.4 Issue of Timber Transfer Dockets

A Timber Transfer Docket (TTD) is used to monitor the transfer of timber from the forest to a Coillte designated Transfer Bay or Staging Area, from which it will be transferred onwards by a timber lorry.

A TTD must be used for the following types of haulage:

- **Double Handling (Transfer Bay)** – where timber is removed from a forest and delivered to a Coillte designated transfer bay.

Or

- **Stage Haulage Staging Bay (Load Transfer)** – where timber is removed from a forest by Rigid and Trailer and the full load is transferred onto a Trailer in a Coillte designated Staging Area.

2.4.1   Double Handling (Transfer Bay)

Driver

- Driver requests a TTD using the In-Cab device in the truck.

- The following information must be entered into the applicable fields on the In-Cab device:

  - Forest Code
  - Destination
  - Collection Date

  - SP Number
  - Species
  - Collection time

  - Product
  - Length

2.4.2   Stage Haulage Staging Bay (Load Transfer)

<u>Driver</u>
- Driver requests a TTD using the In-Cab device in the truck.

- The following information must be entered into the applicable fields on the In-Cab device:

  - Forest Code
  - Destination
  - Collection Date

  - SP Number
  - Species
  - Collection time

  - Product
  - Length

2.5 Status of Timber Removal Permit

A Timber Removal Permit can have one of five statuses in the Coillte IT System:

- **Issued** (Awaiting Collection) – a Timber Removal Permit has been issued and timber has not been delivered.

- **Weighed** – a Timber Removal Permit has been weighed at an AWS (weigh through) but has not yet arrived at the destination

- **Delivered** – a Timber Removal Permit has been delivered and an associated weight docket has been entered on the Coillte IT System.

- **Expired** – an unused Timber Removal Permit has expired automatically on the Coillte IT System within the specified time-frame.

- **Cancelled** – a Timber Removal Permit has been cancelled by the driver using the In-Cab device, or by contacting Coillte Dispatch.

3. Collection of Timber

3.1 Collection using Timber Removal Permit (Standard)

Standard Collection is the system whereby a permit is issued to one lorry, and that same lorry collects timber from the SP, and delivers it to the final destination.

Driver

- Ensure that the In-Cab device has a valid TRP for the SP, with a status of 'confirmed', before entering Coillte property.

- Proceed to the forest with an appropriate TRP live on the In-Cab device.

- Proceed to the SP, and complete the 'load confirmation' screen on the In-Cab device upon arrival, specifying any applicable changes to the load at this time.

*If Driver wishes to make changes to the timber being picked up that are outside the allowances of the on-board Timber Removal Permit, the Driver must contact Coillte Dispatch.

- Load timber and travel to the stated destination.

*If you are unable to collect a full load of timber, you must contact Coillte Dispatch.

*Note that any stops made by the Truck between the Forest and the Destination will be monitored and reported upon.

3.2 Collection using Timber Removal Permit (Loading Flat Trailers)

Loading Flat Trailers is a system whereby lorries without a loading crane are loaded by a separate vehicle. Every trailer or lorry to be loaded must have a separate TRP. It is essential that all tractor units and trailers on the site be correctly referenced on the relevant TRP, or through contacting Coillte Dispatch.

*Driver 1:Collects the timber from the SP and loads the timber onto flat trailers in the forest.
*Driver 2:Delivers the loaded flat trailers to the final destination.

DRIVER 1

- Proceed to the forest with the appropriate TRP for the timber that this Truck will eventually carry. If Driver 1 is loading only and not picking up a load he will not have a TRP on board, therefore Coillte Dispatch must be contacted prior to entering the Forest to identify the proposed activity

- Proceed to the SP and commence loading:

  - When loading the lorry, standard procedures must be followed, see Section 3.1
  - When trailer loading is complete, ensure that Driver 2 specifies the new Trailer Identification number in the load confirmation screen on the In-Cab device.

DRIVER 2

- Proceed to the SP with the appropriate TRP for the timber that this Truck will bring from the Forest.

- Locate the loaded trailer and select the Trailer Identification Number of the loaded trailer that is being removed from the Forest on the In-Cab device.

*Note – the Timber Removal Permit that is on the In-Cab device must match the MR of the product being removed from the Forest. If the Driver needs to make a change to the MR, Coillte Dispatch must be contacted.

- Travel to the stated destination.

3.3   COLLECTION USING TIMBER REMOVAL PERMIT (TRAIN & EXPORT HAULAGE)

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

DRIVER 1

Proceed to the forest with an appropriate TRP live on the In-Cab device.
Proceed to the SP, and complete the 'load confirmation' screen on the In-Cab device upon arrival, specifying any applicable changes to the load at this time.

*If the Driver wishes to make changes to the timber being picked up that are outside the allowances of the on-board Timber Removal Permit, the Driver must contact Coillte Dispatch.

- Load timber and travel to the stated destination.

*Note that any stops made by the Truck between the Forest and the destination will be monitored and reported on.

