Session I Paper (c)

RECORD KEEPING

A COMPANY PERSPECTIVE

G Manners Tasman Forestry Ltd

YTRODUCTION

Record keeping in a Forestry company is done for the same reason that any company large or small keep records. The key issue is to make sure that the information retained is easily understandable, and to the point. You must resist the temptation to keep too much information. Too much is just as bad as not enough.

There are essentially two types of records:

a) Planning Records

These records consist of information that allows you to prepare future action plans and consist of accident reports, inventory data, contractor costs, production standards and the like.

b) Action Records

In order to monitor your performance against your action plan, you need action records. They can be considered as the control mechanism. Historical action records often form part of your planning record base. Some examples of action records are, accident frequency rates, reject rates, contractor payments, yield reconciliations and production performance data.

The number and type of records kept depends on the company, its objectives, and the size of the company. In general they should be simple, brief and graphical if possible. I classify my records according to four main areas of activity and will deal with each in turn.

I SAFETY

Of all the information held by a company, Safety records have a direct impact on the lives and well-being of individuals and their families working in the forest.

a) Planning Records

The main record type is our Company Safety Report, these reports contain most of the relevant information on previous accidents (see Appendix I). As such they provide a useful basis to plan and implement the Company's training program. A useful example of this is that three years ago the majority of the Company's accidents were in our felling operations. a result of this the Company has carried out intensive felling training throughout its operations. The result of this is a large reduction in he number and severity of felling accidents.

The previous year's accident frequency rate is also kept in order to provide a measure of the affect of your safety record and your improvement. It also allows you to set your goals for continual improvement in this area.

Finally part of our planning records consist of a register of contractor's employees and the competence level. Previously this information was kept in manual form by the trainers. We are currently working with LIRA in implementing the surveys which will provide a base for planning our training action plan.

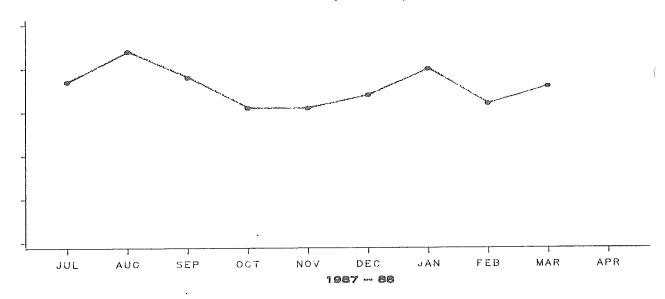
b) Action Records

The company Safety Reports can be used throughout the year to help

check the effectiveness of your Safety Program. If you keep having the same type of accident over and over again then your program cannot be having the desired effect.

As part of our Company's service to our contractors, we can provide an assessment by someone registered as an assessor with the LFITB and an evaluation of a new employee as well as an ongoing assessment individuals within a crew. This is done for two reasons: firstly as a safety net for new employees and to identify any potential problems before it is too late: and secondly, (as a check to ensure that our training methods work and the ideas and techniques taught become work habits. (See Appendix II).

TASMAN FORESTRY LIMITED LOGGING OPERATIONS DIVISION LOST TIME INJURY FREQUENCY RATINGS 1987 - 88 (9 MONTHS)



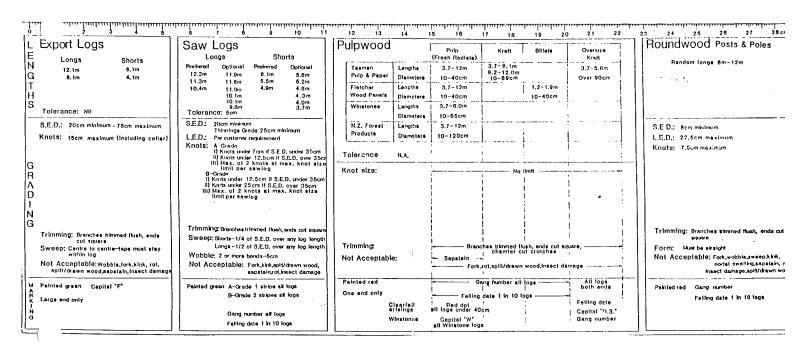
LTIFR = No lost time injuries X 100,000 Hours Worked

an ongoing measure As of performance we calculate and graph our LTIFR monthly. If the trend in this graph is upwards then we know there is something fundamentally wrong with our operations. If it is stable or shows a downwards trend then we can assume we are on the right track. Although we have not done so yet, I feel that we should also modify this measure with a severity index to give a truer

measure of our performance.

