Division of Forests Procedure	
Title: Timber Sale Inspections	**Date:** June 16, 2021

PURPOSE: Timber sale inspections are a key step in the internal control system to assure that the contractor is working toward or meeting the silvicultural goals of the harvest and the Agency of Natural Resources standards for timber sale and contract administration. Inspections are an evaluation process to identify areas out of compliance and corrective action noted for action, and to acknowledge good work. Once this information is available through the inspection process, it is the responsibility of Purchaser to act and correct deficiencies.

SUPPORTING DOCUMENTS:

- **Timber Sale Inspection Report (Report):** Serves to document the inspections, identify any areas that need corrective actions, and as a communication tool with the Purchaser and subcontractor on their overall work and progress. The Report comes in two forms - Single Visit or Multiple Visit – either form can be used based on District preference. If corrective actions are likely, the Single Visit form is preferrable.

GENERAL PROCEDURE

- Inspections are to be completed by the Forester in Charge (FIC).
- On site communication is critical to a smooth harvesting operation. Many issues can be addressed on site with verbal communication. If the harvesting crew is not the Purchaser, then communicate information to the Purchaser via a phone call followed by an inspection form.
- The Report should be filled out at each visit to document the contractor's performance.
    - Typically, moderately paced jobs are inspected weekly, and fast paced jobs twice a week. More frequent visits maybe be needed at the start up and if issues that need to be monitored.
- Inspection findings:
    - <u>No Corrective Action:</u>
        - If there are no corrective actions needed, check the ***'Inspection Satisfactory'*** box on the Multiple Visit form, and add comments to highlight their overall work. Positive feedback is also important.
        - The Report(s) should be sent at least monthly to the Purchaser.
    - <u>Corrective Action(s) Needed:</u>
        - If there are corrective action(s) needed, check the box(es) on the Multiple Visit form of the areas of concern and provide remarks.
        - If there are more than one area needing corrective action, you can use multiple lines on the Multiple Visit Report.
        - After the inspection visit, call the Purchaser/Sub-contractor to let them know corrective action is needed and send them the report via mail, email, or text.
- File the Reports in land manager.