

# **VicForests Instruction**

## **Code of Procedure for Firewood Buyers**

**Version 1.1  
February 2017**



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## Document Information

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New Version	Revision Date	Author(s)	Old Version 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
1.0	08/10/2012	Thomas Hill	Update to new business system including electronic data capture and log accounting. Removal of reference to durable species codes.
1.1	28/02/2017	L Woodman	Update

### Reviewers

Reviewer	Position	Date
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### Approval

Approver	Position / Resolution	Date
Anne Geary	General Manager Commercial Resources	28/02/2017
Signature:		

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## 1. Purpose

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

This code should be read in conjunction with the Utilisation Procedures and the Code of Procedure for Log Buyers - Log Specifications.

## 2. Background

VicForests makes timber products available to firewood log Buyers from harvesting operations from across eastern Victoria. This procedure outlines and defines the applicable procedures that VicForests implements in the delivery, receipt and accounting for all logs sold to log Buyers.

VicForests will review this procedure regularly in consultation with firewood log Buyers to ensure that amendments take into consideration firewood log Buyers procedural requirements.

## 3. Scope

This procedure is applicable to the delivery, receipt and accounting for all firewood logs sold by VicForests.

## 4. References

VicForests Instruction – Code of Procedure for Log Buyers – Log Specifications  
Utilisation Procedures

## 5. Definition

GMT	Green Metric Tonne
UV	Ultraviolet

## 6. Firewood Grade Log Specifications

Firewood may be specified as green or dry sales.

The specification for firewood timber is provided within the Table 1.

Parameter	Specification
Minimum small end diameter under bark	10 cm
Maximum large end diameter under bark	Logs over 80 cm must be split
Minimum number of defective quarters	4
Pipe defect	A minimum depth of 10 cm of solid wood, measured from the pipe to the outside of the log
Minimum log length	2.7 m
Maximum log length	13 m or less
Loose gum veins, pockets or shakes	Unlimited
Tight gum veins greater than 3 mm	Unlimited
Tight gum veins less than 3 mm	Unlimited
Stain	Unlimited
Sloping grain	1 : 8
Sweep	No pronounced bends or sharp sweep
Species	As per table in Attachment 1

## 7. Minimum Buyer Requirements

Buyers must meet the minimum requirements described in this section and the Terms and Conditions of any auction or sales event 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.

## 7.1. Loading and Unloading Requirements

In relation to Delivery and Unloading it is required that:

- 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.

## 8. Firewood Log 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.

### 8.1. Log Docket Management

#### 8.1.1. Primary System - Weighbridge

<b>Type of Docket</b>	<ul style="list-style-type: none"> <li>• Electronic Docket (<i>Re. Attachment 3</i>).</li> </ul>
<b>Receipt</b>	<ul style="list-style-type: none"> <li>• The electronic docket is scanned at the weighbridge.</li> <li>• The electronic docket number incorporates the job number and docket.</li> <li>• The truck driver retains the docket.</li> </ul>
<b>Buyer Copy</b>	<ul style="list-style-type: none"> <li>• Where required by a sales contract a second copy of the electronic docket will be printed and provided to the Buyer.</li> </ul>
<b>Return of Log Dockets</b>	<ul style="list-style-type: none"> <li>• Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log dockets to VicForests or its contractors.</li> </ul>

### 8.1.2. Primary System – No weighbridge

<b>Type of Docket</b>	<ul style="list-style-type: none"> <li>Electronic docket (<i>Re. Attachment 3</i>).</li> </ul>
<b>Receipt</b>	<ul style="list-style-type: none"> <li>Buyers are required to sign at the bottom of the electronic docket print out.</li> <li>The electronic docket number incorporates the job number and docket.</li> <li>The haulage Contractor retains this copy.</li> </ul>
<b>Buyer Copy</b>	<ul style="list-style-type: none"> <li>VicForests will provide a copy of the electronic print out to the Buyer.</li> </ul>
<b>Return of Log Dockets</b>	<ul style="list-style-type: none"> <li>Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log docket to VicForests or its contractors.</li> </ul>

### 8.1.3. Secondary System - Weighbridge

<b>Type of Docket</b>	<ul style="list-style-type: none"> <li>Pre-printed barcode (E-Docket) (<i>Re. Attachment 5</i>).</li> </ul>
<b>Receipt</b>	<ul style="list-style-type: none"> <li>The docket is scanned at the weighbridge.</li> <li>The docket number incorporates the job number and docket.</li> </ul>
<b>Buyer Copy</b>	<ul style="list-style-type: none"> <li>Copy is provided to the Buyer.</li> <li>Details are captured electronically at the weighbridge.</li> </ul>
<b>Return of Log Dockets</b>	<ul style="list-style-type: none"> <li>Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log docket to VicForests or its contractors.</li> </ul>