II QUALITY

As a Company our objective is to produce logs that best suit the customer that enables him to maximise his revenue from those logs. To this end together with the end users of our material, we have developed a series of log specifications which fit their requirements.



In order to protect our main asset, our growing forests, we have developed a set of specifications and standards for these operations. These then can be considered our planning records.

Our action records are a measure of our performance against those standards.

When producing logs we try to achieve a zero reject rate. In practice we would achieve a reject rate of between 0 and 1/2% by volume for any individual customer. Our Customer Liason Manager's will send me a periodic report showing the amount of rejects by log type and by defect.

KAWERAU REJECTS

Period 9 11 May 1988

Sawlogs

48.54 m³ (94 pieces) were rejected

Gang No.	Shatter	Wobble	Sweep	Oversize Knots	<u>Kink</u>	Rotten <u>Dead</u>	Split	Undersize
1	1	2		1				
2	2	9	2	4		1	1	
3		4	4	2	2			1
8		4	1			1		2
15		1			1		1	
22	•	8	2			1		
30		1	1	1		,	1	
35		6	1					
38	1		1					
No Number		12	4		3	2		2
TOTAL	4	47	16	8	6	6	3	5

Pulpwood

11 oversize Kraft over part 3-4 days

This information is useful to see where you are going wrong and allow you to correct the situation.

In order to monitor our performance when carrying our production thinning

operations we carry out a number of sample plots and compare the results to our standards. If the results show that we are out of line then we work to correct the situation.

BARK DAMAGE QUALITY CONTROL SUMMARY



TIME PERSOD:

ROTOARTHOO	SUPERVISOR			ART IATE		CU	CURRENT TIME FERIOD				STAND TO DATE			YEAR TO DATE		
G 스 스 구 구 및 1 1 급 및 K		W MARSH da ha la E S			NUMBER OF FLOTS	RESIDUAL STOCKING PER HA.	XBARK	H/r.	RESIDUAL STOCKING FER HA.	ZBark	BA.	ZBARK DANAGE	iid.			
		કંઠક	521	101	1	Ä	259	10.0	ó	257	10.0	ó	4.7	78		
			521		6	1	234	8.0	3	234	0.8	3	4.7	78		
		518	123	427	1	4	196	2.0	17	2.4.0	1.1	42	1.i	42		
		666	323	428	į	2	2:50	3.0	ó	224	2.2	24	1.2	45		
		466	1224	-255	1	1	234	2.0	3	217	4.0	18	4.1	60		
		664	521	428	į	F1 A-	167	2.0	ó	167	2.0	6	3.7	73		
		664	17.3	427	1	3	184	0.0	Ŷ	184	0.0	9	3.7	73		
		666	523	427	1	5	226	5.0	ó	184	3.2	15	3.6	33		
		TJK	J.,4	253	1	3	Cii)	0.7	7 -	8 7 B	4.5	.24	5.4	70		
		664	523	428	į	5	220	4.0	12	217	3.7	24		156		
			7.71		7.0	t	300	2.0	3	300	2.0	3	3.5	36		
				477	1	៊ី	178	1.3	7	214	2.8	12		37		
			ur.d			4	217	2.0	12	191	2,4	27		32		
		CON	57.1	101	1	2	234	3.0	Ċ	234	3.0	Ċ	6.8	45		

III REVENUE MAXIMISATION

The objective of our Harvesting operations is to maximise the revenue earnt from each hectare logged. Therefore we must first determine the products contained in the stand and their revenue so that we can set out to maximise the volume of those log types that generate the most revenue. In practice these turn out to be sawlogs,

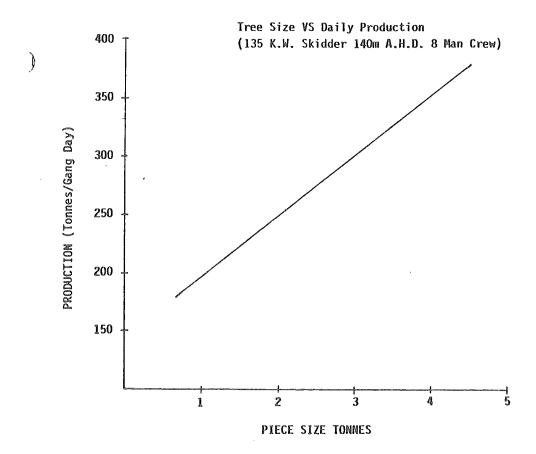
pruned and unpruned as well as export logs.