- Offload timber at the designated point at the rail-head or port, specifying the group code (if known) and the estimated weight of the load being delivered.

*Note that if Group Code is not known, the driver should use the default Group Code for the intended destination.

DRIVER 2 (Train Haulage from rail-head to customer)

- Create appropriate Transfer Docket live on the In-Cab device, ensuring the correct Group Code for the train is selected.

- Proceed to the point where the Train is being unloaded, completing the 'load confirmation' screen upon arrival. Load timber.

- Offload timber at the final destination point, specifying at the AWS if this is the final load from the selected group code.

3.4 COLLECTION USING TIMBER REMOVAL PERMIT (DOUBLE HANDLING – RIGID & TRAILER)

Double Handling (Rigid & Trailer) is a system whereby timber is removed from a forest in two stages using the same lorry and trailer. A TRP must be on-board the In-Cab device while the Truck is within Coillte property. See Appendix 2.

DRIVER

- Proceed to the forest with an appropriate TRP, ensuring Double-Handling is specified as 'Yes' in the additional information screen on the In-Cab device.

- Park the trailer unit in a suitable location within the forest.

- Proceed to the SP, load the rigid unit and travel to the parking area.

- Transfer the timber from the rigid unit to the trailer unit to complete stage one of removal.

- Proceed to the SP, load the rigid unit, return to the parking area and complete stage two of removal.

- Travel to the stated destination.

3.5   COLLECTION USING TIMBER TRANSFER DOCKET

3.5.1   Double Handling (Transfer Bay)

Double Handling (Transfer Bay) is a system whereby timber is transferred from the SP to a Coillte designated transfer bay using a TTD. This is usually necessary where a rigid lorry can only be used within the forest property. The timber is then transferred onwards from the transfer bay to its final destination using an appropriate TRP.

*Driver 1: Collects the timber from the SP and delivers it to the Transfer Bay using a Timber Transfer Docket.
*Driver 2: Collects the timber from the Transfer Bay and delivers it to the final destination using a Timber Removal Permit.

DRIVER 1

- Proceed to the forest with a TTD that specifies a Coillte Designated Transfer Bay as the destination.

- Proceed to the SP, load timber and travel to the Coillte designated Transfer Bay.

- On arrival, offload timber at the designated point at the Transfer Bay, and enter an estimated Net Weight in the 'Stop – At Customer (Transfer Bay)' screen that displays on the In-Cab device.

DRIVER 2

- Proceed to the Transfer Bay with an appropriate TRP for timber to be removed from that Transfer Bay.
- Load timber and travel to the stated customer destination.

4. Haulage

4.1 HAULAGE BEST PRACTICE GUIDELINES

All haulage should be carried out in accordance with:

- Policy on Training and Certification requirements for Loading and Haulage of Roundwood Timber from Coillte Forest Estate published by Coillte, 2014.
- Managing Timber Transport Good Practice Guide published by FITG, 2014.
- Road Haulage of Round Timber Code of Practice published by Timber Transport Forum (UK), 2012 4th edition.
- Code of Practice for Managing Safety and Health in Forest Operations published by the Health and Safety Authority, 2009.
- Coillte Paperless TRP User Guide published by Coillte, 2015.
- Coillte ICTS User Quick Guide published by Coillte, 2015.

Securing of Loads
All timber must be loaded safely onto the lorry within the uprights. All loads must be strapped securely once fully loaded. Straps must be tightened by using a tensioning device. Straps must be fit for purpose, should be regularly checked for fraying or damage and should be attached to suitable anchorage points. All timber stacks must be left in a safe manner after loading.

Vehicle Maintenance
It is the responsibility of hauliers to ensure that their vehicles are maintained in a road worthy condition. It is a legal requirement that both tractor and trailer units have a current Commercial Vehicle Road worthiness Certificate (CVRT).

Gross Vehicle Weights
All parties within the supply chain have a duty to monitor compliance with Gross Vehicle Weight (GVW) regulations, as per Department of Transport Guidelines.

Vehicle Type
The vehicle type designated on the Coillte Sales Catalogue and the Harvest site plan must be strictly adhered to.

Haulage Routes
Only the Coillte designated haulage route must be used when hauling timber from Coillte's Forests.

Forest Road Speed Limit
There is a maximum speed limit of 25km/h for all vehicles on forest roads.

Coillte Property
It is the responsibility of hauliers and customers to ensure that all gates and barriers are closed on exiting the property. Any damage to barriers or locks must be reported immediately to the relevant Coillte personnel.

Hauliers and customers must ensure that no damage is caused to Coillte's property including:

- Barriers, Gates and Fences
- Locks & Keys
- Amenity areas
- Coillte Forest Roads

Overloading is strictly forbidden and convoys of lorries must be avoided. At least 20 minutes should be allowed between loads on forest roads.

4.2   HAULAGE DELAYS

All deliveries must be made on the day of collection unless the Timber Removal Permit has been flagged as "Overnight" when first issued on the In-Cab device, or at time of load confirmation. Due to unforeseen circumstances, a delay in the scheduled delivery time may occur for a number of reasons such as:

- Vehicle breakdown
- Road breakdown
- Product rejection at destination
- Accident

In the event of such unforeseen haulage delays, the driver must notify Coillte Dispatch, and an alternative plan must be agreed.

