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1.0 OBJECTIVE

To track timber from the forest to the point of sale.

2.0 PERSON IN CHARGE (PIC)

The PIC for implementation and control of this SOP is the COC Administrator – Forest Operation.

3.0 JUSTIFICATION AND SCOPE


Chain of Custody is the process of maintaining the identity and the origin of the logs along the transportation route from the forest until the point of sale.

The scope of this procedure includes;

- To maintain the chain of custody of logs from the forest to the point of sale.
- To ensure no logs are lost along the way.
- To maintain legality status of all logs sent from the forest to the logyard.
- To ensure logs are not mixed with unknown sources and/or other sources of Non FSC certified sources.
- To enable tracing back of the logs from the log yard back to the forest compartment.

This procedure applies to harvesting and transportation of logs from the forest to until the point of sale.

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Chain of custody is maintained with various controls established by AFI during harvesting operation, Extraction, Log Transportation, Weighbridge Operation and Log yard Operation.


Controls by AFI (Forest COC Station)

- Where geographically possible, checking stations will be established at main entry points to harvesting areas.
- COC Clerks to regulate entry and exit of trucks and timber from the forest and issue of specially designed IDA with regulated specific reference numbers.
- Stamping of each IDA issued with COC1 stamp for verification.
- Where access to harvesting areas does not allow for establishment of Forest COC Stations, Harvesting supervisors and/or COC Clerks will issue IDA forms in the harvesting area and similarly stamp with the COC1 stamp for verification.

Controls by AFI Harvesting (Random Truck Interceptions)

- Authorised AFI officers regularly patrol harvesting areas and transport routes checking all current and potential entry and exit points into harvesting areas.
- All trucks transporting logs are subject to random interceptions and document checks.
- Where documents are found to meet requirements of AFI COC procedures the IDA and/or DO will be stamped with the COC3 stamp for verification.

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Controls by AFI weighbridge and log yard

- Verification by trucks number and IDA details registered into system.
- Issuance of Weighing ticket with regulated specific reference number for every transfer of logs.
- Stamping of each IDA completed with log transfer with COC2 stamp for verification.
- Reconciliation of contractors DO against the IDA issued.
- Reconciliation of weighing ticket against the IDA issued.
- Reconciliation of daily Delivery detailed listing against the weighing ticket.


Controls by AFI (log yard)

- All logs transported from AFI harvesting areas into the log yard will be processed as normal.
- Where logs are sourced from areas outside the FSC certified area, logs will be handled and processed in a separate location to FSC certified logs to ensure no mixture of the two.
- All logs loaded to barge/truck for sale will be visually identified as either FSC or non-FSC in line with sales/invoicing information.

4.0 DEFINITIONS

- *COC-Chain Of Custody, is the traceability process and records of tracking a product from its buyer or customer to the origin or the forest area where the forest product was harvested from.*

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- *Contractors DO – Delivery Order is the document issued from the respective compartment by the assigned harvesting contractor when the logs area transported from the compartment of origin. This document is brought along by the designated driver of the truck load.*
- *IDA – Internal Delivery Advice note with specific serial numbers issued by AFI and is issued by the Security Guard to the truck driver as an endorsement of the truck load after verifying its origin based in the contractor DO. IDA is issued in 3 copies (Original-white, 1st copy-yellow, 2nd copy-pink).*
- *COC1 stamp is the stamp of control made on all IDA issued at designated COC stations (field or pondok) in the forest area.*
- *COC2 stamp is the stamp of control stamped on all IDA upon weighing out of trucks from the weighbridge and upon exit from the logyard.*
- *COC3 stamp is the stamp of control stamped on IDA during random inspections undertaken by authorised AFI Officers.*
- *FSC Certified Area is the area defined under the current FSC certificate.*

5.0 RESPONSIBILITIES


- COC Administrator ensures implementation of all processes and required logistics from the felling area to the point of sale.
- COC Administrator ensures proper records, safekeeping of all COC related operations and documents.

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- COC Administrator detects and rectifies any shortcomings and non-compliances with the SOP and undertakes corrective actions for full compliance of the SOP provisions.
- COC Administrator for Forest Operations shall ensure that the AFI own staff, contractors and logyard operators affected by this SOP are informed about the requirement and trained in SOP implementation.
- Harvesting Manager shall ensure all contractors follow the prescribed SOP for CoC and have overall responsibility from the forest until log yard gate.
- Log Yard Managers shall ensure all contractors follow the prescribed SOP for CoC and have overall responsibility from Log Yard gate until logs are loaded on truck or barge.
- Log yard Managers shall ensure all non-FSC logs are received, handled, processed and stored separate from logs sourced from FSC certified areas.
- Weighbridge Operator shall ensure IDA received upon weigh-in shall possess the COC1 stamp from the COC checkpoint (field or pondok).
- Weighbridge Operator shall ensure all plantation logs received are correctly quantified.
- Weighbridge Operator shall ensure each load is registered according to contractor, harvesting area, harvesting compartment, truck number, date and grade of timber.
- Weighbridge Operator shall ensure IDA is stamped with COC2 stamp upon weigh-out and existing the logyard.
- Weighbridge shall ensure weighing tickets are verified signed and counter signed by the truck driver.

