

# **VicForests Instructions**

**10 August 2007**

# **Code of Procedure for Firewood Buyers**

**Version 0.4**



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## 0.0 DOCUMENT INFORMATION

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Version	Revision Date	Author(s)	Revision Notes
0.2	22/8/06	Dan Raymond	Add bringing to account by weight and log specifications (green/dry)
0.2	24/08/2006	Michael Theobald	Specification and other edits
0.2	25/08/2006	Jennifer Houghton	Truck Scales etc, plus current docket examples.

### 0.2. Reviewers

Reviewer	Position
Mick Theobald	Sales and Marketing Officer
Jen Houghton	Sales and Marketing Officer
Bruce McTavish	Key Account Manager
Margaret McCarthy	Marketing Analyst

### 0.3. Approval

Approver	Position	Date
Matt Crapp	Director, Sales	
Signature:		

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## 1.0 PREAMBLE

This document details the procedures for the delivery, receipt and accounting for all delivered firewood timber sold by VicForests.

## 2.0 SPECIFICATION FOR FIREWOOD GRADE TIMBER

The specification for Firewood quality timber is shown in the table below:-

Description of feature	Specification
Minimum small end diameter under bark	10cm
Maximum large end diameter under bark	Unlimited (logs over 80cm must be split)
Minimum number of defective quarters	4
Pipe defect	Unlimited (a minimum of 10cm of clear wood)
Minimum log length	2.7m
Maximum log length	Defined by truck configuration (13m or less)
Loose gum veins, pockets or shakes	Unlimited
Tight gum veins greater than 3mm	Unlimited
Tight gum veins less than 3mm	Unlimited
Stain	Unlimited
Sloping grain	Unlimited (excessive sloping grain is no good try 1:8)

## 3.0 MINIMUM CUSTOMER REQUIREMENTS FOR DELIVERY AND UNLOADING OF FIREWOOD

Buyers must meet the minimum requirements described in this section and the Terms and Conditions of any auction to be eligible to bid for firewood. VicForests reserves the right to inspect all sites and will refuse supply to customers that cannot comply with these standards.

The terms and conditions are detailed fully in the Terms and Conditions of any sale, but will include:

A right of access for VicForests staff or representatives to enter delivery sites for purposes relating to timber sold to the buyer. VicForests will provide the Buyer with reasonable notice of its intention to enter the Delivery Sites and will comply with the Buyer's reasonable directions when they are at the Delivery Sites.

In relation to Delivery and Unloading it is required that:

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- VicForests shall deliver Timber to the Delivery Sites within the Delivery Hours in accordance with the Operational Plan and the Buyer shall accept the Timber so delivered.
- The Buyer shall at its cost provide Timber stockpiling facilities at each Delivery Site that in aggregate are of a sufficient size to store up to 30% of the Annual Timber Intake.
- During the Deliver Hours, the Buyer shall at its cost provide all necessary personnel and unloading facilities and shall carry out all unloading operations.
- If the Buyer fails to unload a truck delivering Timber during Delivery Hours within 30 minutes (the Delay) from the time at which the truck is ready for unloading in the designated loading area at a Delivery Site, VicForests may impose a Waiting-Time Charge directly against the Buyer, except where the Delay is caused by VicForests or where the Buyer has notified VicForests prior to the truck arriving at the Delivery Sites that a Delay will occur because of an event of Force Majeure affecting the Buyer.

In addition to these requirements, there must be:

- An OHS management system that, complies with AS/NZS 4804:1997.
- The unloading area needs to be level and stable, with clear separation of pedestrian and vehicular traffic.
- Plant and equipment needs to be in good working order to undertake unloading of logs and must comply with the OH&S Act 1985 and be operated in accordance with the OH&S Plant Safety Regulations 1995.
- Records of plant maintenance for previous six months must be available for inspection.
- Operators must be accredited to operate loaders, with accreditation available on request.
- Hard hat, high visibility vest and steel capped boots must be worn at all times on the work site, when not in vehicles or plant.
- Machinery must safely **lift** all logs over the stanchions. Stanchions will not be removed. Logs cannot be rolled off the side of a truck nor can they be pulled off the rear of the truck.