4.3 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 and delivered to the final destination by a different Tractor. Between leaving the Forest and arriving at the final destination, there is a single defined intermediary staging point where the trailer swap occurs. Trailer staging may not take place outside of Coillte-approved Staging Bays. Trailers may not be staged more than once in a journey.

If a Haulier wishes to request a new Staging Bay to be set up, it must be agreed with the Harvesting Manager in that region. Once approved, the Staging Bay is set up by Coillte Despatch for immediate use.

As the two Tractors used in the Staging journey are linked by a single TRP, Coillte will be monitoring the Gross Vehicle Weight of the first Truck by attributing the weighbridge tonnage of the delivered volume to it. If this shows overloading has occurred then sanctions may apply.

There are three types of stage haulage:

- **Staging Bay Trailer Transfer**, whereby a trailer is loaded in the Forest and swapped in a Staging Bay with another Tractor.

- **Staging Bay Trailer Transfer (Overnight),** whereby a trailer is loaded in the Forest and swapped in a Staging Bay with another Tractor which overnights the delivery.

- **Staging Bay Full Load Transfer,** whereby logs are collected by a lorry and trailer in the forest and taken to a Transfer bay, where they are transferred fully, load for load, onto an empty trailer. This load is then taken to a Staging Bay and then onwards to the final destination.

4.3.1   Staging Bay Trailer Transfer

*Driver 1: Generates the Timber Removal Permit, loads timber onto the trailer unit, and delivers it to the agreed Staging Bay.
*Driver 2: Collects the loaded trailer unit from the agreed Staging Bay and delivers it to the final destination.

DRIVER 1

- Proceed to the forest with an appropriate TRP, selecting both the final destination and the Staging Bay to be used.

- Proceed to the SP, load up, and travel to the pre-defined staging point.

- Park the trailer unit safely at the staging point. The load must remain strapped at all times.

DRIVER 2

- Using the In-Cab device, request the existing TRP for the staged trailer from the specific Staging Bay. When requesting an existing TRP on the ICTS device, the user scrolls through a list of all trailers staged by that Haulier and can select based on the Staging Bay, TRP number and Trailer number listed.

- Proceed to the Staging Bay. Note – if the Driver does not know the specifics of the Trailer to be picked up, they may proceed to the Staging Bay prior to requesting the existing TRP.

- Hitch selected trailer that matches ICTS selection, and travel to the stated destination with the load remaining strapped at all times.

4.3.2   Staging Bay Trailer Transfer (Overnight)

*Driver 1:Generates the Timber Removal Permit, loads timber onto the trailer unit, and delivers it to the agreed Staging Bay.
*Driver 2:Collects the loaded trailer unit from the agreed Staging Bay and parks at overnight stop. Leaves the overnight stop with the same loaded trailer unit still attached and delivers it to the final destination.

DRIVER 1

- Proceed to the forest with an appropriate TRP, selecting both the final destination and the Staging Bay to be used.
- Proceed to the SP, load up, and travel to the pre-defined staging point.

- Park the trailer unit safely at staging point. The load must remain strapped at all times.

DRIVER 2

- Using the In-Cab device, request the existing TRP for the staged trailer from the specific Staging Bay. When requesting an existing TRP on the ICTS device, the user can scroll through a list of all trailers staged by that Haulier, and can select based on the Staging Bay, TRP number and Trailer number.

- Proceed to the Staging Bay. Note – if Driver does not know the specifics of the Trailer to be picked up, they may proceed to the Staging Bay prior to requesting existing TRP.

- Hitch selected trailer that matches the ICTS selection, and travel to the desired overnight location with the load remaining strapped at all times.

- Upon completion of the overnight stop, continue on to the final destination with the same trailer still attached.

4.3.3 Staging Bay Full Load Transfer

*Driver 1:Generates the Timber Transfer Docket, loads timber onto the trailer unit, proceeds to the agreed Transfer Bay and transfers the full load onto the trailer in the Transfer Bay.

*Driver 2:Generates the Timber Removal Permit, proceeds to the agreed Transfer Bay, collects the loaded trailer unit from the agreed Transfer Bay and delivers it to the agreed Staging Bay.

*Driver 3:Collects the loaded trailer unit from the agreed Staging Bay and delivers it to the final destination.

DRIVER 1

- Proceed to the forest with an appropriate Transfer Docket, specifying the Transfer Bay where the load will be transferred to another trailer.

- Enter SP, load up, and travel to the pre-defined Transfer Bay.

- Park the trailer unit safely at the staging point.

- Transfer the full load onto the waiting empty trailer in the Transfer Bay.

DRIVER 2

- Proceed to the agreed Transfer Bay where the loaded trailer is waiting.

