

Code Of Procedure



Harvesting Contractor Code of Procedure for Hardwood Mill Door Sales – North Coast

Section 1: Measuring and Marking of Log Products

1.1 Measuring of Log Products

1.1.1 Sale by volume

The Harvesting Contractor must ensure that Log Products which are sold by volume are measured in accordance with Table 1.

Table 1: Log Measurement

PRODUCT	LENGTH	DIAMETER
Quota, smalls, veneer, and salvage	Actual length in decimetres rounded down to the next whole decimetre	Actual centre diameter underbark in centimetres rounded down to the next whole centimetre
Standard poles	Nominal length in decimetres rounded down to multiple of 15 decimetres	Groundline diameter underbark at 20dms, in millimetres
Piles and girders	Actual length in decimetres rounded down to the next whole decimetre	Toe diameter underbark in millimetres
Non-standard poles	Nominal length in decimetres	Groundline diameter underbark at 20dms, in millimetres

1.1.2 Sale by weight

Plantation Grade 3 veneer logs, salvage logs and pulpwood are the only products that can be sold by weight at this stage. Weight sales use either weighbridge or truck scales to determine the product weight.

1.2 Marking of Log Products

1.2.1 Log Product Code

The Harvesting Contractor must clearly mark log products using paint (where applicable) in accordance with Table 2. For products sold by volume, the product is recorded against the log tag, validated in the hand held and printed on the docket

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 1 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

Table 2: Log Product Code

PRODUCT	CODE
Veneer (by wgt)	Ø
Salvage	Z
Pulpwood	DOT IF >25CMS BUTT DIAM

1.2.2 Species Code

The Harvesting Contractor must ensure the species code is clearly marked on salvage log products using paint (where applicable) in accordance with Table 3 below (except where otherwise agreed with customers). For products sold by volume, species is recorded against the log tag and printed on the docket as a three letter code (delivery docket symbol).

Table 3: Species Code

SPECIES CODE	DELIVERY DOCKET SYMBOL	SPECIES
1	IBK	Ironbark
2	TWD	Tallowwood
3	GBX	Grey Box
4	BG	Blue Gum
5	STS	Silvertop Stringybark
6	SG	Spotted Gum
7	NEB	New England Blackbutt
8	BBT	Blackbutt
9	RM	Red Mahogany
10	MM	Messmate
11	FAS	Fastigata
12	VIM	Viminalis
13	DHS	Diehard Stringybark
14	BBX	Brushbox
15	TRP	Turpentine
16	GG	Grey Gum
17	WM	White Mahogany
18	WS	White Stringybark
19	FG	Flooded Gum
20	RG	Forest Red Gum
21	RLG	Round Leaf Gum (<i>Euc. deanei</i>)
23	BLW	Bloodwood
24	BLS	Blue Leaf Stringybark
25	PEP	Peppermint
26	QBX	Whitetopped box
27	RUM	Steel Box
28	SBA	Smoothbark Apple
29	SCG	Scribbly Gum
30	WG	White Gum (<i>Euc. Dunnii</i>)
31	YBX	Yellow Box
32	GMM	Gympie Messmate
33	SM	Swamp Mahogany
34	BBT DO	BBT Downgrade

1.2.3 Log Tagging

Forestry Corporation NSW must ensure that all log products sold by volume are tagged, with the following data recorded against each tag:

- Species
- Product
- Length
- Diameter
- Log Grader

This information will appear on printed E-dockets for each log along with the tag number.

Barcode tags will be applied to the large end of log products with two staples, one at each end of the tag.

1.2.4 Hammer Branding of Grader Id

Log grader Id will be hammer branded on logs sold by weight, except salvage and pulpwood/firewood logs with a butt diameter of less than 25cms. Log grader id will be the only information marked on these log products by hammer branding.

For products sold by volume, log grader is recorded against the log tag and the name of the log grader printed on the docket.

1.2.5 Log Marking Format

Logs will be marked at the large end in the format shown in Figure 1 or Figure 2. With log products sold by volume, all log details are recorded against the tag and these details are printed on the delivery docket. Log products sold by weight do not have a Barcode tag.

