

VicForests Instructions

10 August 2007

Code of Procedure for Pulplog Buyers

Version 0.4



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1.0 DOCUMENT INFORMATION

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1.1. Revision History

Version	Revision Date	Author(s)	Revision Notes
0.3	27 June 2006	Matt Crapp	Update
0.4	27 July 2007	Mick Theobald	SCMS Update

1.2. Reviewers

Reviewer	Position
Cheryll Thelan	Chief Finance Officer
Phil Smith	Business Systems Analyst
Bruce McTavish	Forest Operations Manager
Shaun Lawlor	Forest Operations Manager
Mick Theobald	Sales and Marketing Officer
Jen Houghton	Sales and Marketing Officer
Dan Raymond	Log Grading Manager
Keith Maplestone	Contract Administrator

1.3. Approval

Approver	Position	Date
Matt Crapp	Director, Sales	
Signature:		

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2.0 PREAMBLE

This document details the procedures for the delivery, receipt and accounting for all pulplog Timber sold by VicForests.

This code should be read in conjunction with the Utilisation Procedures, Hardwood Log Grading Procedures, and agreed residual log specifications.

3.0 RESIDUAL LOG DOCKET MANAGEMENT

Pulplog deliveries will be accounted for in the majority of instances by E-dockets issued by VicForests or in a form approved by VicForests. Where Buyer E-dockets readers are temporarily inoperable the substitute accountable document is a Wood Cartage and Weighbridge Docket - both are described below.

Issue of E-dockets	VicForests will supply E-docket sheets to Contractors. Contractors (or their agents) must sign to register acceptance of E-dockets. Unused E-dockets must be kept secure. Unused E-dockets must remain at coupe landings.
Creation of Job Numbers	VicForests will request Buyers (via facsimile or e-mail) to supply a unique identifying job number. Job number uniqueness is described by licence/contract/Agreement number, Timber type, coupe name, and number. Buyers are to supply a unique identifying job number for each pulplog product type from each coupe within 24 hours of request.
Management of E-docket books	Each E-docket will have its corresponding unique identifier number listed adjacent to the E-docket in the E-docket book.
Use of E-dockets	E-dockets must be used in sequence. E-docket mandatory information requirements must be completed prior to removing the E-docket. Information fields required are: <ul style="list-style-type: none"> • Truck Rego • Date • Time • Driver signature
Mistakes	E-dockets with unidentifiable patterns are to be returned to VicForests for replacement.
Damaged E-dockets	E-dockets which are damaged must: <ul style="list-style-type: none"> • Be marked "CANCELLED" • Be marked with the number of the replacement E-docket. • Secured and returned with the E-docket book
Return of	E-docket books must be returned within 7 days of book or coupe

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Completed E-docket books	completion.
Return of E-dockets	There is no requirement to return used E-dockets to VicForests.
Electronic Data File Capture and Delivery	The purchase and maintenance of E-docket reader hardware and software is the responsibility of the Buyer. 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.

4.0 E-DOCKET MANAGEMENT

In some areas log tags may be used to number individual logs. Where this is the case log tags will be issued by VicForests or in a form approved by VicForests.

Issue of Log Tags	VicForests will supply tags VicForests (or their agents) will register the sequence of tags to be used prior to their distribution to harvesting operations. Unused log tags must be kept secure.
Use of Log Tags	Log Tags must be used in sequence.
Damaged Log Tags	Log Tags which are damaged must be returned to a Supervising Centre.

5.0 PULPLOG WEIGHT SALES

5.1. PULPLOG – E-docket book and E-docket

The Delivered Charge for pulplogs sold by weight and E-docket will be accounted for in the following manner.

Issue	Requirement
Unit of Measurement	Tonnes = Green Metric Tonnes (GMT)
Rounding	To the nearest 10 kg (0.01 GMT)
Measurement	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.
Log Marking	Each log must have the following items recorded on it prior to departure from the landing: <ul style="list-style-type: none"> • Log Grader Hammer Number
Pulplog E-	Each Timber Type, assigned licence/contract/Agreement, and