- Using the In-Cab device, request a TRP from the Forest and SP that the timber came from originally, specifying also the Transfer Bay name. Ensure that the correct Trailer plate is specified in the TRP request, and that both the final destination and the immediate Staging Bay are selected.

- Hitch the selected trailer that matches the ICTS selection and proceed to the pre-defined staging point.

- Park the trailer unit safely at the staging point. The load must remain strapped at all times.

DRIVER 3

- Using the In-Cab device, request the existing TRP for the staged trailer from the specific Staging Bay. When requesting an existing TRP on the ICTS device, the user scrolls through a list of all the trailers staged by that Haulier, and can select based on the Staging Bay, TRP number and Trailer number.

- Proceed to the Staging Bay. Note – if Driver does not know specifics of Trailer to be picked up, they may proceed to the Staging Bay prior to requesting the existing TRP.

- Hitch the selected trailer that matches the ICTS selection, and travel to the stated destination with the load remaining strapped at all times.

*Note: A variation on Staging Bay Load Transfer may occur where Driver 1's Truck is not equipped with a crane. In this scenario, a crane loader may load Driver 1's Truck in the Forest, and Driver 1 may leave his or her loaded trailer in the Transfer Bay for pickup rather than transferring the timber.

5. 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, please contact the relevant Coillte personnel who in turn will contact Coillte Dispatch if necessary.

5.1 Weighing at an Automated Weighing System Location

Some of Coillte's customers have an Automated Weighing System AWS installed at their weighbridge, which is used to weigh in all Coillte timber.

5.1.1 Weighing at AWS – Sawmill

<u>DRIVER</u>

- On arrival at the sawmill, position your lorry correctly on the Weighbridge.

- Once at the AWS swipe your key-fob at the key-fob reader located centrally below the screen.

- Select the transaction type – "Weigh Coillte Logs In" from the pop-up list.

- Select the relevant TRP to be weighed in (if split load).

- Change the Log Cut Length from the pop-up list (if applicable).

- Change the Product Type from the pop-up list (if applicable).

- Change the Species Type from the pop-up list (if applicable).

  If a lorry load contains 80% or more of a single species it is defined as that species. If a lorry load contains less than 80% of a single species it is defined as a mixture.
  Note that the Driver has the opportunity to make any changes to the load on the In-Cab device, at the time of 'Load Confirmation'.

- Confirm that all of the selected details are correct by pressing "Continue".

  If any of the details are incorrect the transaction must be cancelled and restarted from the beginning. If there are any other problems you must contact the relevant Coillte personnel.

- The Gross Weight of the lorry will now be established.

- 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, SP and MR numbers.

- Return to the Weighbridge and swipe your key-fob at the AWS to weigh the sample logs.

- Offload all logs from the lorry.

- Return to the Weighbridge with your empty lorry, and swipe your key-fob at the AWS to weigh out. The Tare Weight will now be established and the Timber Weight will be calculated.

- Remove the Weight Docket once printed.

5.1.2 Weighing at AWS – Boardmill

<u>DRIVER</u>

- On arrival at the Boardmill, position your lorry correctly on the Weighbridge.

- Once at the AWS swipe your key-fob at the key-fob reader located centrally under the screen.

- Select the transaction type – "Weigh Coillte Logs In" from the pop-up list.

- Select "Weigh Delivery From Lorry" <u>OR</u> "Weigh Delivery From Train" option from the pop-up list (see Table 1 below).

Table 1: AWS Options for Lorry or Train

Weigh Delivery From Lorry	Weigh Delivery From Train
▪ Select the relevant Timber Removal Permit to be weighed in (if split load) **or** Enter the Timber Removal Permit Number on the touch-screen keyboard, then press "Continue". ▪ Select the Species Type from the pop-up list.	▪ Enter the Train Identification Number on the touch-screen keyboard. This can be found on your completed Pulpwood Removal Permit. ▪ Select the Species Type from the pop-up list. ▪ Confirm whether this is the last load from this train by selecting "Yes" or "No".

- Confirm that all of the selected details are correct by pressing "Continue".

  *If any of the details are incorrect the transaction must be cancelled and restarted from the beginning. If there are any other problems you must contact the relevant Coillte personnel.

- The Gross Weight of the lorry will now be established.

- Offload all logs from the lorry.

- Return to the Weighbridge with your empty lorry, and swipe your key-fob at the AWS to weigh out. The Tare Weight will now be established and the Timber Weight will be calculated.

- Remove the Weight Docket once printed.

5.1.3 Weighing at AWS – Other Destination

Other Destination applies to loads weighed at an AWS and delivered to another destination. In this scenario, the Timber weight is calculated from a preset Tare weight assigned to that lorry.

<u>DRIVER</u>

- On arrival at the sawmill, position your lorry correctly on the Weighbridge.

- Once at the AWS swipe your key-fob at the key-fob reader located centrally under the screen.

- Select the transaction type – "Weigh Coillte Logs Other Destination" from the pop-up list.

- Select the relevant TRP to be weighed in (if split load).

or

Enter the TRP Number on the touch-screen keyboard, then press "Continue".

- Change the Log Cut Length from the pop-up list (if applicable).

