



# Surveillance Audit Report for Forestry Tasmania

## 21-25 January 2013

**STANDARDS: AS4708:2007, AS/NZS ISO 14001:2004 AND AS4801:2001**

### **PURPOSE AND SCOPE OF THE AUDIT:**

This is a surveillance audit of Forestry Tasmania's obligations as determined in its integrated Forestry, Safety and Environmental Management Systems to:

- ensure that the organisation continues to comply with its internal procedures;
- ensure the ongoing compliance of the organisation's integrated forestry management system with the requirements of the nominated standards (Australian Forestry Standard AS 4708:2007, Environmental Management Standard AS/NZS ISO 14001:2004 and Safety Management Standard AS/NZS 4801:2001);
- assess the effectiveness of the integrated Forestry, Safety and Environmental Management system (FMS) in providing improved management, statutory compliance and performance;

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.

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- identify additional areas of risk improvement opportunities; and
- provide the organisation with feedback to facilitate ongoing development and implementation of its management system.

**RECOMMENDATION:**

- The management system complies with the requirements of the nominated Standards.

**RESPONSE & DATE REQUIRED:**

An action plan to address each of the non-conformities recorded in the report is required within two weeks. The details provided should address the cause of the issue, the short term rectification action and the long term corrective action to be taken to prevent recurrence and the timeframe involved.

Please provide responses by either inserting details under the relevant finding, or forwarding a separate action plan.

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

**SITES AUDITED**

Site Audited	Audit Date	Auditors
Head Office, Hobart	21-22 and 25 Jan 2013	Ross Garsden (ATL) David Lee
Huon District Office and depot incl. selected field operations and Adventure Forests Tahune Airwalk	23-24 Jan 2013	Ross Garsden (ATL) David Lee

**REPORT PRESENTED TO AND RECEIVED BY**

**Name:** John Hickey  
**Position:** General Manager  
**Date:** 7 March 2013

## EXECUTIVE SUMMARY

This report presents the findings of the scheduled surveillance audit conducted by NCS International Pty Ltd (NCSI) of the Forest Management System (FMS) implemented by Forestry Tasmania (FT). The FMS incorporates the requirements of the nominated standards: AS4708:2007, Australian Forestry Standard; AS/NZS ISO 14001:2004 Environmental Management Systems and AS4801:2001 Occupational Health and Safety Management Systems.

The purpose of this audit was to assess compliance with the requirements of the nominated standards and various legal and other obligations as described in the FT FMS. The audit assessed the effectiveness of the controls that FT has developed and implemented to manage its activities relating to the planning and management of forest operations within its Defined Forest Area (DFA), including its provisions for safety and environmental management. The findings are based upon evidence obtained during the audit.

Consistent with previous reports, management commitment is clearly evident and the active participation and engagement of staff at all levels within the organisation is acknowledged.

### System effectiveness and continual improvement

The auditors have noted the following strengths within the FMS.

1. The company safety statistics continue to show the benefit of all the effort put into safety at all levels and functions within the business.
2. Internal Audits including Contractor Management Audits are effectively implemented and evidence shown during the audit showed that they are assisting all the crews in managing the FT processes and systems.
3. The emergency planning and drills has greatly improved since the last audit.
4. The Bennett's harvesting crews assessed during this audit showed that all key safety requirements such as risk assessment, fire weather assessment, plant hazard identification, consultation and staff competencies were well managed.
5. Contractors and visiting fire crews interviewed had a high opinion of the FT staff and processes.

A number of minor non-conformances were noted. These relate to:

1. Mechanisms for consideration of hazards and risks when developing objectives and targets as per AS/NZS 4801 and ISO 14001 requirements;
2. Identification and rectification of safety training gaps;
3. Inspection and testing of electrical equipment;
4. Identification of hazards and risk assessments
  - o Fowler Crane
  - o Safety obligations for all persons who handle and manage explosives;
5. Monitoring protocols for the underground diesel storage tank;
6. Operational controls - Huon Depot;
7. Compliance assessments - legal and other requirements;
8. System planning and documentation.