Figure 1 - Log Marking Format



For Products sold by weight:

- * The log graders ID will not be included for logs with a butt diameter of <25cms underbark.
- ** Species code will only be included on salvage logs. However species code will not be included for salvage logs:
 - with a butt diameter of <25cms underbark

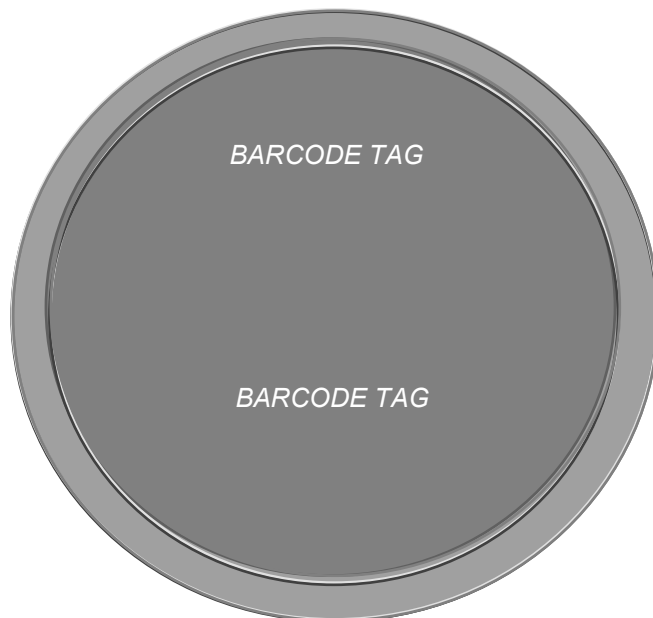
Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 4 of 16	
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018	Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

- of Blackbutt species in the Wauchope Management Area; and
- of plantation species, where the species for all logs is the same as that shown on the docket.

Where a log is multi-graded, i.e. two products in the one log, both tags will be included on the large end of the log as shown in Figure 2 below. The estimate where the change in grade of a log is determined is to be marked on the log with a stripe of paint. No log will be sent with more than three grades.

Figure 2 - Log Marking Format – Multi-graded Logs



1.2.6 Barcode Tags

A single barcode tag must be stapled to all log products sold by full measure volume. Staples will be applied to each end of the tag. Staples must not be applied across the barcode section of the tag. Staples 14mm in length are to be used.

Barcode tags will be supplied by Forestry Corporation NSW in rolls of 500 consecutively numbered tags.

The Harvesting Contractor must ensure that only one roll of tags per crew is in use at any one time and that each roll is completed before commencing another roll. Only tags supplied by Forestry Corporation NSW are to be used.

The Harvesting Contractor should have sufficient tags on hand to cover at least 5 working days. and the Harvesting Contractor must account for all tags issued by Forestry Corporation NSW. If requested, the Harvesting Contractor must submit a written declaration to the Regional Harvesting Manager relating to any missing tags.

After the Barcode has been attached to the log the tag should be “read” by the contractor’s handheld and the log details entered.

Section 2: Delivery Dockets

Load details must be recorded on a Delivery Docket prior to removal of log products from the loading point and a copy of the Delivery Docket must be carried with the load. Delivery Dockets take the form of either an Electronic Docket (E-Docket) or a Manual Delivery Docket from a Delivery Docket Book. E-Dockets may be printed and/or an electronic copy

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 5 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018 Review date: November 2023

carried

on an approved storage device (an I-Button). Both a printed E-docket as well as the electronic (I-button) copy must be carried with the load. If a system failure occurs using E-Dockets, Manual Delivery Dockets are to be used as outlined in section 2.2. The Harvesting contractor must complete a new E docket with reference to manual docket number as soon as system is working, using the tear off section of the barcodes.

2.1 Issue of delivery dockets

2.1.1 Electronic delivery dockets

Electronic docket field equipment and software will be distributed and used as set out in Section 7. The Harvesting Contractor must ensure that settings on the Hand-held (HH) in the HH Misc Menu are correct at all times. These determine the 'header' details for Delivery Dockets and the location and log grader details attached to Barcode tags. Details which must be maintained by the Harvesting Contractor are:

- Log Grader (allocate Log Graders name) through the "Crew List" menu item.
- Location details through the "Location" menu item. Select Processing Location, being compartment and operation type and select sub location, being the loading site/roadside stack number.
- Date & Time setting check through "View Date/Time" menu item. Advise Harvesting Co-ordinator immediately if incorrect.