- Change the Product Type from the pop-up list (if applicable).

- Change the Species Type from the pop-up list (if applicable).

  *If a lorry load contains 80% or more of a single species it is defined as that species. If a lorry load contains less than 80% of a single species it is defined as a mixture.

- Confirm that all of the selected details are correct by pressing "Continue".

  *If any of the details are incorrect the transaction must be cancelled and restarted from the beginning. If there are any other problems you must contact the relevant Coillte personnel.

- The Gross Weight of the lorry will now be established, and the Timber Weight will be calculated using a pre-set Tare Weight appropriate to the lorry.

- Remove the Weight Docket once printed.

- Travel to the stated destination.

5.2   WEIGHING AT NON AWS LOCATION

Some customers do not have an AWS and have permission to weigh Coillte timber at their own premises. A camera system is in operation in certain sawmills without an AWS and this system monitors the movement of timber and the deposit of sample logs.

  *All Weight Dockets must be electronically printed. Hand-written dockets will not be accepted by Coillte.

DRIVER

- On arrival at the customer location, position your lorry correctly on the Coillte approved weighbridge.

- Weigh the Gross Weight of the vehicle and print out the Weight Docket.

- Ensure that the correct Time and Date are recorded on the Weight Docket.

- 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, SP and MR numbers.
  - Return to the Weighbridge to weigh the sample logs.
  - Print 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.

5.3   WEIGHING AT PUBLIC WEIGHBRIDGE

Where Coillte timber cannot be weighed at a customer's weighbridge, it is weighed at a Coillte approved public weighbridge.

*All Weight Dockets must be electronically printed. Hand-written dockets will not be accepted by Coillte.

DRIVER

- On arrival at the Coillte approved public weighbridge, position your lorry correctly on the weighbridge.

- Weigh the Gross Weight of the vehicle and print the Weight Docket.

- Ensure that the correct Time and Date are recorded on the Weight Docket.

- 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.

- Travel to the stated destination.

- Enter the weight details of the load and the weigh docket number into the screen prompt on the In-Cab device.

6. Weight Docket Return

6.1 RETURN FROM AWS

COILLTE WEIGHBRIDGE OPERATOR

- Collect the Weight Dockets.

- Verify that the correct Weight Docket relates to the TRP.

  *At AWS locations, the Weight Dockets are automatically entered on the Coillte IT System.

- The Weight Docket must be sorted by SP and returned periodically to the relevant Harvesting personnel.

6.2 RETURN FROM NON-AWS

CUSTOMER

- The Weight Docket must be returned to the relevant Coillte personnel within two working days.

COILLTE PERSONNEL

- Create a Weight Docket header by entering the following information on the Coillte IT System:

  - Forest Code
  - PEP Code
  - Destination
  - SP Number
  - Species
  - MR Number
  - Customer Code

- Enter each relevant Weight Docket against this header with the following information:

  - Timber Removal Permit Number
  - Weight Docket Date & Time
  - Sample Taken (Y/N)
  - Weighed Location
  - Gross Weight (tonnes)
  - Volume / Weight Factor
  - Weight Docket Number
  - Load Weight (tonnes)
  - Cut Length

- Verify that the Load Weight has been entered correctly once the weight record has been saved.

6.3   RECONCILIATION OF WEIGHT DOCKETS

HARVESTING PERSONNEL

- Harvesting personnel file the Weight Docket in the SP file.

7. Monitoring

7.1 MONITORING IN THE FOREST

It is the responsibility of all Coillte staff to ensure that timber is removed only in accordance with this Code of Practice. The following is a list of checks to be used to monitor timber removals in the forest.

COILLTE PERSONNEL

- Ensure that any lorry removing timber from the forest has the correct TRP or TTD.

- Ensure that the correct Product, stipulated on the TRP, is removed.

- Ensure that all safety procedures are adhered to in the forest.

- Check that all TRP's are in line with roadside stock removals.

- All timber removals are being monitored by Coillte personnel and Coillte Dispatch and breaches will be highlighted to harvesting staff.

7.2 MONITORING AT THE WEIGHBRIDGE

It is the responsibility of the relevant Coillte personnel to ensure that timber weighing at the weighbridge is carried out in accordance with this Code of Practice. The following is a list of checks that should be used to monitor timber weighing at the weighbridge.

COILLTE PERSONNEL

- Ensure that Weighbridge equipment is not damaged or has not been interfered with.

- Ensure that the lorry is positioned correctly during the weighing process.

- Ensure that the key-fob details correspond to the lorry.

- Ensure that the vehicle has BlueTree stickers on the cab doors and the trailer unit is fitted with the BlueTree trailer plate.

- Ensure that all sampling requests are fully adhered to.

- Check the integrity of the volume weight sample logs i.e. check CCTV, positioning of lorry on the weighbridge and that sample logs are offloaded correctly.

- Ensure that the correct TRP has been used during the weighing process.

- Check that the information entered by the driver against the weight transaction is correct.

- Carry out a periodic check to ensure the weighbridge is fit for purpose.