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<p>docket Assignment Prior to Departure</p>	<p>customer/destination must have a separate E-docket. i.e. two or more Timber Types, licence/contract/Agreement, customer/destinations on a load will have more than one E-docket</p> <p>An E-docket must be assigned to the load prior to departure from the log landing (see example in Attachment Three).</p> <p>Each E-docket will have the following readable classifications within the pattern.</p> <p>Each barcode contains:</p> <ul style="list-style-type: none"> ➤ Job Number ➤ Check Load assignment ➤ Serial Number <p>Each Barcode will have visible identification in the form of:</p> <ul style="list-style-type: none"> ➤ Product ➤ Truck registration ➤ Gross Weight ➤ Date and Time
<p>E-docket Recording at Destination</p>	<p>Each Load Tag must have the following minimum data items recorded against it at the Buyers destination:</p> <ul style="list-style-type: none"> • Gross Weight • Tare Weight • Nett Weight • Date • Time • Cartage Contractor • Truck Registration • RFID number • Check Load assignment • Weighbridge sequence number
<p>Calculation of Timber Sale Quantity</p>	<p>The Net GMT of each load will be calculated using the formula:</p> <p>Net GMT= Gross Truck Weight – Tare Truck Weight</p>
<p>Calculation of Delivered Charge</p>	<p>The delivered prices of each load will be calculated using the formula:</p> <p>DP = Nett GMT x P</p> <p>Where:</p> <p>Nett GMT= Nett Green Metric Tonnes, P = Delivered Price, Inclusive of Timber Charges and Delivery Costs (\$/m³ Ex GST)</p>

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5.2. PULPLOG - Wood Cartage and Weighbridge Docket (WCWD)

The Delivered Charge for pulplogs sold by weight and WCWD will be accounted for in the following manner:

Issue	Requirement
Unit of Measurement	Tonnes = Green Metric Tonnes (GMT)
Rounding	To the nearest 10 kg (0.01 GMT)
Measurement	<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>
Pulplog Log Marking	<p>Each log must have the following items recorded on it prior to departure from the landing:</p> <ul style="list-style-type: none"> • Log grader hammer number
Pulplog WCWD Assignment Prior to Departure	<p>Each 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 Four).</p> <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"> • Date and Time of Loading • Job Number • Job Type (To Mill/To Dump/From Dump) • Supervising Centre • Coupe Name • Coupe Number/Address • Buyer Name • Buyer Destination • Product (Species/Grade) • Logging Contractor • Log Grader Number • Cartage Contractor • Truck Rego • Driver Signature • Truck Tare
WCWD Recording at Destination	<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>

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	<p>Each Load;</p> <ul style="list-style-type: none"> • Gross Weight • Tare Weight • Nett Weight • Date • Time • Weighbridge Operator Signature • RFID number • Check load assignment
Calculation of Timber Sale Quantity	<p>The Nett GMT of each load will be calculated using the formula:</p> <p>Net GMT= Gross Truck Weight – Tare Truck Weight</p>
Calculation of Delivered Charge	<p>The delivered prices of each load will be calculated using the formula:</p> <p>DP = Net GMT x C x P</p> <p>Where:</p> <p>Net GMT= Net Green Metric Tonnes, C = Conversion Factor, P= Delivered Price, Inclusive of Timber Charges and Delivery Costs (\$/m³ Ex GST)</p>

6.0 PULPWOOD LOG VOLUME SALES

With the prior written approval of VicForests pullogs may be sold by measurement. 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.

6.1. Pulpwood Log - Measurement

The Timber Charges for residual logs sold by 100% measure will be accounted for in the following manner.

Issue	Requirement
Unit of Measurement	<p>Length = metres. With one (1) decimal point ie 5.5m.</p> <p>Diameter = centimetres. With no decimals ie 56cm</p>
Rounding	<p>Length = down to the nearest 10 centimeters.</p> <p>Diameter = down to the nearest 1 centimetre.</p>
Measurement	<p>Length = shortest straight length from log large end to log small end.</p> <p>Diameter = centre diameter under bark.</p>
Log Marking	<p>VicForests must ensure that each log must have the following items recorded on it prior to departure from the landing:</p> <ul style="list-style-type: none"> • Log Number (one if it is multi graded) • Master Product Code. A Master Product consists of two digit Species Code ie AS (Ash Species) plus the applicable Sawlog Grade Code ie H. Master Product code is ASH for the above

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	<p>example.</p> <ul style="list-style-type: none"> • Species code see Attachment One • Grade Code, see Attachment Two • Length • Diameter
<p>Log Docket Recording Prior to Delivery</p>	<p>VicForests must ensure that each load and customer/destination must have a separate docket. ie 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 CLEARLY IN NUMERALS AND CAPITAL LETTERS on it prior to delivery (see example in Attachment Three):</p> <p>Each Log;</p> <ul style="list-style-type: none"> • Number (one if it is multi graded) • Master Product/Code - see explanation in Log Marking • Length • Diameter <p>Each Load;</p> <ul style="list-style-type: none"> • Dispatch Date and Dispatch Time • Operations Area • Forest Op ID • Coupe Name • Coupe Number • Harvesting Contractor • Log Grader No. • Buyer • Onsell to(if required) • Delivery Destination • Destination Number <p>H&H Chain of Custody requirements</p> <ul style="list-style-type: none"> • Haul Contractor • Truck ID • Load Weight (Truck Scales) • Load weighed by: • Load Measured by • Load loaded by • Load transported by • Harvest Rep Signature – Print Name • Haul rep/Driver Signature – Print Name <p>Destination Chain of Custody Requirement</p> <p>Delivery Date Delivery Time Load unload by – customer/haulage/customer/haulage</p> <p>Docket Number</p>
<p>Calculation of Sale Quantity</p>	<p>The cubic metre volume of each log will be calculated using the formula:</p>

