

**PESAMA TIMBER CORPORATION SDN BHD
(PESAMA)**

**STANDARD OPERATING PROCEDURE (S.O.P.)
ON FSC CHAIN OF CUSTODY FROM FOREST GATE TO
CHECKING STATION**

September 2012
Kemaman, Terengganu

Polim
Version

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Introduction

This S.O.P describes the process that takes place from the moment the marked trees are felled and bucked into logs, their subsequent transport through to their passage at the nearby Cheneh Forest Checking Station.

Tree Felling and Log-making

Felling of trees in the licensed Felling Block (FB), takes along the following steps:

- **Directional Felling:** This is conducted by the tree feller who cuts the tree in such a way as to cause it fall into a prescribed direction as indicated by an arrow painted on the base of the tree. This is part of the standard "reduced-impact logging" (RIL) procedure adopted under the Malaysian Selective management System (SMS). Under the circumstance, care is taken so as only sound trees are cut and minimal damage is inflicted onto the residual stand.
- **Lopping-off of crown and buttress and sizing.**
Upon felling, the crown and branch parts and excess buttress are removed so as to facilitate the skidding of the felled timber to the nearby "mataui". The total length of the felled timber and its average diameter are noted, and the tree tags which was hitherto nailed on the buttress are now removed and nailed instead on the felled timber. However the tag that identifies the felled tree is still left on the stump.
- **Skidding of timber to Log Landing**
Skidding of the felled timber is done by a bulldozer/skidder along the skid trail (Lorong Penarik) to the nearest mataui within the Felling Block

Log Landing (Forest Mataui)

The following activities take place at the Mataui:

- The skidded timber is bucked into logs of 5 – 6 metres depending on the species and customer's dictates.
- The logs are then measured for lengths and average diameter (over bark) at the smaller end, and given their individual tags which were earlier removed from the felled timber at the felling site.
- Log-Loader loads logs onto santaiwong
- Santaiwong transports logs out to Pesama's Main Mataui for further sorting out.

Pesama Matau

The activities that take place at Pesama's Main Matau consist of recording and processing of the logs before being transported out of the forest over the long-distance journey to the sawmill at Jakar Industrial Estate in Kemaman.

- Receipt and Grading of Logs
 - A Flat rate deduction of 5% on the volume of the logs received at this Matau is imposed based on the "Contractor's Tonnage"
 - The Matau Clerk grades the logs based on the "Sawmill Tonnage". The Matau Clerk subsequently enters the graded logs into his logbook
 - Matau Clerk causes to be painted the measured logs in order to mark the quality & identity of Pesama logs
- Matau Clerk acknowledges receipt of the logs and accordingly register them by filling the *Receiving Note* in 4 copies:
 - 2 copies to be sent to Pesama office,
 - 1 copy to be retained by the Contractor,
 - 1 copy to be attached to Matau Clerk's book.
- Matau Clerk causes the de-barking of all Meranti logs
- Logs are then stacked according to species.

Transportation/ Haulage of Logs

- Matau clerk to issue *Delivery Note/ Nota Edaran* in 6 copies before a lorry is allowed to leave the Matau area with the timber load. The Delivery Notes are to be distributed as follows:
 - 4 copies for the lorry driver who will distribute it as follows:
 - ✓ 1 copy for the sawmill
 - ✓ 1 copy for the transportation company for them to submit claim for transportation charges/ fees
 - ✓ 1 copy to be submitted to the Cherul Forest Checking Station in order for them to issue Removal Pass
 - ✓ 1 copy for Forest Stewardship Council (FSC)'s stamping at KPKKT's office which will then return it to Pesama sawmill.
 - 1 copy to be returned to KPKKT office
 - 1 copy to remain in the Matau Clerk's logbook
- Delivery Note (Nota Hantaran/ Nota Edaran) must record every piece of log and their final destination as well as buyer's ID and the timber lorry's plate number.
- The Lorry with its log load must pass the Cheneh Forest Checking Station for assessment of royalty.
- Checking Station to issue "*Pas bagi Memindahkan Hasil Hutan*" (Removal pass)
 - The Removal pass is only valid for one day, i.e., within 24 hours of issuance

- Upon arrival at Pesama's Logyard at the sawmill in Kemaman, the *Nota Edaran* will be stamped by the officer in charge of the logyard, and the Removal Pass will be cancelled.