At a minimum, these details must be checked at the start of each day and immediately after any move, and corrected by the Harvesting Contractor where required.

E-Docket numbers are generated sequentially, starting at 000101 and prefixed with the 3 digit number identifying the hand-held (e.g. 999000101). The Harvesting Contractor must report any identified irregularities to the Regional Trainer as soon as possible.

The Harvesting Contractor is responsible for the purchase and storage of all batteries, staples, and paint. The Harvest Contractor must ensure that a minimum of 5 days stock is held onsite to ensure continuous operation.

The Harvesting Contractor must ensure that HH's are maintained in safe locations, kept in good condition and available for inspection by Forestry Corporation NSW at all times.

In the event of a hand-held being misplaced or destroyed, prior to transfer of E-Docket data to Forestry Corporation NSW, the Harvesting Contractor will need to re-tag and measure all barcoded logs completed since the last successful download to Forestry Corporation NSW.

Transfer of E-Docket electronic data may only be undertaken through approved devices. At present approved devices are:

- I-buttons supplied through Forestry Corporation NSW for electronic transfer of E-Dockets with trucks;
- Modem Cradles supplied through Forestry Corporation NSW for electronic transfer of E-Docket data to Forests NSW.

2.1.2 Manual delivery dockets

E-dockets are the standard docket format. Manual delivery dockets are to be used as a manual backup only.

Delivery Dockets will be supplied by Forestry Corporation NSW at Forestry Corporations NSW cost. Dockets will be printed in quadruplicate and will be sequentially numbered.

Forestry Corporation NSW will issue Delivery Docket books to the Harvesting Contractor in a sequential series of books.

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 6 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

The Harvesting Contractor is responsible for ensuring that sufficient stocks of Delivery Docket books are maintained and allocated in a sequential manner.

The Harvesting Contractor must ensure that Delivery Docket books and Delivery Dockets are maintained in safe locations, kept in good condition and available for inspection by Forestry Corporation NSW at all times.

The Quadruplicate copy of the completed Delivery Docket must be retained by the Harvesting Contractor.

In the event of a partly used docket book being misplaced or destroyed, the Harvesting Contractor must submit a written declaration to Forestry Corporation NSW stating the number of completed Delivery Dockets involved and, where known, any information contained thereon.

In the event of an individual docket being misplaced, cancelled or destroyed, prior to being picked up from the loading site by the Haulage Contractor, the Harvesting Contractor must submit a written declaration to Forestry Corporation NSW stating the number of the Delivery Docket and any information contained there on.

2.2 Completion of delivery dockets

2.2.1 E-Dockets

The Harvesting Contractor is responsible for the tagging of products. The harvesting contractor is only responsible for the creation of electronic dockets (and matching to a manual docket) when a load has left the site with a manual docket.

When commencing a Delivery Docket, the Haulage Contractor must ensure that 'header' details (date, time, location etc) are correct and that truck details for the fleet number entered, match the truck and trailer to be loaded.

A printed E-Docket must accompany each load even if the docket details have been downloaded to an I-button. This is the primary responsibility of the haulage contractor. Prior to departure from the Loading Site, the Haulage Contractor must complete and correctly enter the following details on the E-Docket:

- I. Manual Docket number (only where the E-Docket relates to a manual docket)
- II. Customer/Destination
- III. Fleet No (Haulage Contractor, Truck and Trailer Registration, Tare and number of axles)
- IV. Species
- V. Product
- VI. Length (where relevant)
- VII. Sub Location (log dump/stack number)
- VIII. Log Count (where relevant)
- IX. Gross Weight (where relevant)

Where logs are to be accounted for by volume, the following additional details must be recorded for each log on the load:

- I. Barcode Tag Number
- II. Length (refer to Table 1)
- III. Diameter (refer to Table 1)
- IV. Species Code (refer to Table 3)
- V. Product
- VI. Log Grader

In the case of non-standard poles, the length, the number of poles of that length and the product must be entered on the E-Docket.