## 4.0 FIREWOOD LOG DOCKET MANAGEMENT

Firewood log deliveries will be accounted for in the majority of instances by Wood Cartage and Weighbridge Dockets (WCWD). Where facilities are available Load Tags (barcodes) can be used. Both systems are described below.

### 4.1. Wood Cartage and Weighbridge Docket (WCWD) management

<b>Type of Dockets</b>	When using this system Firewood log deliveries are accounted for on carbonised paper log docket issued by VicForests, see Attachment Three.
<b>Receipt</b>	Buyers are required to acknowledge receipt of delivery by signing at the designated place on the log docket.

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	<p>In the event that the Buyer is unable to acknowledge receipt at the time of delivery the following will occur:</p> <ul style="list-style-type: none"> <li>• Truck driver to fill in date &amp; time delivered on WCWD, but to write “<b>Unattended</b>” in the space for customer signature</li> <li>• Truck driver to leave customer copy in a secure location</li> <li>• Buyer to return signed copy within 7 days to the relevant VicForests Office.</li> <li>• At month end / log docket entry, if VicForests identifies dockets with no customer signature or marked “<b>Unattended</b>”, the Buyer will be contacted to provide signed confirmation.</li> </ul>
<b>Buyer Copy</b>	VicForests will provide the Pink copy of each WCWD delivered to the delivery site to the Buyer.
<b>Return of Log Dockets</b>	Unless otherwise agreed, the Buyer will not be responsible for the return of any other copies of log dockets to VicForests or its contractors.

#### 4.2. LDR and Load Tag management

<b>Issue of Load Tags</b>	<p>When using this system VicForests will supply sheets of Load Tags (Multiple sheets are referred to as Log Dispatch Records or LDRs) to Contractors (or their agents) at no cost from local Supervising Centres. See Attachment Four.</p> <p>Contractors (or their agents) must sign to register acceptance of Load Tags. Unused Load Tags must be kept secure. LDRs must remain at coupe landings.</p>
<b>Creation of Job Numbers</b>	VicForests will work with the Buyers to supply a unique identifying job number. Job number uniqueness is described by licence/contract/Agreement number, Timber type, and coupe name and number.
<b>Management of Load Dispatch Record</b>	Each Load Tag will have its corresponding unique identifier number listed adjacent to the Load Tag in the LDR.
<b>Use of Load Tags</b>	<p>Load Tags must be used in sequence.</p> <p>Load Tag mandatory information requirements must be completed prior to removing the Load Tag. Information fields required are:</p> <ul style="list-style-type: none"> <li>• <b>Truck Rego</b></li> <li>• <b>Date</b></li> <li>• <b>Time</b></li> <li>• <b>Driver signature</b></li> </ul>
<b>Mistakes</b>	Load Tags with unidentifiable patterns are to be returned to VicForests for replacement.
<b>Damaged Load</b>	Load Tags which are damaged must:

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<b>Tags</b>	<ul style="list-style-type: none"> <li>• Be marked “Cancelled”</li> <li>• Be marked with the number of the replacement Load Tag.</li> <li>• Secured and returned with the LDR</li> </ul>
<b>Return of Completed LDRs</b>	LDRs must be returned within 7 days of book or coupe completion.
<b>Return of Load Tags</b>	There is no requirement to return used Load Tags to VicForests.
<b>Electronic Data File Capture and Delivery</b>	<p>The purchase and maintenance of Load Tag reader hardware and software is the responsibility of the buyer.</p> <p>Electronic data files must be presented to VicForests in a mutually agreeable format on a 7 day basis and by 17:00 p.m. on the last day of each month.</p>

## 5.0 FIREWOOD WEIGHT SALES

All firewood logs will be sold by weight. Where required the conversion factor used to convert weight to volume will be based on historical measurements and reviewed at least annually based on relevant available data.