The audit has confirmed that continual improvement is evident – there are many instances of significant improvement; however not all achievements are being captured, managed and reported as part of the FMS. Examples of improvements relate to:

1. Business Planning and Field Operations Reporting

2. Effective communications
3. Biodiversity management and forest planning processes
4. Review of systems documentation – Sales SOP, Plantation QS Manual, Technical Bulletins
5. Wood Planning Forum
6. Risk Matrix
7. Forest health data into FOD
8. Leaf beetle monitoring and management
9. Carbon policy development – FT is driving the agenda
10. Harvest Coupe Planner
11. Coupe Context Planning System

The report includes a number of observations that identify areas where opportunities exist to strengthen the effectiveness of processes within the FMS. While no formal response is required, these are provided for consideration and action where appropriate.

The assessors have determined that the Forest Management System operated by FT continues to comply with the requirements of the standards, (subject to the necessary corrective actions).

The NCS International assessors wish to thank all staff who participated in the audit for their commitment, interest and cooperation during the assessment.

**System effectiveness (each standard):**

- The FT Forest Management System complies with AS 4708:2007 – *The Australian Forestry Standard - requirements*
- The FT Environmental Management System complies as with AS/NZS ISO 14001:2004 – *Environmental Management Systems - requirements*
- The FT Safety Management System complies with AS/NZS 4801:2001 – *Occupational, Health and Safety Management Systems - requirements*

**Multiple site system management considerations**

The FT 'Forest Management System' incorporating forest, environmental and safety management systems is being centrally managed from the Head Office by the Environmental Manager, in association with FT staff in Hobart and district offices.

**Review of previous cycle (Reassessments only):**

Not applicable.

## FEEDBACK



## NEXT AUDIT:

Estimated Date September 2013

Topics, business units etc to be covered:

- Review of system documentation. All system requirements will be subject to assessment. The audit will cover Head Office and Derwent District and focus on the effectiveness of the centrally-managed Forest Management System and its interpretation and implementation at District level.
- Assessment of district and field activities will include: stakeholder engagement, emergency preparedness and response, hazard reduction activities, road construction and maintenance, harvest planning and operations, forest health assessments.

## CAPABILITY STATEMENT

Site name, address, and brief description of activities within the audit scope	No. of Certificates required
<p><i>Scope – all sites and all standards</i></p> <p>The sustainable management of forests within the defined forest area, as described in Forestry Tasmania’s Sustainability Charter. The scope of certification includes all activities associated with the administration, planning and management of forests including harvest, transport and sale of forest products.</p> <p><b>Head Office</b> 79 Melville Street Hobart, Tasmania 7000</p> <p><b>Bass District Office</b> 96 King Street Scottsdale, Tasmania 7260 (including depots, workshops and offices at Devonport, Latrobe, Fingal &amp; Branxholm)</p> <p><b>Derwent District Office</b> 79 Melville Street Hobart, Tasmania 7000 (including depots, workshops and offices at National Park and Triabunna)</p> <p><b>Huon District Office and Depot</b> Cemetery Road Geeveston, Tasmania 7116</p> <p><b>Murchison District Office</b> 2-4 East Cam Road Camdale Tasmania – 7320 (including depots, workshops and offices at Smithton and Strahan)</p> <p><b>Perth Nursery</b> Midland Highway Perth, Tasmania 7300</p> <p><b>Adventure Forest Locations</b> Tahune Forest Reserve Airwalk: Arve Road Geeveston Maydena Adventure Hub: Kallista Rd Maydena</p> <p><b><i>No change to capability statement</i></b></p>	<p>1  (Option B)</p>

The NCS International Service Delivery Team will forward a copy of this certificate within 5 days to:

National Secretary

**Australian Forestry Standard Limited/PEFC Australia**

**PO Box 7031**

**Yarralumla ACT 2600**

**Email: [Certification@forestrystandard.org.au](mailto:Certification@forestrystandard.org.au)**

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**Certificate expiry date:**

- AS4708:2007 AFS - 30th June 2015
  - AS/NZS ISO 14001:2004 EMS - 30th June 2015
  - AS4801:2001 SMS - 30th June 2015
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## AUDIT FINDINGS

### SYSTEM STATUS SNAPSHOT

Business Area	Last audit May 2012	→	This audit Jan 2013
Management Participation		→	
System Planning		→	
Continual Improvement		→	
Resource Management		→	
System Implementation and Operational Control		→	
Legal & regulatory requirements		→	
Forestry Standard		→	

#### 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