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 7 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

In order to complete an E-Docket, the truck driver must sign the E-Docket on the Harvesting Contractor's Hand-Held by inserting the I-button. The Harvesting Contractor must also ensure transfer of the E-Docket from his Hand-held to the 'I-Button' is successful.

The Harvesting Contractor may print additional copies of E-Dockets, either before or after the Haulage Contractor leaves the Landing. Additional copies are for the Harvesting Contractor and are the responsibility of same.

2.2.2 Manual Delivery dockets

Where a manual docket is required, the Haulage Contractor must complete the following details on the Delivery Docket prior to departure from the Loading Site:

- i) Customer/Location
- ii) Date
- iii) Time
- iv) Region
- v) State forest
- vi) Harvesting Plan No
- vii) Age Class (where relevant)
- viii) Compartment
- ix) Stack (where relevant)
- x) Operation Type (Where relevant)
- xi) Product (Where relevant)
- xii) Grade (Where relevant)
- xiii) Species (Where relevant)
- xiv) Count (Where relevant)
- xv) Harvest , Load and Haulage Contractor
- xvi) Truck & Trailer Registration Number
- xvii) Truck Type
- xviii) Name of Truck Driver and Log Grader,
- xix) Gross, Tare and Net Weight (where weight sales are by truck scales) Tare weight will be predetermined at the commencement of each quarter on the basis of a certified weighbridge).

Where logs are to be accounted for by volume, the following additional details must be recorded for each log on the load:

- Length
- Diameter
- Species Code
- Product Code

These details will be written on the docket, from scanning each log and/or marking each log using paint with the relevant details. If this is not possible, the load will not be sent until an electronic docket can be completed.

Where a manual docket is created, this will be re-entered as an e-docket by the crew or by negotiation by Forestry Corporation NSW where this is not possible. These e-dockets will include a cross reference to the manual docket number.

In the case of non-standard poles, the length, the number of poles of that length and the product code must be entered on the Delivery Docket.

2.2.3 Failure of the EDD system

Electronic delivery docketing (EDD) replaces the system of manual pre-printed delivery docket books. However in a few circumstances, loads must be recorded on a Manual Delivery Docket:

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 8 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

1. Where a Harvesting Contractors HH is not available / operable at the time of loading;
2. Where a proposed load cannot be entered successfully on a Harvesting Contractor’s HH (for eg “Log has no CSO...” for a particular customer and product combination). Where this occurs the Harvesting Contractor must first check with the Regional Logistics Co-ordinator that the load proposed is approved for delivery, or if this is not possible, as soon as possible thereafter.
3. Where directed by Forestry Corporation NSW, for example from a holding yard to another customer.

In the case of 1, for sale by volume, the Manual Delivery Docket must have the log’s barcode number included. The number recorded shall be the barcode number commencing with the first digit greater than “0”, i.e. 001AF3 will be recorded as 1AF3. These Manual Delivery Dockets must be re-recorded by the Harvesting Contractor as E-Dockets as soon as the Harvesting Contractor’s HH is available.

Where the Harvesting Contractor has re-entered the Manual Delivery Docket as an E-Docket, the manual delivery docket number is to be entered on the E-docket. The E-Docket is to be printed and the original copy forwarded to the Customer with the next available load to the Customer.

The Harvesting Contractor must ensure that the E-Docket accurately reflects the original Manual Delivery Docket. If, in the process of entering the E-Docket, the Harvesting Contractor identifies an error on the Manual Delivery Docket, the Harvesting Contractor must enter the correct information on the E-docket.

In the case of 2, these Manual Delivery Dockets will be entered by Forestry Corporation NSW. The relevant Manual Delivery Docket must be submitted to Forestry Corporation NSW by the Harvesting Contractor within two working days of the date on the Manual Delivery Docket.

Section 3. Recording and transfer of Production Data where E dockets are used

3.1 Recording of production data

In the case of volume sales, the Harvesting Contractor will record production information on the Harvesting Contractor’s HH in the process of tagging, see Section 1.2.5. For sales by weight estimates of the weight of each log product in stock must be recorded on the Harvesting Contractor’s HH at the end of each day, unless otherwise agreed with the Regional Harvesting Manager. Log stocks in the harvest area are to be recorded by product by loading site.