### 5.1. Weighbridge - Wood Cartage and Weighbridge Docket (WCWD)

The Timber Charge for firewood logs sold by weight over a weighbridge, using a Wood Cartage and Weighbridge Docket, will be accounted for in the following manner:

<b>Issue</b>	Requirement
<b>Unit of Measurement</b>	Tonnes = Green Metric Tonnes (GMT)
<b>Rounding</b>	To the nearest 10 kg (0.01 GMT)
<b>Measurement</b>	<p>Certified and calibrated weighbridge provided at the Buyers cost with accuracy to 20 kg (0.02 GMT)</p> <p>Gross and Tare weights must be recorded as soon before and after unloading as is possible. No change to a truck that may influence its weight is permitted between gross and tare weights being recorded.</p>
<b>Firewood Log Marking</b>	<p>Each log must have the following items recorded on it prior to departure from the landing:</p> <ul style="list-style-type: none"> <li>• Log grader hammer number</li> </ul>
<b>Firewood Log WCWD Assignment Prior to Departure</b>	<p>Timber Type, assigned licence/contract/Agreement, and customer/destination must have a separate WCWD ie. two or more Timber Types, licence/contract/Agreement, customer/destinations on a load will have more than one WCWD.</p> <p>A WCWD must be assigned to the load prior to departure from the log landing (see example in Attachment Three).</p>

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	<p>Each WCWD must have the following items recorded CLEARLY IN NUMERALS AND CAPITAL LETTERS on it prior to departure from the landing (see example in Attachment Four):</p> <p>Each Load;</p> <ul style="list-style-type: none"> <li>• Date and Time of Loading</li> <li>• Job Number</li> <li>• Job Type (To Mill/To Dump/From Dump)</li> <li>• Supervising Centre</li> <li>• Coupe Name</li> <li>• Coupe Number/Address</li> <li>• Buyer Name</li> <li>• Buyer Destination</li> <li>• Product (Species/Grade)</li> <li>• Logging Contractor</li> <li>• Log Grader Number</li> <li>• Cartage Contractor</li> <li>• Truck Rego</li> <li>• Driver Signature</li> <li>• Truck Tare</li> </ul>
<b>WCWD Recording at Destination</b>	<p>Each WCWD must have the following items recorded CLEARLY IN NUMERALS AND CAPITAL LETTERS on it at the Buyers destination (see example in Attachment Four):</p> <p>Each Load;</p> <ul style="list-style-type: none"> <li>• Gross Weight</li> <li>• Tare Weight</li> <li>• Nett Weight</li> <li>• Date</li> <li>• Time</li> <li>• Weighbridge Operator Signature</li> <li>• RFID number</li> <li>• Check load assignment</li> </ul>
<b>Calculation of Timber Sale Quantity</b>	<p>The Nett GMT of each load will be calculated using the formula:</p> <p><b>Nett GMT= Gross Truck Weight – Tare Truck Weight</b></p>
<b>Calculation of Timber Charge</b>	<p>The delivered prices of each load will be calculated using the formula:</p> <p><b>DP = Nett GMT x CF x P</b></p> <p>Where:</p> <p>Nett GMT= Nett Green Metric Tonnes, CF = Conversion Factor (only used when purchasing dry firewood) and P = Timber Charge (\$/tonne<sup>Ex GST</sup>)</p>

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## 5.2. Truck Scales - Wood Cartage and Weighbridge Docket (WCWD)

The Timber Charge for firewood logs sold by weight via truckscales, using a Wood Cartage and Weighbridge Docket, will be accounted for in the following manner:

Issue	Requirement
<b>Unit of Measurement</b>	Tonnes = Green Metric Tonnes (GMT)
<b>Rounding</b>	To the nearest 10 Kg (0.01 GMT)
<b>Measurement</b>	Weight will be measured using truck scales with accuracy of +/-200Kg.
<b>Log Marking</b>	Each log must have the following items recorded on it prior to departure from the landing: <ul style="list-style-type: none"> <li>• <b>Log Number</b></li> <li>• <b>Species Group Product Code, see Attachment One</b></li> <li>• <b>Product Code, see Attachment Two</b></li> <li>• <b>Log Grader Number</b></li> </ul>
<b>Establishing Truck Tare Weight</b>	Truck tare weight for each truck/trailer combination will equal the weight of the truck measured by a certified weighbridge using normal truck running configuration (ie all bolsters, spare tyres and chains) and with a full tank of fuel. This must be undertaken at least every three months in the presence of an authorised VicForests officer.
<b>Establishing the Truck Gross Weight</b>	The gross weight must be measured while the truck is stationary after loading at the next available level and firm site. Unless negotiated with a VF officer the site for gross weight measurement must be no further than 1km from the landing.
<b>Checking Gross Weight</b>	On arrival at the Buyer/destination the driver must ask the Buyer representative to verify the gross weight.  If the difference between the gross weight on the docket and that on the truck scales is greater than 1% the gross recorded at the Buyers site shall be recorded, the original gross deleted and original net altered.  Both driver and Buyer must initial this change.
<b>Auditing Gross Weight</b>	VicForests must ensure that each truck must obtain a weighbridge docket to verify the Gross Weight of one load each month. The weighbridge docket is to be attached to the original copy of the Delivery Docket.  Truck scale weights as read at the weighbridge which are inconsistent with weighbridge recordings for gross weight by more than one percent must have weighbridge dockets attached to the Delivery Docket of every subsequent load until

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	<p>the required level of accuracy is obtained.</p> <p>In the event that the truck scales are not verified to be within one percent of the weighbridge reading the gross weight recorded by the weighbridge will be used for accounting purposes. Otherwise the weights recorded on the Delivery Docket will be used.</p> <p>VicForests may direct any load to be checked on a certified weighbridge at any time. Where the variation in gross weight as measured by truck scales and as measured by public weighbridge exceeds +/- 1%, the certified weighbridge measurement will be accepted and the weighbridge docket attached to the original copy of the Delivery Docket for forwarding to VicForests by the Haulage Contractor.</p>
<b>Inoperable Truck Scales</b>	<p>If truck scales become inoperable or inaccurate, alternate methods of accounting for the load will be made between VicForests and the Company. Alternate methods of accounting may include weighbridge measure or log volume measure.</p>
<b>Log Docket Recording Prior to Delivery</b>	<p>VicForests must ensure that each load and customer/destination must have a separate docket. If two or more customer/destinations on a load will have more than one log docket.</p> <p>VicForests must ensure that each log docket must have the following items recorded <b>CLEARLY IN NUMERALS AND CAPITAL LETTERS</b> on it prior to delivery from the log landing (see example in Attachment Four):</p> <p>Each Load;</p> <ul style="list-style-type: none"> <li>• <b>Date and Time of Despatch</b></li> <li>• <b>Job Number</b></li> <li>• <b>Job Type (To Mill/To Dump/From Dump)</b></li> <li>• <b>Operations Area</b></li> <li>• <b>Coupe Name.</b></li> <li>• <b>Coupe Number.</b></li> <li>• <b>Forest Operations ID</b></li> <li>• <b>Buyer Name.</b></li> <li>• <b>Buyer Destination.</b></li> <li>• <b>Destination Number.</b></li> <li>• <b>Product (Species/Grade)</b></li> <li>• <b>Estimated net weight</b></li> <li>• <b>Harvesting Contractor</b></li> <li>• <b>Log Grader Number</b></li> <li>• <b>Harvesting Contractor Signature</b></li> <li>• <b>Haulage Contractor Name</b></li> <li>• <b>Truck Rego</b></li> <li>• <b>Driver Name Signature</b></li> </ul>
<b>Log Docket</b>	<p>Each log docket must have the following items recorded</p>

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<b>Recording in Transit</b>	<b>CLEARLY IN NUMERALS AND CAPITAL LETTERS</b> on it prior to arrival at the Buyers destination (see example in Attachment Four): <ul style="list-style-type: none"> <li>• <b>Gross Weight</b></li> </ul>
<b>Log Docket Recording at Delivery</b>	Each log docket must have the following items recorded <b>CLEARLY IN NUMERALS AND CAPITAL LETTERS</b> on it at the Buyers destination (see example in Attachment Four): Each Load; <ul style="list-style-type: none"> <li>• <b>Date</b></li> <li>• <b>Time</b></li> <li>• <b>Buyer Signature</b></li> </ul>
<b>Calculation of Sale Quantity</b>	The Net GMT of each load will be calculated using the formula: <b>Net GMT= Gross Truck Weight – Tare Truck Weight</b>
<b>Calculation of Delivered Prices</b>	The delivered prices of each load will be calculated using the formula: <b>DP = Nett GMT x CF x P</b> Where: Nett GMT= Nett Green Metric Tonnes, CF = Conversion Factor (only used when purchasing dry firewood) and P = Timber Charge (\$/tonne <sup>Ex GST</sup> )

### 5.3. Weighbridge - LDR and Load Tag

The Timber Charge for firewood sold by weight and Load Tag will be accounted for in the following manner.