- Report any timber removal breach at the weighbridge to the relevant Sales and Marketing personnel, who are responsible for recording the details on Coillte's Breach Register.

    *Tare weights should be checked regularly by monitoring the tare weight of the same truck at designated weighbridges. The average of the last 10 loads should be used to check the integrity of the weighing process.

7.3   MONITORING IN NON-DESIGNATED AREAS

Where suspected instances of unauthorised timber removals are observed outside the forest by any member of Coillte staff, that person should note the details of the Location, Lorry (registration, colour, company name), Product, Date and Time of incident and any other relevant details. These must be reported to Coillte Dispatch, whom will inform the relevant Coillte Operational staff.

7.4   MONITORING TO DETECT OVERLOADING

Monitoring to detect overloading will be undertaken by Coillte to ensure that timber removals are carried out safely and to prevent 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.

8.   Breaches

A breach is any action, omission, or circumstance that does not comply with this Code of Practice and with Coillte's Access Agreement. Breaches will be formally recorded in Coillte's Breach Register and sanctions implemented at Coillte's discretion.

It is essential that all customers are aware of their obligations under Coillte's Access Agreement and fully inform their contractors of its provisions. Failure to comply with the requirements of the Access Agreement, including the control of timber removals and AWS procedures, will result in sanctions at Coillte's discretion.

8.1   DETECTION OF A BREACH IN THE FOREST

Table 2 below outlines some examples of breaches in relation to this Code of Practice and their related sanctions.

Table 2: Forest Breaches and Sanctions

Subject	Description	1st Breach	2nd Breach
No Permit	A driver is removing timber but does not have a relevant Timber Removal Permit or Timber Transfer Docket.*In this event, the driver must unload the vehicle and exit the forest Record details of the lorry, product, date, time and all other relevant details of the incident.	Suspend lorry and driver pending investigation by Coillte and the Gardaí	Suspend lorry and driver pending investigation by Coillte and the Gardaí
Incorrect Permit	Examples of breaches here include: ▪ Incorrect Timber Removal Permit or Timber Transfer Docket for the SP ▪ Incorrect Details on the Timber Removal Permit or Timber Transfer Docket	Lorry and driver suspended for 7 days	Lorry and driver suspended for 30 days
Incorrect Use of an Emergency Permit	A driver uses an Emergency Timber Removal Permit without a Timber Removal Permit number or with incorrect details.	Lorry and driver suspended for 7 days	Lorry and driver suspended for 30 days
Truck and Trailer BlueTree identification	Door cab BlueTree stickers missing. BlueTree trailer plate missing.	Warning	Lorry and driver suspended for 7 days
Damage to Coillte Property	A driver causes damage to: ● Barriers, Gates and Fences ● Locks & Keys ● Forest Roads ● Amenity areas	Appropriate sanction following investigation	Appropriate sanction following investigation
Health and Safety	Health and safety procedures not adhered to by hauliers and customers in the forest.	Appropriate sanction following investigation	Appropriate sanction following investigation
Crane Certificate	Operators found using loading equipment without a valid Crane Competence Certificate or a valid GA1 certificate.	Lorry and driver suspended for 30 days	Further breaches will incur increased sanctions at Coillte's discretion
Safety Equipment	Operators found driving a vehicle without the required safety equipment or safety documentation	Lorry and driver suspended for 7 days	Further breaches will incur increased sanctions at Coillte's discretion

Please Note: Subsequent breaches will incur increased penalties at Coillte's discretion.

8.2   DETECTION OF A BREACH AT THE WEIGHBRIDGE

Table 3 below outlines some examples of breaches in relation to this Code of Practice and their related sanctions.

Table 3: Weighbridge Breaches and Sanctions

Subject	Description	1st Breach	2nd Breach
Damage to Equipment	Weighbridge equipment has been damaged or interfered with by an individual.	Appropriate sanction following investigation	Appropriate sanction following investigation
Lorry Positioning	Lorry is positioned incorrectly during the weighing process by the driver.	Lorry and driver suspended for 30 days	Lorry and driver suspended for 150 days
Key-fob	Key-fob details do not correspond to the lorry.	Warning	Lorry and driver suspended for 7 days
Sampling	Sampling requests are not fully adhered to.	Lorry and driver suspended for 7 days	Lorry and driver suspended for 30 days
No Permit	No Timber Removal Permit active at the time of weighing.	Lorry and driver suspended for 30 days	Lorry and driver suspended for 150 days
Incorrect Timber Removal Permit	Examples of breaches here include: ■ Incorrect Timber Removal Permit ■ Incorrect Details on the Timber Removal Permit	Lorry and driver suspended for 7 days	Lorry and driver suspended for 30 days
Incorrect Data Entry	The information entered by the driver against the weight transaction is incorrect.	Warning	Lorry and driver suspended for 7 days

Please Note: Subsequent breaches will incur increased penalties at Coillte's discretion.