Capacity Building and OSH Measures

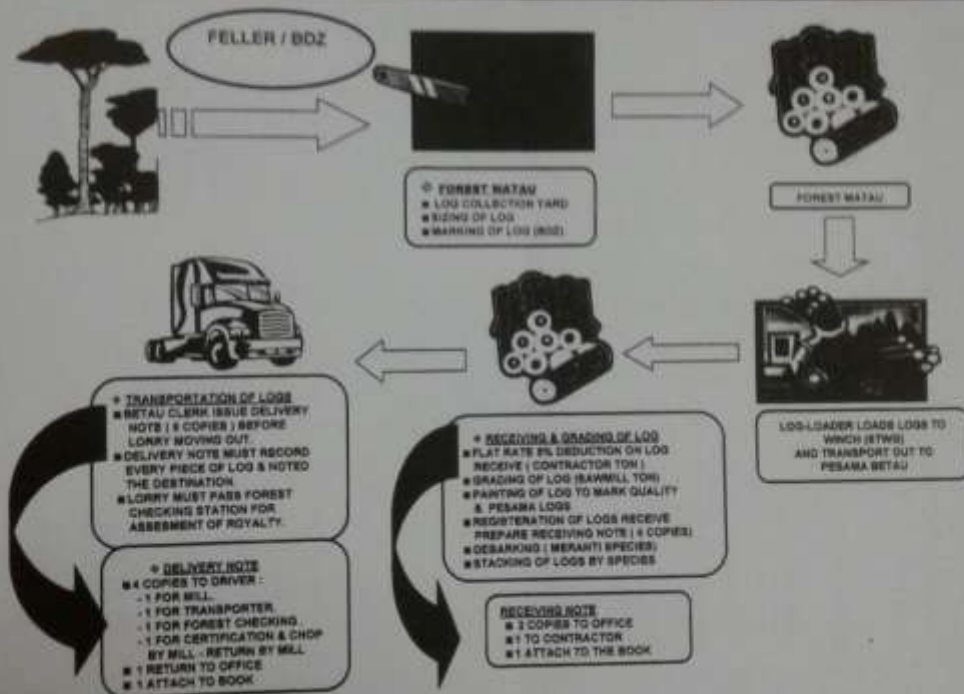
Training and capacity building in the following areas are obviously needed, directed at both the staffs of Pesama as well as those of the contractors:

- Timber and wood identification
- Record keeping
- FSC Principles and Criteria
- Matau area management, hygiene and control, including rubbish disposal, control of erosion, solid waste management (machine parts, oil drums, waste timbers and off-cuts, timber bark) and oil spill, food waste, human waste, etc.
- Soil erosion and gully erosion can be minimized by instituting the appropriate measures to control water from collecting in the Matau area
- Occupational safety and health (OSH): Dangers and occupational hazards may stem from the uncontrolled movement of machines, workshop and handling of dangerous goods such as logs and oil drums, pollution from noise, smoke and dust, etc.
- Appropriate signs are to be installed in strategic locations to facilitate work processes and enhance safety.
- Matau area rehabilitation by way of re-planting with ground cover crops and fast growing tree species will be needed, in order to check soil erosion and to improve the general view of the area. Appropriate training in this area is in order.
- Appropriate storage and differentiation of chemicals and goods will be accordingly observed.