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- Weighbridge Operator shall ensure to record manually in the Manual record Book.
- Weighbridge Operator shall ensure to print the Daily Delivery Detailed Listing.
- Weighbridge Operator will ensure all logs arriving at the log yard which are not from FSC certified areas are identified as such and issue an IDA accordingly.
- COC Clerk ensures that all logging trucks passing through the security checkpoints or leaving a harvesting area possess a contractor DO.
- COC Clerk verifies the contractor DO, the origin of the logs, log grade and issues the IDA with the COC1 stamp.
- Harvesting Managers shall ensure all contractors are subject to regular random truck interceptions; minimum frequency of truck interceptions is at least 2 trucks per contractor per week.
- Harvesting Managers are to verify all COC documents during random inspections and issue the IDA or DO with the COC3 stamp.
- COC Administrator for Sales and documentation shall ensure that all sales and related documentation for production and shipping shall meet the requirements of the FSC certificate.

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6.0 PROCEDURES


Loading and transporting

- Upon loading of logs onto logging trucks the driver is issued with a contractor DO.

COC Station (field or pondok)

- Truck driver shall hand over the contractor DO to the COC Officer at the COC station or field site for endorsement.
- The COC Clerk shall verify all information on the contractor DO.
 - Date
 - Contractor name
 - Compartment name
 - Truck registration no.
 - Truck driver name
 - Excavator operator name
 - Excavator no.
 - Log Grade

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- The COC Clerk shall issue the IDA (original – white and 1st copy – yellow) with the COC1 stamp and the following information:
 - Date
 - Contractor name
 - Compartment name
 - Truck registration no.
 - Log grade
 - COC1 stamp
- The COC Clerk shall ensure the pink copy of the IDA remains in the book and is kept for the COC station record. Once the book is finished it must be returned to Bongkol Office with all pages intact for filing.

Random Truck Interception

- The truck driver will stop when directed by AFI staff and provide all relevant COC documentation for inspection.
- Harvesting Manager to verify all the details on the DO and IDA including the times the truck left the compartment and time the truck arrived COC Station.
- Should the COC documents not meet the standards set out in this SOP the truck will be parked until further investigations can be made.
- Should the COC documents meet the standards, the Harvesting Manager will stamp with the COC3 stamp.


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Log yard Operation (FSC certified sources)

- Weighbridge operator shall ensure all trucks received are issued with IDA from security guard house.
- Weighbridge Operator shall ensure logging truck driver produce two copies of IDA original (white) and 1st copy (yellow).
- Weighbridge operator shall ensure the information in the IDA is correct before weighing.
- Weighbridge operator shall ensure to record on IDA “time in” and “weigh in”.
- Weighbridge operator shall ensure to enter the correct logging truck no and contractor name into system.
- Weighbridge operator shall ensure all data entered are correct and save into the system.
- Weighbridge operator shall ensure to record “time out”, “weigh out”, “net weight” and “weighing ticket no.” On the IDA upon weighing out of logging trucks.
- Weighbridge operator shall produce and print the Weighing Ticket in 3 copies with the following details.
 - IDA No.
 - Date
 - Compartment
 - Contractor
 - Truck Registration No
 - Time-in


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- Weight-in
- Time-out
- Weight-out (MT)
- Net weight (MT)

- Weighbridge operator shall ensure to sign on the weighing ticket.
- Weighbridge operator shall ensure that the truck driver counter signs the weighing ticket produced.
- Weighbridge operator shall issue the COC2 stamp on each weighing ticket.
- Weighbridge operator shall ensure to record manually in the Manual Record Book, by Contractor the below details.
 - IDA No.
 - Truck Registration No
 - Weighing Ticket
 - Net Weight
- Weighbridge operator shall clip together the IDA, weighing ticket and contractors DO.
- Weighbridge operator shall hand over the original copy of IDA (white) and weighing ticket to the truck driver.
- The Weighbridge Operator will direct the truck driver where to enter the log yard for unloading.
- Weighbridge operator shall clip together the yellow copy of IDA, weighing ticket and contractors DO are clipped and sent to AFI Bongkol office for processing.

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- Weighbridge operator shall print the Daily Delivery Detailed Listing for cross reference based on production by the following references.
 - By Contractor
 - By Compartment
 - By Date
 - By Time Duration
 - By Grade
- Reconciliation is done on a daily basis by the contractors based on;
 - Weighing ticket
 - IDA
 - Contractors DO

Log yard Operation (non-FSC sources)

- Weighbridge operator shall issue the truck driver with an IDA with the following information:
 - Date
 - Contractor name
 - Harvesting area
 - Truck registration no.
 - Log grade
 - Drivers Name
- Weighbridge Operator will ensure “Non-FSC Log” is written on the IDA.
- Weighbridge Operator will then weigh the truck and issue the same as outlined above for FSC certified logs using a public weighing ticket.

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- Weighbridge Operator will notify the Log yard Manager or Assistant that non-FSC log will enter the log yard.
- Weighbridge operator shall hand over the original copy of IDA (white) and public weighing ticket to the truck driver.
- Log yard Manager or his assistant will escort the truck to the unloading point.
- Log yard manager will ensure all non-FSC log is unloaded, handled, processed and stored in a separate location from FSC certified log.
- Once processed all non-FSC log/bundles are to have the log ends painted red.

Point of Sale

- For AFI the point of sale or forest gate is considered as “on-site concentration yard” or “off site mill/log yard”.
- Products from the certified forest area shall be identifiable as certified at the forest gate through the use of different paint colours and identifiable log and bundle numbers.
- All sales and shipping documents will have the FSC claim and product codes entered according to FSC regulations.

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1.0 PROCEDURE

- Safety
 - Mandatory
 - Safety Helmet
 - Safety boots
 - Optional
 - High visibility vest(If not wearing company T-Shirt green &orange)

Tools

- NIL

7.0 RELATED DOCUMENTATION

- Contractor Delivery Order (DO)
- Internal Delivery Advice (IDA)
- Weighing ticket
- Manual Record Book
- Daily Delivery Detailed Listing

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