3.2 Transfer of E-Docket and other data

Using a Modem Cradle, the Harvesting Contractor must “connect to base” every evening following delivery of logs in order to:

- download E-Docket, production and stock data to Forestry Corporation NSW communications server; and
- upload the most current reference data relevant to the Harvesting Contractor’s operations for the creation of Dockets.

Where the Harvesting Contractor anticipates this will not be possible (eg working in remote locations) the Harvesting Contractor must first advise Forestry Corporation NSW and accepts that updates to reference data cannot be uploaded to the Harvesting Contractor’s HH.

A freecall 1800 number is provided by Forestry Corporation NSW for dial-up connection and must be used by the Harvesting Contractor. After ‘connecting to base’, the Harvesting Contractor must check locations loaded to the HH under the “Misc Menu” plus any additional updates the Harvesting Contractor may be expecting. It is the Harvesting Contractors responsibility to ensure the transfer is completed successfully.

Any problems with data transfer must be reported immediately to the Regional Harvesting Co-ordinator, in order to provide

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 9 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

an opportunity for any problems to be addressed prior to commencement of operations the next day. Any corrections will require the Harvesting Contractor to 're-connect to base'.

Section 4. Accounting

4.1 Basis of Accounts

E-dockets form the basis of account and manual docket where necessary.

The outcome of docket errors and disputed logs / loads may be used to vary the information initially submitted on an E docket. In those cases the manual docket or the E-docket data as varied will be the basis of accounts.

Docket errors are errors made to the docket that do not affect the log or load details.

A disputed log or load error is made when the log or load details on the docket do not match the log or load details after the disputed log / load issue has been resolved.

4.2 Calculation of volume

4.2.1 Sawlogs and Veneer logs

The volume of a sawlog is calculated using the formula below

$$V = L \times \Pi \times D^2 / 4$$

Where

V is volume in cubic metres

L is log length in metres rounded down to the next even decimetre

D is log diameter in metres

4.2.2 Poles

The volume of a pole is calculated using the formula below

$$V = ((L-2) \times \Pi \times ((D - (L-2) / 2 \times (0.0072 + (0.11 \times (L-8) / 1000))) / 2)^2) + (2 \times \Pi \times ((D + (0.02 + (0.6 \times (L-8) / 1000))) / 2)^2)$$

Where

V is volume is cubic metres

L is pole length in metres

D is the groundline at 20dms from the large end diameter in metres

4.2.3 Piles and Girders

The volume of a pile and girder is calculated using the formula below

$$V = (((0.004167 \times L) + D) \times 0.5)^2 \times \Pi \times L$$

Where

V is volume in cubic metres

L is length in metres

D is small end diameter in metres

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 10 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

4.3. Disputed Logs

Table 6 Disputed log actions

DOCKET OR LOG GRADING ISSUES		ACTIONS					
Problem	Details	Re-hammer and brand log	Service Fee Applied*	Complete 'Assessment of Disputed Logs' form	Arrange to shift log(s)	Complete a new docket	Recalculation of payment to harvesting contractor
Docket	Log measurement information incorrect		Y	Yes			Yes
	Load weight information incorrect		Y	Yes			Yes
	Logs incorrectly tallied		Y	Yes			Yes
	Logs not on order		Y				Yes
Log Branding Regrading	Incorrect branding	Yes	Y	Yes			Yes
	Change grade or reject	Yes	Y	Yes			Yes
Redirection	Re-servicing	Yes	Y	Yes			Yes
	Redirected following regrading	Yes	Y	Yes	Yes	Yes	Yes

*Service fees will be applied for logs where the harvesting crew has received a prior written or verbal warning on the specific problem identified. The service fee will be charged per log and will be indexed annually with CPI movements. Where the service fees exceed the value of the harvest contractor payment, the harvest contractor payment for that docket will be cancelled. The value of the service fee for 2018/19 is \$50.00/log.

