



COMMERCIAL IN CONFIDENCE

Surveillance audit report
for
FORESTRY TASMANIA
28 March 2011 – 6 April 2011

Standards:
AS4708:2007, AS/NZS 14001:2004
AS/NZS 4801:2001

This report is prepared by representatives of NCS International in relation to the above-named client's conformance to the nominated standard(s), and is relevant only to the scope of business sites and activities defined in the 'Scope of Certification'. Audits are undertaken using a sampling process, and the report and its recommendations are reflective only of activities and records sighted during this audit process. NCS International shall not be liable for loss or damage caused to, or actions taken by, third parties as a consequence of reliance on the information contained within this report or its accompanying documentation.

Audit Summary

1.0 Purpose and Scope of the Audit:

This is a Surveillance Audit of Forestry Tasmania's integrated Forest Management System to assess compliance with the requirements of the relevant standards for safety, environmental management and forest management; AS/NZS 4801:2001, AS/NZS 14001:2004 and AS4708:2007 respectively.

The purpose of the audit is to:

- ensure that the organisation continues to comply with its internal procedures;
- assess the effectiveness of the integrated Forest Management System in providing improved forest management, statutory compliance and environmental performance;
- identify opportunities for improving risk assessment; and
- provide the organisation with feedback to facilitate ongoing development and implementation of its management systems.

The specific areas/functions audited are as detailed in the Audit Program dated the 7th March 2011 and as amended prior to and during the audit.

2.0 Recommendation:

- The management system complies with the requirements of the nominated Standards subject to rectification of all category 'C' nonconformities raised in this report.

3.0 Response & date required:

An initial response to each of the non-conformities recorded in the report is required no later than 14 business days from the date of this report.

Your response should address the cause of the issues, describe the short term (correction) and long term corrective actions to be taken to prevent recurrence, and the timeframe involved.

For the observations recorded, no formal action is required but opportunities for improvement should be reviewed.

4.0 Sites Audited:

Site Audited	Audit Date	Audit Team and Role
Head Office, Hobart	28-29 Mar 11	Ross Garsden - AFS and EMS A/ Team Leader David Lee – SMS and EMS Assessor
Huon District, Geeveston office and Catamaran field site	30 Mar 11	Ross Garsden and David Lee
Tahune airwalk, Huon district Warra research site and wood merchandiser	31 Mar 11	Ross Garsden and David Lee
Derwent District, Hobart office, National Park depot and Tyenna field sites	1 Apr 11	Ross Garsden and David Lee
Bass District, Scottsdale office and depot and Mount Victoria field site	4 Apr 11	Ross Garsden and David Lee
Perth Nursery and seed centre Head Office - Hobart	5-6 Apr 11	Ross Garsden and David Lee

Sites and locations audited generally accord with the Three Year Project Plan in the Forestry Tasmania contract. Modifications to the original audit plan have been made in light of organisation's restructure, to rationalise travel times and maximise audit efficiency.

5.0 Report presented to and received by:

Name: Lachie Clark

Position: Environmental Manager

Date: 9 May 2011

6.0 System Status Snapshot:

Business Area	Last audit May 10	→	This audit April 11
Management Participation		→	
System planning		→	
Continual Improvement		→	
Resource Management		→	
System Implementation and Operational Control		→	
Legal & regulatory requirements		→	

Legend*:



- ◆ **Green:**
 - ◆ *Stable & implemented systems*
 - ◆ *Conforming systems effectively contributing to the achievement of organisational objectives.*



- ◆ **Yellow:**
 - ◆ *Alert.*
 - ◆ *System implemented and meeting basic requirements of certification but may not be fully effective.*
 - ◆ *Contribution to the achievement of organisational objectives may be unclear.*



- ◆ **Red:**
 - ◆ *Non-conforming systems.*
 - ◆ *Business risks are evident.*

* Refer to Appendix B of this report for a full explanation of System Snapshot Colours

7.0 **Executive Summary:**

This report presents the findings of the audit conducted by NCS International Pty Ltd (NCSI) of Forestry Tasmania's integrated Forest Management System (FMS). The purpose of the audit was to assess compliance with the relevant standards for safety, environmental management and forestry.

Forestry Tasmania (FT) is operating in a changing environment and is responding to a process of internal rationalisation. External forces arising from the recent tsunami in Japan are also having a flow-on effect on FT's activities and operations.