8.3   RECORDING A BREACH

All breaches of this Code of Practice must be recorded in the Breach Register on the Coillte IT System. It is the responsibility of Harvesting personnel to record all breaches detected in the forest. It is the responsibility of Sales and Marketing personnel to record all breaches detected at the weighbridge. Coillte Dispatch will record breaches identified through the Smart Timber Security System. The information recorded in this register must be exclusively factual and must not include any expression of opinion or speculation.

Enter the following information in the Breach Register on the Coillte IT System:

Breach Tab
- Select the relevant category
- Select the relevant subject.
- Enter the date.
- Enter the time.
- Set Severity to "Minor" (warning) or "Major" (suspension).
- Enter a detailed description of the breach.
- Enter the alleged offender's name. If there is more than one offender, enter a breach for each alleged offender.
- Vehicle Registration.
- Vehicle Type.
- Enter any comments the alleged offender made in relation to the breach. If no comment was made, leave the field blank.

Location Tab
- Enter the Forest Number.
- Enter the SP Number.
- Enter the MR number.
- Enter the Product.
- Enter the Length.
- Enter the Intended Destination.

Customer/Contractor Tab
- Enter the Contractor Code.
- Enter the Customer Code.
- Enter Contractor Email.

8.4 APPLYING A SANCTION

8.4.1 Breach Register

It is the responsibility of the Coillte Woodflow operations team to apply sanctions related to breaches detected in the forest /weighbridge.

Enter the following information in the Breach Register on the Coillte IT System:

Resolution Tab
- Select Action Taken.
- Enter Sanction Details.
- Select Ban Type.
- Enter Ban Period.
- Enter Ban Start Date.
- Enter Number of Days Served (if relevant).

8.4.2 Communication

Once the breach has been recorded, it is the responsibility of Sales and Marketing personnel to contact the relevant customer and the responsibility of the Coillte Woodflow operations team to contact the relevant haulier.

When all of the information has been entered in the Breach Register, and the sanction applied, it is the responsibility of the Coillte Woodflow operations team to issue the sanction letter to the haulier and it is the responsibility of the Sales and Marketing team to issue a copy of this letter to the customer. These letters are generated from the Coillte IT System following the completion of all relevant information in the Breach Register. Hauliers must provide a valid e-mail address as sanctions will be issued by e-mail only.

8.5   APPEAL OF A SANCTION

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

The Secretary of the Breach Investigation Group,
Sales & Marketing,
Coillte,
Newtownmountkennedy,
Co. Wicklow.
E-mail: 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, the sanction imposed will be lifted pending consideration of the appeal by the Investigation Group. The 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 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 a final appeal by e-mail only to:

Company Secretary's Office,
Coillte,
Newtownmountkennedy,
Co. Wicklow.
E-mail: coilltebreachregister@coillte.ie

This appeal must be lodged within 7 days 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.

Appendix 1 – Glossary

- **AWS** – Automated Weighbridge System.

- **Breach** – Any action, omission or circumstance that does not comply with this Code of Practice or the Coillte Access Agreement.

- **Coillte IT System** – The administration software used by Coillte to manage the forest resource.

- **Coillte Dispatch IT System** – The administration software used by Coillte Dispatch to manage the forest resource.

- **CVRT** – The term CVRT refers to an annual Commercial Vehicle Roadworthiness Test required for goods vehicles in the Republic of Ireland.

- **Double Handling (Transfer Bay)** – where timber is removed from a forest and delivered to a Coillte designated transfer bay.

- **Double Handling (Rigid & Trailer)** – where timber is removed from a forest in two stages using the same lorry and trailer.

- **Emergency Timber Removal Permit** – Permit used due to unavailability of AWS or the Coillte IT System to generate Timber Removal Permits or unavailability of timber for existing Timber Removal Permits.

- **Export Haulage** – where timber is removed from a forest and delivered to a port.

- **Gross Vehicle Weight** – is the total laden weight of a road vehicle.

- **Harvested Sale –** means a sale of roundwood that is harvested by Coillte and sold at roadside for collection by the Buyer.

- **Key-Fob** – An electronic transponder covered in smooth plastic, used to logon to an AWS.

- **MR** – Marking Report, a specific lot of roundwood for sale, fully contained within the boundaries of an SP, which may be offered as full trees or portions of trees and may be offered standing or harvested.

- **Overnight** – Timber is not delivered on the same day it was collected from the forest.

- **PEP** – Potential End Product e.g. Sawlog, Pallet, Pulp.

- **SP** – Sales Proposal, a quantity of roundwood contained in an identifiable geographical area.

- **Species** – If a lorry load contains 80% or more of a single species it is defined as that species. If a lorry load contains less than 80% of a single species it is defined as a mixture.

- **Stage Haulage** – is a system whereby a loaded trailer is transferred from one tractor unit to another between the forest and the final destination.

- **Standing Sale** – means a sale of roundwood on terms that Coillte will sell the roundwood standing in the forest and the buyer will harvest and transport the roundwood.

- **Tare Vehicle Weight** – is the total unladen weight of a road vehicle.