Section 5. E-Docket Field Equipment and Software

5.1 Responsibilities for Field Equipment & Software

Forestry Corporation NSW has purchased the software under a perpetual limited licence from New Zealand Forest Research. All Contractors and Customers must sign the Software Users Agreement appended to this Code of Procedure and abide by the conditions of the Agreement at all times.

Care, maintenance and/or replacement of Field Equipment is the responsibility of the User. Users must note and adhere to the "Safety Precautions" detailed in the Operators Manual (refer pages after CONTENTS in the Manual). Users must carry an adequate stock of batteries and other consumables at all times sufficient to operate the Field Equipment for at least one (1) week.

5.2 Resolution of Problems with Field Equipment or Software

In the event of Field Equipment or related Software failing to operate in part or in full, to the extent possible the owner of the equipment must determine what the problem is and resolve it. If it is not possible to resolve the problem or the Field Equipment has been lost/damaged, the Contractor must contact Forestry Corporation NSW Harvest Co-ordinator as soon as possible.

The Harvest Co-ordinator will provide assistance in determining the nature of the problem and if necessary seek further advice from the Help Desk or System Manager. If possible, the Contractor will endeavour to resolve the problem on site with the Harvest Co-ordinator.

If the problem relates to the:

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 11 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

- Field Equipment and cannot be resolved/repaired on site, the Harvest Co-ordinator will advise the System Manager and make arrangements for repair of the Field Equipment. The cost of repairs and any associated freight/insurance is the responsibility of the owner of the Field Equipment in question. If possible the Harvest Co-ordinator will arrange a spare as a swap-out until the Users Field Equipment can be repaired.
- Software and cannot be resolved on site, a Work Around will be established until the problem can be resolved. The Contractor must adopt the Work Around procedure until such time that the problem is resolved. If not, alternate delivery arrangements may be arranged until a spare becomes available or the Field Equipment is returned.

5.3 Process for Deliveries in Event of Field Equipment Breakdown/Loss

Until the problem is resolved or a spare located, in the event of a failure/loss of functionality of a:

- Printer (Harvesting Contractor) – deliveries are to continue as normal on an Ibutton. E-Dockets will be emailed/faxed automatically to the Customer once downloaded from the Harvesting Contractor’s HH to Forestry Corporation NSW.
- Print Quality – Printed E-dockets must be re-printed if not clearly legible and provided to the truck driver. Where this is due to the printer ribbon (ie faded), printer ribbons must be changed and the docket re-printed to provide a legible original to the customer.
- HH (Harvesting Contractor) – deliveries are to continue using manual paper dockets.
- HH (Customer) - deliveries are to continue with Printed E-Dockets.
- Modem Cradle – deliveries to continue as normal, data can be downloaded using any other modem cradle available (Contractor, Customer or Forestry Corporation NSW).
- I-Button – Haulage Contractors must maintain a stock of I-Buttons and are to carry a spare at all times. Else deliveries are to continue with Printed E-Dockets. E-Dockets will be automatically emailed or faxed to the Customer once downloaded from the Harvesting Contractor’s HH to Forestry Corporation NSW.
- Scanner – deliveries are to continue as normal with barcode numbers manually entered in HH’s.
- Tag/Stapler/Staples/Barcodes – the Harvesting Contractor is to carry at least 5 days supply of these items at all times. If shortages do occur deliveries are to continue using manual paper dockets.

5.4 Provision of Spare Field Equipment

Provision of spare Field Equipment is first and foremost the responsibility of Users. Users should choose whether spares are carried and how many. Any spares carried by Users are at the cost of the User.

Initially Forestry Corporation NSW will carry a limited number of spare Field Equipment. Forestry Corporation NSW will make this spare Field Equipment available where possible, at Forestry Corporation NSW discretion and in accordance with the following priorities:

1. Forestry Corporation NSW
2. Contractors
3. Customers.

Should a Forestry Corporation NSW spare be issued, it may at Forestry Corporation NSW discretion, be withdrawn and re-issued to another User in consultation with the existing User.

Any items of spare Field Equipment supplied to Users by Forestry Corporation NSW are to be returned to Forestry Corporation NSW in good working order as soon as the original or a replacement item of Field equipment is made available

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 12 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018 Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

to the User. Should spare items of Field Equipment provided by Forestry Corporation NSW be damaged or destroyed, replacement/repair of the item(s) will be at the cost of the User.