Record Keeping

- Standard protocols as regards Records **(1)** Creation (e.g. forms, reports, drawings, copies and correspondence), **(2)** Distribution (incl. internal and external), **(3)** Use (response, reference and decision-making), **(4)** Maintenance (incl. storage and safe-keeping, retrieval, to distinguish between active from inactive records, chain-of-custody and certification matters), and **(5)** Disposition (destruction, discard, archival), etc will be strictly observed at all levels and points of transit both at Pesama and KPKKT. Appropriate training for the relevant staff will be given.
- The Quality Records Manager, on behalf of Pesama, will arrange for records education and training, e.g. (where relevant and appropriate) in **(1)** Design records, **(2)** Process records, **(3)** Calibration records, **(4)** Final Inspection records, **(5)** Shipping and transportation records, **(6)** Receipt inspection records, **(7)** Testing and grading records, **(8)** Audit records, **(9)** Training records, **(10)** Purchasing records, etc.

~CHAIN OF CUSTODY ~ COC AT CFC



Annex 1: Simplified C-O-C Flow Diagram

Annexures:

Source: *Loge of Nova Scotia*, housed by the Canadian Parliament Library
 Ottawa, Saskatchewan, Jan. 1879-80

Annex 3: Copy of Borang 8 - Pas Bagi Memindah Hutan (Removal Pass)

KERAJAAN NEGERI Terengganu

AKTA PERHUTANAN NEGARA 1984 "Pas Pemindah Hutan" 06516

24 JAN 2012 **CKTA 105711**

BORANG 8

PAS BAGI MEMINDAHKAN HASIL HUTAN

Seksyen 70 (2)

No. Pas Pemindahan: 790107-11.6/15

Pas ini membenarkan Enrek/Syarikat: BEWONG Sdn Bhd

No. K.P.P.N: 3008/11 CA yang beralamat di: 302 Off-shore

memindah melalui Balai Pemeriksa Jabatan Hutan di: 302 Off-shore

hasil hutan yang diperibadikan di bawah ini yang telah diambil di bawah Lesen/Lesen Kecil/Permit Penggunaan No: 61007 Sdn Bhd dan dipunyai oleh: ISMAIL IBRAHIM

CANCELLED

Jenis Hasil	Bilangan atau Kuantiti	Panjang (Meter)	Garisputat Min. (sentimeter)	Meter Padu		Isipadu Bersih	Kadar Royalti	Royalti
				Isipadu	Pemangan Bagi Rongga dll.			
				Garisputat Min.	Isipadu			
1201 CGL CD	21486.5	6.8	38	0.77		0.77	1800	13.86
0103 WTMH	23787	6.2	56	1.53				
	23777	6.2	63	1.93		3.46	1500	51.90
0801 CR	24062	5.6	63	1.75				
1101 BL	24056	5.6	58	1.48				
	24053	6.8	53	1.50				
0401 DH	23786	5.6	109	5.23				
0501 KA	23530	6.8	53	1.50				
	23530	6.8	63	2.12		11.67	1200	140.04
1401 ML	24038	6.8	77	3.17		3.17	1000	31.70
Jumlah	10	BT						237.50
SES				RM	10.00	x	19.07	190.70
Jumlah Besar								428.20

No. Pendaftaran Alat Pengangkutan: WA 1516

Destinasi: 335 Persus

Had Muatan: 30.000

Waktu: 1400

Tarikh: 15-7-2012

No. Tikat Basi Hasil: 317

PHTREKMAJAH BINTAN BERKUASA
K/P: 540622-11-5011
Balai Pemerikasaan Hutan
322 Cheneh, 24000 Kemaman
JH HASIL TR 217

* Pusing yang tidak berkenaan
Pas ini hendaklah digunakan oleh pemohon kepada orang yang bertanggungjawab.

Annex 4: Photos.

Photo 1: Cheneh Forestry Checking Station



Photo 2: Timber Truck

Photo 3: FSC Auditing by SCS Officials in progress.