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	<p>$V = (D^2 \times L) \times \pi / 40000$</p> <p>Where: V= volume (m³), D= diameter, L= length rounded down to the nearest 0.3 metre increment, $\pi/40000 = 0.0000785398$</p>
Calculation of Delivered Prices	<p>The delivered prices of each log will be calculated using the formula:</p> <p>$DP = V \times P$</p> <p>Where: P= Delivered Price, Inclusive of Timber Charges and Delivery Costs (\$/m³ Ex GST), V = Volume</p>

7 OFF SPECIFICATION TIMBER

The Buyer may notify VicForests within 15 days of the date of delivery of logs to a Delivery Site of logs that the Buyer believes are Off Specification, this includes notification where log docket are not fully completed. Such notification by the Buyer is referred to as the Buyer's Notification.

Buyers Notification	The Buyer's Off Specification Notification form is shown in ATTACHMENT 5. The Buyer must fully complete all relevant sections of the form, and the form must be lodged with the nominated Quality for each Buyer.
Log Storage	A Log to which the Buyer's Notification relates, must be stored and cared for in a manner consistent with standard industry practices for a log of that type. The log must be stored and cared for, and until a VicForests' inspection is carried out and an Election to Reject, an Election to Retain, or a Notice of Removal is issued. Failure to store and care for logs in such a manner may result in the logs being unable to be regraded, and will be automatically deemed part of the Annual Timber Intake.
Inspections & Regrading	<p>VicForests shall inspect and regrade the logs to which the Buyer's Notification relates within 15 days of its receipt of the Buyer's Notification. The logs shall be removed by the Buyer from any storage stack and laid out so that the entire log may be viewed in a safe fashion.</p> <p>VicForests assessment will be documented on a Log Feedback Docket, a copy of which will be provided to the Buyer, see ATTACHMENT 6.</p>
Election to Reject	Should a Buyer elect to reject any agreed Off Specification log, VicForests, at its own cost, must ensure that the log is removed from the Delivery Site as soon as practicable after the Buyer reloads.
Notice of Removal from VicForests	Should VicForests give written notice to the Buyer electing to remove the Off Specification logs from the delivery site to which it was delivered, VicForests shall do so within 10 days of such notice. The Buyer may invoice VicForests for the cost of reloading in accordance with the Reloading Charge.

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7.0 ATTACHMENT ONE: SPECIES CODES

Species Group	Species Code	Genus	Species	Common Name
AC	AC	Acacia	- not specified -	Acacia species
AC	BW	Acacia	melanoxylon	Blackwood
AC	SW	Acacia	dealbata	Siver Wattle
AS	AA	Eucalyptus	delegatensis	Alpine Ash
AS	AS	Eucalyptus	All ash	Mixed ash species
AS	MA	Eucalyptus	regnans	Mountain Ash
AS	SG	Eucalyptus	nitens	Shining Gum
MS	BG	Eucalyptus	- not specified -	Mixed Blue Gum Species
MS	BG	Eucalyptus	bicostata	Eurabbie
MS	BG	Eucalyptus	pseudoglobulus	Victorian Eurabbie
MS	BG	Eucalyptus	maidenii	Maidens Gum
MS	BG	Eucalyptus	globulus	Southern Blue Gum
MS	BS	Eucalyptus	baxteri	Brown Stringybark
MS	BX	Eucalyptus	- not specified -	Box Species
MS	CB	Eucalyptus	rubida	Candlebark
MS	CT	Eucalyptus	fastigata	Cut-tail
MS	CY	Eucalyptus	cypellocarpa	Mountain Grey Gum
MS	DA	Eucalyptus	dalrympleana	Mountain Gum
MS	DE	Eucalyptus	denticulata	Errinundra Shining Gum
MS	GG	Eucalyptus	bosistoana	Gippsland Grey Box
MS	IB	Eucalyptus	tricarpa	Red Ironbark
MS	MM	Eucalyptus	obliqua	Messmate
MS	MS	Eucalyptus	Mixed	Non-ash mixed species
MS	OS	Eucalyptus	- not specified -	Non-ash mixed species
MS	PM	Eucalyptus	- not specified -	Peppermint
MS	PM	Eucalyptus	dives	Broad-leaved Peppermint
MS	PM	Eucalyptus	croajingolensis	
MS	PM	Eucalyptus	radiata/robertsonii	Narrow-leaved Peppermint
MS	PM	Eucalyptus	nitida	Shining Peppermint
MS	PM	Eucalyptus	willisii	
MS	RB	Eucalyptus	polyanthemos	Red Box
MS	RP	Eucalyptus	elata	River Peppermint
MS	RS	Eucalyptus	macrorhyncha	Red Stringybark
MS	SM	Eucalyptus	botryoides	Southern Mahogany
MS	ST	Eucalyptus	sieberi	Silvertop
MS	VM	Eucalyptus	viminalis	Manna Gum
MS	WS	Eucalyptus	globoidea	White Stringybark
MS	YK	Eucalyptus	consideniana	Yertchuk
MS	YS	Eucalyptus	muelleriana	Yellow Stringybark
SP	BO	Elaeocarpus	holpetalus	Black Olive Berry
SP	CU	Exocarpus	cupressiformis	Cherry Ballart
SP	SA	Atherosperma	moschatum	Sassafrass
SP	SP	Minor	- not specified -	Any Genus not specified
SP	BD	Corymbria	gummifera	Red Bloodwood