Section 6: Review and Amendment of this Code of Procedure

Forestry Corporation NSW may, after consultation with the Harvesting Contractor, review and amend any aspect of this Code of Procedure from time to time as determined by Forestry Corporation NSW.

Schedule of Amendments [Copies Attached]

Amendment No:	Date	Clauses Amended

Section 7: Acknowledgement of Agreement

The Forestry Corporation of New South Wales and

Hereby agree to this Code of Procedure.

For and on behalf of

Forestry Corporation of NSW

Date: _____

For and on behalf of

.....

Date: _____

Section 8: Definition of Terms

Customer	Means the principal of a sawmill or other processing plant to which the log products entered upon a Delivery Docket are to be delivered.
Delivery Docket	Means a sequentially numbered docket for recording the details of each truck load of logs as set out in Clauses 2.1 and 2.2. May be either an E-Docket or a Manual Delivery Docket.
EDD	Electronic Delivery Docketing system.
E-Docket	Means a sequentially numbered delivery docket created on a Hand Held for recording the details of each truck load of logs as set out in Clause 2. It may be printed and/or transferred electronically via an I-Button, modem or other electronic means.
Field Equipment	Hardware used to create E-Dockets or support the process of printing or electronic transfer of same.
Gross Weight	Weight of the truck in tonnes, trailer and driver with a load of Logs.
Harvesting Contractor OR Haulage Contractor	Means the Contractor referred to in the Harvesting Agreement or Haulage Agreement to which this Code is appended.
HH	Means a “PSION Workabout” hand held field computer, used for creation of E-Dockets and entry of production/stock information by Harvesting Contractors and for receipt of E-Dockets by Companies.
I-Button	A small electronic device used for transferring E-Dockets from the Harvesting Contractor’s Hand Held to the Haulage Contractor and from the Haulage Contractor to the Customer’s Hand Held.
Loading Site	Means the point from which log product is loaded onto a haulage vehicle
Logs	Hardwood logs meeting specifications as set out in the Wood Supply Agreement with the Customer (<i># or softwood as the case may be</i>).
Manual Delivery Docket	Means a sequentially numbered paper docket for recording the details of each truck load of logs. Load details are handwritten on a paper docket from a Delivery Docket Book.
Net Weight	Difference between gross weight and tare weight in tonnes.
Printed E-Docket	A printed copy of an E-Docket.
Regional Log Supply Manager	Means the Forestry Corporation NSW employee with responsibility for managing delivered log sales to Customers in each region.
Regional Office	Means Forestry Corporation NSW Central and North East Region Regional Office located at Wauchope and Coffs Harbour.

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 14 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018
		Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

Contract Co-ordinator	Means Forestry Corporation NSW Contract Co-ordinators located at Central(Wauchope and Maitland Offices) and North East Region(Coffs Harbour).
Signature	Means a handwritten signature on a paper or printed Delivery Docket or for an E-Docket an electronic signature effected through an I-button or Hand Held representing the signatory. Signed/Sign has a corresponding meaning.
Forestry Corporation NSW	Means the Forestry Corporation NSW Regional Office of the Region from which the load was obtained, or other office agreed with Forests NSW.
Forestry Corporation NSW Officer	Means an employee of Forestry Corporation NSW.
Tare Weight	Weight of the unloaded truck in tonnes with the trailer on the ground, driver, and fuel tanks half full.
Users	Contractors or Companies using Field Equipment for the creation, transfer or receipt of E-Dockets.
Volume	True underbark volume of Logs in cubic metres.
Work Around	Means a temporary solution to a software problem with EDD that enables continued use of the System but which does not have a material adverse impact on the performance or functionality of the System.

Document title: HFD Harvesting Contractor COP for Hardwood Mill Door Sales – North Coast	Version No.: 3	Page: 15 of 16
Document ID: D00266164	Owner: Sales & Distribution Manager (North)	Issue date: November 2018 Review date: November 2023

WARNING: a printed copy of this document may be uncontrolled. Please verify this is the latest version prior to use

Section 9: Flow diagram for E-Docketing