<b>Issue</b>	<b>Requirement</b>
<b>Unit of Measurement</b>	Tonnes = Green Metric Tonnes (GMT)
<b>Rounding</b>	To the nearest 10 kg (0.01 GMT)
<b>Measurement</b>	Certified and calibrated weighbridge provided at the Buyers cost with accuracy to 20 kg (0.02 GMT)  Gross and Tare weights must be recorded as soon before and after unloading as is possible. No change to a truck that may influence its weight is permitted between gross and tare weights being recorded.
<b>Log Marking</b>	Each log must have the following items recorded on it prior to departure from the landing: <ul style="list-style-type: none"> <li>• <b>Log Grader Hammer Number</b></li> </ul>
<b>Firewood Log Load Tag Assignment</b>	Timber Type, assigned licence/contract/Agreement, and customer/destination must have a separate Load Tag. i.e. two or more Timber Types, licence/contract/Agreement,

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<p><b>Prior to Departure</b></p>	<p>customer/destinations on a load will have more than one Load Tag.</p> <p>A Load tag/s must be assigned to the load prior to departure from the log landing (see example in Attachment Four).</p> <p>Each Load Tag will have the following readable classifications within the pattern.</p> <p>Each barcode contains:</p> <ul style="list-style-type: none"> <li>• Job Number</li> <li>• Check Load assignment</li> <li>• Serial Number</li> </ul>
<p><b>Load Tag Recording at Destination</b></p>	<p>Each Load Tag must have the following data items recorded against it at the Buyers destination:</p> <ul style="list-style-type: none"> <li>• Gross Weight</li> <li>• Tare Weight</li> <li>• Nett Weight</li> <li>• Date</li> <li>• Time</li> <li>• Cartage Contractor</li> <li>• Truck Registration</li> <li>• RFID number</li> <li>• Check Load assignment</li> <li>• Weighbridge sequence number</li> </ul>
<p><b>Calculation of Timber Sale Quantity</b></p>	<p>The Nett GMT of each load will be calculated using the formula:</p> <p><b>Nett GMT= Gross Truck Weight – Tare Truck Weight</b></p>
<p><b>Calculation of Timber Charge</b></p>	<p>The delivered prices of each load will be calculated using the formula:</p> <p><b>DP = Nett GMT x CF x P</b></p> <p>Where:</p> <p>Nett GMT= Nett Green Metric Tonnes, CF = Conversion Factor (only used when purchasing dry firewood) and P = Timber Charge (\$/tonne<sup>Ex GST</sup>)</p>