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8.0 ATTACHMENT TWO: PRODUCT CODES

Code	Log Product
ASH	Mountain Ash pulplog
	Alpine Ash pulplog
	Shining Gum pulplog (<i>E. nitens</i>)
ACH	Acacia Pulplog
MSH	Mixed Species high quality pulplog
MSM	Mixed Species medium quality pulplog
MSL	Mixed Species low quality pulplog

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9.0 ATTACHMENT THREE: - E - DOCKET

902096 Truck:
Gross Weight:
Date:/...../..... Time:
Loader Operator Name: (print clearly)
.....
Signature
Driver Name: (print clearly)
.....
Signature



0 0 1 4 0 1 9 0 2 0 9 6 1

Product: MSH
Truck:
Gross Weight:
Date:/...../..... Time:

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10.0 ATTACHMENT FOUR - 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 [Signature]
 Coupe Name NEW WAY Print Name MAX SMITH
 Coupe Number 3691257010 Haulage Contractor Name JONES JINKERS
 Forest Op ID 109911 Truck Rego 96E95H
 Buyer HALLMARK OAKS Driver Signature [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 [Signature]

Office Use Only
Entered on Logsales

White-IF Fore-Customer Green-Harvesting Contractor Blue-Haulage Contractor Yellow-Book

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ATTACHMENT FIVE – BUYERS NOTIFICATION

Attention: _____



VicForests Use Only.
 Date Notification Received: ____/____/____
 Name of Recipient: _____

OFF SPECIFICATION NOTIFICATION

From:

Company	
Site Address	
Contact	

Load Details:

Coupe Number	____ _ / ____ _ / ____ _
Forest Operation No.	
Contractor	
Grader Number	
Docket Number	
Date Load Received	____/____/____
Date of Notification	____/____/____

Disputed Log Details

If Whole Load Tick Box

	Log Number	Delivered Grade [List]	Requires Regrade [✓]	Unacceptable Presentation [✓]	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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ATTACHMENT SIX – BUYERS NOTIFICATION

No. 100001



LOG FEEDBACK DOCKET

Customer Name : _____ Date:/...../..... Delivery Docket No.						Distribution: White – Original VicForests, Pink – Customer, Yellow – Book Copy Green – Harvest Contractor, Blue – Haulage Contractor						
Log Location: _____ VF District: _____						NOTICE OF REMOVAL (VicForests use only) Redirection of log(s) New Customer : Authorisation : New docket No. : VF Officer : Name : Signature						
Contractor : _____ Coupe No / Forest Op No: _____												
Date of receipt of Off Specification Notification: _____ Original Grader No: _____												
Reason for Off Specification:		1 Measurement; 2 Mechanical Damage; 3 Sloping Grain; 4 Pipe; 5 Stain; 6 Sweep; 7 Scar; 8 Log Preparation; 9 Shatter or Splitting; 10 Shake; 11 Gum Pocket; 12 Loose Gum Vein; 13 Tight Gum Vein <3mm; 14 Tight Gum Vein >3mm; 15 Stem Defect; 16 Drying; 17 Log Upgrade; 18 Species ID; 19 Cull length; 20 Log No; 21 Coupe No / Forest Op No;										
Original Log Information						Final adjustment on Log						
Log No.	Grade	Species	Length (m)	Diameter (cm)	Volume (m ³)	Reason for Off Specification <small>(insert no from above / comments)</small>	Grade	Length (m)	Diameter (cm)	Volume (m ³)	Retain	Reject
Disputed Section to be completed by Arbitrator :- (only requires completion if Independent Arbitrator required) Arbitrator's Name : _____ Grader No. _____ Signature : _____ Date : ____ / ____ / ____						Authorisation of Adjustments: - (2 signatures required) For and on behalf of VicForests: _____ Grader No. _____ Customer: _____ Date: ____ / ____ / ____ <i>Invoice completed:</i> ____ / ____ / ____						

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