### 8.1.4. Secondary System – No Weighbridge

<b>Type of Docket</b>	<ul style="list-style-type: none"> <li>Carbonised paper log docket issued by VicForests (<i>Re. Attachment 4</i>).</li> </ul>
<b>Receipt</b>	<ul style="list-style-type: none"> <li>Buyers are required to sign to acknowledge receipt of delivery by signing at the designated place on the log docket.</li> <li>In the event that the Buyer is unable to acknowledge receipt at the time of delivery the following will occur: <ul style="list-style-type: none"> <li>Truck driver will complete date and time delivered and writes “<b>Unattended</b>” in the customer signature space.</li> <li>Truck driver to leave customer copy in a secure location.</li> </ul> </li> </ul>
<b>Buyer Copy</b>	<ul style="list-style-type: none"> <li>VicForests will provide a Pink copy of each log docket delivered to the delivery site of the Buyer.</li> </ul>
<b>Return of Log Dockets</b>	<ul style="list-style-type: none"> <li>Unless otherwise agreed, the Buyer is not responsible for the return of any other copies of log docket to VicForests or its contractors.</li> </ul>

## 8.2. Use of Truck Scales

Issue	Requirement
<b>Establishing Truck Tare Weight</b>	<p>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 (i.e. all bolsters, spare tyres and chains) and with a full tank of fuel.</p> <p>This must be undertaken at least every three months in the presence of an authorised VicForests Officer.</p>
<b>Establishing Truck Gross Weight</b>	<p>The gross weight must be measured while the truck is stationary after loading at the next available level and firm site.</p> <p>Unless negotiated with a VicForests Officer the site for gross weight measurement must be no further than 1 km from the landing.</p>
<b>Checking Gross Weight</b>	<p>On arrival at the Buyer/destination the driver must ask the Buyer representative to verify the gross weight.</p> <p>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.</p>
<b>Auditing Gross Weight</b>	<p>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.</p> <p>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 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>

### 8.3. Firewood Log Accounting

The Delivered Charge for pulplog sold will be accounted for in the following manners.

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>	<p>Certified and calibrated weighbridge 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.</p> <p>No change to a truck that may influence its weight is permitted between gross and tare weights being recorded.</p>
<b>Log Docket Recording Prior to Delivery</b>	<p>VicForests must ensure that each load and Buyer/destination must have a separate docket (i.e. two or more Buyer/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 (<i>Re. Attachment 4</i>):</p> <p><b>Each Load;</b></p> <ul style="list-style-type: none"> <li>• Date and Time of Despatch</li> <li>• Job Number</li> <li>• Job Type (To Mill/To Dump/From Dump)</li> <li>• Operations Area</li> <li>• Coupe Name.</li> <li>• Coupe Number.</li> <li>• Buyer Name.</li> <li>• Buyer Destination.</li> <li>• Product (Species/Grade)</li> <li>• Estimated net weight</li> <li>• Harvesting Contractor</li> <li>• Haulage Contractor Name</li> <li>• Truck Registration</li> <li>• Driver Name Signature</li> </ul>

Issue	Requirement
<b>Log Docket Recording at Destination</b>	<p>VicForests must ensure that each log docket must have the following items recorded <b>CLEARLY IN NUMERALS AND CAPITAL LETTERS</b> on it at the Buyers destination (<i>Re. example in Attachment 4</i>):</p> <p><b>Each Load;</b></p> <ul style="list-style-type: none"> <li>• Gross Weight</li> <li>• Tare Weight</li> <li>• Net Weight</li> <li>• Date</li> <li>• Time</li> </ul>
<b>Calculation of Sale Quantity (Weight)</b>	<p>The Net GMT of each load will be calculated using the formula:</p> <p><b>Net GMT= Gross Truck Weight – Tare Truck Weight</b></p>
<b>Calculation of Delivered Prices (Weight Sale)</b>	<p>The delivered prices of each load (ex. GST) will be calculated using the formula:</p> <p><b><i>DP = Net GMT x P</i></b></p> <p>Where:  Net GMT= Net Green Metric Tonnes, P= Delivered Price, inclusive of Timber Charges and Delivery Costs (\$/m<sup>3</sup> ex. GST)</p>

## 9. Off Specification Timber

In accordance with the Terms and Conditions of Licences and Timber Sales Agreements, 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 docketets are incomplete. Such notification by the Buyer is referred to as the Buyer's Notification.