The audit identified a number of positive initiatives and management processes, notably:

- The management of smoke associated with hazard reduction activities and regeneration burns;
- The Mount Victoria Forest Reserve initiative;
- The operations of the Perth Seed Centre; and
- The Warra forest research initiative.

A number of minor non-conformances have been identified in this report. These relate to:

- Updates to the legal register;
- System documentation;
- Operational control and management of safety equipment;
- Evaluation of compliance; and
- Planning for forest operations on lands outside the DFA.

The FMS has had some considerable roles and resource changes. These have been in general well managed, and the transition to new management has been handled systematically with a documented handover that not only identifies what is to be done and when, but also the functional issues associated with whom in the company to talk to for assistance.

A major non-conformance has been identified with regard to the contractor management process within the company. Please note this finding pertains largely to non-harvest contracts. Issues have been noted with management of non harvesting contractors and how the FMS applies to them, particularly with regard to management of paper work, risk assessments and compliance with the company's internal processes and legal obligations.

There were several issues noted during the audit relating to changes in the business; this, coupled with the large changes in safety legislation as it applies to FT possibly needs to be managed more formally. If the company formulated a documented change management process, a lot of the risk of missing key requirements of legislation and the FMS may be reduced. Issues such as approvals, communication with stakeholders and initial risk assessments could be reviewed prior to project commencement, thus avoiding any issues latter.

Electrical safety on all sites was noted as effectively meeting the FT and legislative requirements (No specific requirements currently for electrical safety other than the AS3000 requirements). Issues identified during the audit identified that there could be some benefits to adopting the requirements of other electrical Australian Standards such as the AS 3760 with regard to Residual Current Device management and AS 3012 with regard to temporary electrical wiring (Ta Ann and Tahune).

The Integrated Risk Registers have undergone a review to correlate the measurement of operational controls; they have been harmonised with a view to the hierarchy of controls and have progressed greatly since the last visit. The work done in the planning and scoping of this project has been very well implemented. It was noted that not all sites have finished their reviews and some calibration of final scores is still needed.

Fire and smoke management processes were assessed in detail at this audit and several Derwent and Huon projects were assessed. FT is managing these processes effectively and has developed detailed decision management models that effectively give ground staff the knowledge needed to ensure that these projects are managed efficiently. Smoke allocation processes and trading was reviewed and found to be compliant with industry requirements.

The auditors consider that the Forest Management System operated by Forestry Tasmania continues to meet the requirements of the standards, subject to the necessary corrective actions.

The auditors would like to express our thanks for the cooperation and participation of Forestry Tasmania's staff during the audit.

▣ System effectiveness (each standard):

The Forestry Tasmania SFMS complies as a minimum to AS 4708:2007 – *The Australian Forestry Standard - requirements*

The Forestry Tasmania Environmental Management System complies as a minimum to AS/NZS ISO 14001:2004 – *Environmental Management Systems - requirements*

The Forestry Tasmania Safety Management System complies as a minimum to AS/NZS 4801:2001 – *Occupational, Health and Safety Management Systems - requirements*

▣ Multiple site system management considerations

Forestry Tasmania's FMS incorporating forest, environmental and safety management systems is being centrally managed from the Melville Street, Hobart, Head Office by the Environmental Manager, in association with Forestry Tasmania staff in Hobart and regional Forest District offices.

8.0 Next Audit:

- ◆ Estimated date: March/April 2012
- ◆ Topics, business units etc to be covered: As the next audit is a re-certification audit, all elements of the respective standards will be assessed.

9.0 Capability statement:

<i>(Include site name, address, and brief description of activities within the audit scope at each site)</i>	No. of Certificates required						
<p>Head Office 79 Melville Street Hobart, Tasmania 7000</p> <p>Note: No change to capability statement</p>							
<p>Certificate expiry date:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">The Australian Forestry Standard</td> <td style="text-align: right;">30th June 2012</td> </tr> <tr> <td>Environmental Management System</td> <td style="text-align: right;">30th June 2012</td> </tr> <tr> <td>Occupational, Health & Safety Management System</td> <td style="text-align: right;">30th June 2012</td> </tr> </table>		The Australian Forestry Standard	30th June 2012	Environmental Management System	30th June 2012	Occupational, Health & Safety Management System	30th June 2012
The Australian Forestry Standard	30th June 2012						
Environmental Management System	30th June 2012						
Occupational, Health & Safety Management System	30th June 2012						
<p>If expiry date is to vary from last certificate please provide brief explanation below:</p>							