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## 6.0 ATTACHMENT ONE: SPECIES GROUP PRODUCT CODES

<b>Ash Species Firewood</b>		<b>ASF</b>
<b>Botanical name</b>	<b>Common name</b>	
Eucalyptus delegatensis	Alpine Ash	
Eucalyptus denticulata	Errinundra Shining Gum	
Eucalyptus nitens	Shining Gum	
Eucalyptus regnans	Mountain Ash	
<b>Mixed Species Firewood</b>		<b>MSF</b>
Eucalyptus agglomerata	Blue Stringybark	
Eucalyptus baxteri	Brown Stringybark	
Eucalyptus bicostata	Blue Gum	
Eucalyptus botryoides	Southern Mahogany	
Eucalyptus bridgesiana	Apple Box	
Eucalyptus consideniana	Yertchuk	
Eucalyptus croajingolensis	Gippsland Peppermint	
Eucalyptus cypellocarpa	Mountain Grey Gum	
Eucalyptus dalrympleana	Mountain Gum	
Eucalyptus dives	Broad-leaved Peppermint	
Eucalyptus elata	River Peppermint	
Eucalyptus fastigata	Cuttail	
Eucalyptus globoidea	White Stringybark	
Eucalyptus macrorhyncha	Red Stringybark	
Eucalyptus mannifera	Brittle Gum	
Eucalyptus muelleriana	Yellow Stringybark	
Eucalyptus obliqua	Messmate	
Eucalyptus pseudoglobulus	Gippsland Blue Gum	
Eucalyptus radiata	Narrow-leaved Peppermint	
Eucalyptus rubida	Candlebark Gum	
Eucalyptus sieberi	Silvertop	
Eucalyptus smithii	Gully Gum	
Eucalyptus viminalis	Manna Gum	
<b>Durable Species Firewood</b>		<b>DSF</b>
Eucalyptus tricarpa/ sideroxylon	Red Ironbark	
Eucalyptus polyanthemos	Red Box	
Eucalyptus boisistoana	Gippsland Grey Box	
Eucalyptus gonicalyx	Long leaf box	
Eucalyptus microcarpa	Grey Box	

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## 7.0 WOOD CARTAGE AND WEIGHBRIDGE DOCKET (WCWD)



### WOOD CARTAGE AND WEIGHBRIDGE DOCKET

Despatch Date 27/6/06 Despatch Time 10:30 Est. Nett Weight 2780

Job No 168986 Harvesting Contractor Name RCC

Job Type (tick) To Mill  To Dump  From Dump  Log Grader No. 123

Operations Area CANN RIVER Harvesting Rep Signature

Coupe Name NEW WAM Print Name MAX SMITH

Coupe Number 3691257010 Haulage Contractor Name JONES TINKERS

Forest Op ID 109911 Truck Rego 96E95H

Buyer HALLMARK OAKS Driver Signature

Delivery Destination CANN RIVER Print Name MARY SMITH

Destination No. 10129 Docket completed by:  Harvesting  Haulage  Harvest/Haulage

Product E GRADE AAE

#### WEIGHBRIDGE INFORMATION

Gross 4338 Remarks .....

Tare 1432 .....

Nett 2906 .....

Delivery Date 27/6/06 Delivery Time 14:30

Weighbridge Operator

Office Use Only  
Entered on Logsals

White-VP Pink-Customer Green-Harvesting Contractor Blue-Haulage Contractor Yellow-Book

Serial No. 063001

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## 8.0 ATTACHMENT FOUR: LOG DISPATCH RECORD

**VICFORESTS - LOAD DESPATCH RECORD 216241**

Return Date: ...../...../..... Team Leader Signature: .....  Product: RLHQ Coupe: 779-51-0011 Licence No. B000894 Job: L6217H - RLHQ WONG TK11 MIDWAY BDAL Delivery: Midway Bairnsdale LDR No. 216241 Issued from: Bairnsdale Job: L6217H - RLHQ WONG TK11 MIDWAY BDAL Delivery: Midway Bairnsdale, Licence No. B000894	216241 Truck: Q1H 827 Date: 28.11.10 Time: ..... Signature: P.S.TOR	LDR Information requirements  Contract/Licence/Agreement number  Destination  Product Code  Coupe Number  Job number - unique identifier
	216242 Truck: PGG 444 Date: 2.11.10 Time: AM Signature: NOD	
	216243 Truck: TDP 198 Date: 2.11.10 Time: AM Signature: C.P.A.L.	
	216244 Truck: TDP 198 Date: 2.11.10 Time: AM Signature: C.P.A.L.	
	216245 Truck: Q1H 827 Date: 2.11.10 Time: AM Signature: P.S.TOR	
	216246 Truck: Q1H 827 Date: 2.11.10 Time: PM Signature: P.S.TOR	
	216247 Truck: Q1H 827 Date: 2.11.10 Time: AM Signature: P.S.TOR	
	216248 Truck: Q1H 827 Date: 4.11.10 Time: AM Signature: P.S.TOR	
	216249 Truck: Q1H 827 Date: 3.11.10 Time: AM Signature: P.S.TOR	
	216250 Truck: ..... Date: ...../...../..... Time: ..... Signature: .....	

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