- **Timber Removal Permit TRP** – Authorises a designated party and vehicle to enter Coillte's property for the purpose of removing timber.

- **Trailer Identification Number** – The Trailer Identification Number is the Bluetree TL plate number that must be attached to every timber carrying trailer entering Coillte property.

- **Train Haulage** – where timber is removed from a forest and delivered to a rail-head.

- **Timber Transfer Docket** – Used to monitor the transfer of timber from the forest to a Coillte designated staging area, port or rail-head, from which it will be transferred onwards by another mode of transport.
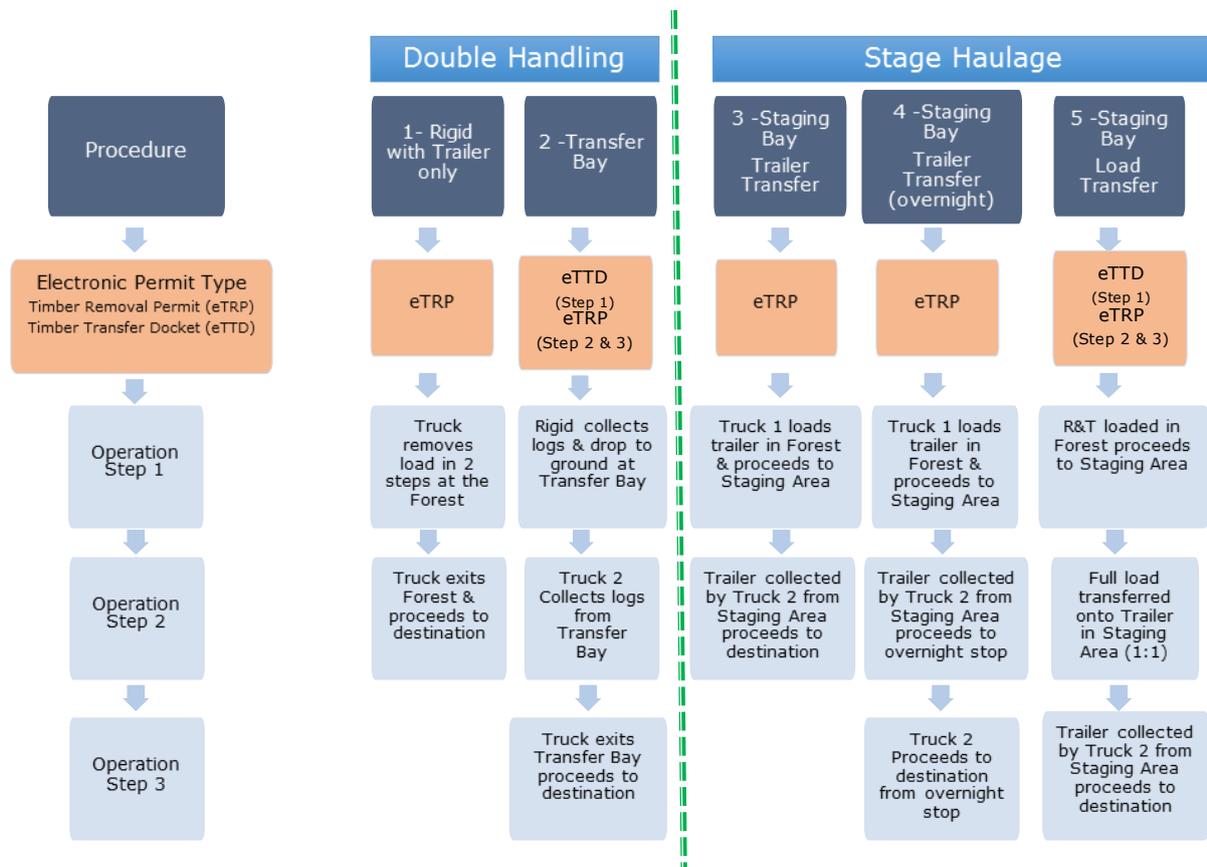
APPENDIX 3 – TRP FOR AWS CUSTOMER


```
TRP/TTD 2380754 LM08/63 ECC [S SS 4.9]    ✉

10:52, 2 Apr                        #1
Loading Area - LM08/63/99 [ECC]           ▷

12:52, 2 Apr                        #2
                                         ((•))
Destination - ECC Earrai Coillte Chonnacht

                                          🌐

                                          ⚙
```

APPENDIX 4 – TIMBER REMOVAL PERMIT (NON-AWS)


```
TRP/TTD 2380756 MO17/24 WOFS [K SS 1.9]   ✉

11:02, 2 Apr                        #1
Loading Area - MO17/24/99 [RBRN]          ▷

12:32, 2 Apr                        #2
                                         ((•))
Weighbridge - MSFS

13:02, 2 Apr                        #3     🌐
Destination - WOFS Woodfarm Fencing       ⚙
```

APPENDIX 5 – TIMBER TRANSFER DOCKET (DOUBLE HANDLING & TRANSFER BAY)

APPENDIX 6 – EMERGENCY TIMBER REMOVAL PERMIT

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