<b>Buyers Notification</b>	The Buyer's Off Specification Notification form is provided in Attachment 6. The Buyer must fully complete all relevant sections of the form, and the form must be lodged with the nominated Quality for each Buyer.
<b>Log Storage</b>	<p>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.</p> <p>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.</p>
<b>Inspections &amp; Regrading</b>	<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 7.</p>
<b>Election to Reject</b>	<p>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.</p> <p>The Buyer may invoice VicForests for the cost of reloading in accordance with the current Reloading Charge.</p>
<b>Notice of Removal from VicForests</b>	<p>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.</p> <p>The Buyer may invoice VicForests for the cost of reloading in accordance with the Reloading Charge.</p>

## Attachment 1 - Firewood Species and Grade Codes

<u>Botanical name</u>	<u>Common name/Species Code</u>
<b>Ash Species Firewood</b>	<b>AS</b>
Eucalyptus delegatensis	Alpine Ash
Eucalyptus nitens	Shining Gum
Eucalyptus regnans	Mountain Ash
<b>Mixed Species Firewood</b>	<b>MS</b>
Eucalyptus agglomerata	Blue Stringybark
Eucalyptus baxteri	Brown Stringybark
Eucalyptus bicostata	Blue Gum
Eucalyptus botryoides	Southern Mahogany
Eucalyptus bridgesiana	Apple Box
Eucalyptus consideriana	Yertchuk
Eucalyptus croajingolensis	Gippsland Peppermint
Eucalyptus cypellocarpa	Mountain Grey Gum
Eucalyptus dalrympleana	Mountain Gum
Eucalyptus denticulata	Errinundra Shining 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
Eucalyptus tricarpa/ sideroxylon	Red Ironbark
Eucalyptus polyanthemus	Red Box
Eucalyptus bosistoana	Gippsland Grey Box
Eucalyptus goniocalyx	Long leaf box
Eucalyptus microcarpa	Grey Box

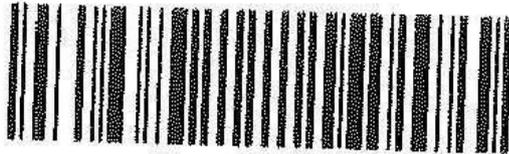
## Attachment 2 – Firewood Grade Codes

Species Group	Dry Firewood	Green Firewood
Ash	AS-F	AS-G
Mixed Species	MS-F	MS-G

### Attachment 3 – Electronic Docket

Vic Forests - Docket #152000001

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749682000019

Dispatched: 2012-07-31 04:06 PM

Destination: **Pulplog - Customer**

Forest Ops: 490-513-0022

Contractor: **Sustainable Harvesting Pty Ltd**

Hauler: **Safe Driving Pty Ltd**

Driver: **John Smith**

Truck Reg: **XYZ-999 - 1**

Trailer Type: **BD7**

Legal GVM: 57.50 (ton)

Scale Weight: 57.00 (ton)

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Species: **MS - MIXED**

Grade: **High quality pulplog**

# Attachment 4 – Firewood Docket (Secondary System)



## 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 TIMBERS

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

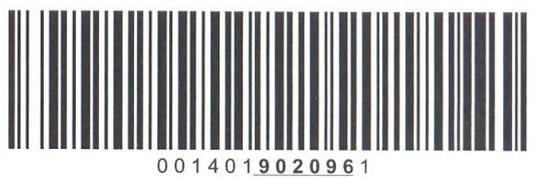
Weighbridge Operator [Signature]

Office Use Only  
Entered on Logsales

White-UP Pink-Customer Green-Harvesting Contractor Blue-Weighbridge Contractor Yellow-Book Serial No. 063001

# Attachment 5 – Firewood Printed Barcode

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



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

# Attachment 6 – Off Specification Notification Form

SFMS – RECOMMEND WHERE RELEVANT

## OFF SPECIFICATION NOTIFICATION - PULPLOG



Attention: \_\_\_\_\_

VicForests Use Only.  
 Date Notification received: \_\_\_ / \_\_\_ / \_\_\_\_  
 Name of Recipient: \_\_\_\_\_

**From:**

Company	
Site Address	
Contact	

**Load Details:**

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

**Disputed Log Details:**

Total Number of Logs		If whole load tick box	
<b>Disputed Log Characteristics:</b>			
Charcoal		Insufficient Holding Wood	
Bark		Excessive Pipe	
Flush Trimming		Excessive Diameter	
Deadwood		Bend / Sweep	
Split Log Not Cleaned Out		Non-Desirable Species	
<40 cm - > 50% Defect		Other	
<b>Comments:</b>			

# Attachment 7 – Log Feedback Docket

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  <b>NOTICE OF REMOVAL (VicForests use only)</b> Redirection of log(s) New Customer : ..... Authorisation : ..... New docket No. : ..... VF Officer : Name ..... : Signature .....	
Log Location:						VF District:							
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 <sup>3</sup> )	Reason for Off Specification <small>(insert no from above / comments)</small>	Grade	Length (m)	Diameter (cm)	Volume (m <sup>3</sup> )	Retain	Reject	
<b>Disputed Section to be completed by Arbitrator :-</b> (only requires completion if Independent Arbitrator required)  Arbitrator's Name : _____ Grader No. _____  Signature : _____  Date : ____ / ____ / ____						<b>Authorisation of Adjustments: -</b> (2 signatures required)  For and on behalf of VicForests: _____ Grader No. _____  Customer: _____  Date: ____ / ____ / ____ <i>Invoice completed:</i> ____ / ____ / ____							

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