a) Planning Records

Our primary record type is the preharvesting inventory which provides a picture of the forest in product terms especially as it can be related to the log types that can be sold at the time of harvest. This information is used to schedule logging crews to provide the right log mix. It sets a yield recovery standard for the logging operation.

Production standards form our next record type. They serve two functions.

One in the planning process to prepare the crew schedules and a second one in preparing the contract rate for a particular setting or compartment. This information is most useful in a graphical form as it is easy to use and interpret.



These two sources of information combine together with our market requirements into a Production Schedule, an example of which is contained in Appendix III. This schedule is effectively our action plan for the next few weeks.

Log stocks are audited once a week on Monday morning. These Stock Sheets by gang form the basis for our Transport plan for the week. These stocks are updated by the logging gangs three times a day during the week. (See Appendix IV).

b) Action Records

Action records are our control mechanism for our action plan, and allow us to compare what is actually happening with what was anticipated.

Firstly our actual yields and revenues are compared with our plan. There are three areas of control:

The Logging Crew This is the primary level. In the most simplistic form we track the yield of sawlogs (pruned, unpruned and export) against our target yield. This is recorded weekly and summarised monthly as part of our production reporting system (Appendix V)

ii) Customer Level
The deliveries to each customer from each source are brought together with the production costs and sales price to determine the contribution each customer makes.

CUSTOMER	CUSTOMER: A. Sawmill Period:												
Source (Cpt)	Volume	Log and Load	Transport	Overheads	Delivered Costs	Sale Price	Revenue						
					,								
Total				-									

iii) Compartment Level
 This ties our product yields per
 hectare with what was expected

and allows us to monitor any variations.

COMPARTMENT	COMPARTMENT/STAND: Period:											
Product	Expected	Yield	Expected	REvenue	Actua1	Yield	Actual Revenue					
Export												
A. Grade												
B. Grade	l	•										
Groundwood												
Kraft												
Roundwood												
$ ext{TOTAL}$												

This then could be considered as our yield control system and tests the effectiveness of our assessments, harvesting ability and sales and marketing effort.

weekly a nd monthly production sheets allow us to our production performance. In a stable system the performance of logging crews against target remains reasonably constant, if there is significant change in performance either overall or by an individual crew then the circumstances are investigated and if appropriate an adjustment made.

Our control mechanism for our production plans are our weekly woodflow meetings. Here our overall plan is broken down into actual supply and demand figures for the coming week. What actually happened the previous week is also reviewed. If the woodflow control process starts to depart from the production schedule for whatever reason, a new production schedule is developed. An example of our woodflow records can be found in Appendix VI.

IV COST CONTROL RECORDS

As a Company our costs fall into two areas:

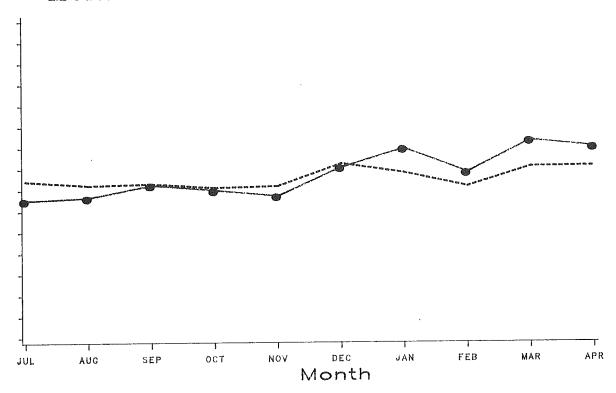
a) Direct Costs

These consist of our direct operational costs and include payments to contractors loading, logging, road construction and maintenance as well as cartage. Our planning records are our contractor's daily cost schedule, our contract price agreement for a particular setting, our road construction costs prepared when preparing the logging plan, as well as our logging production standards.

Our Action Records consist of our Average Logging Cost reports which are done weekly and summarised monthly.

A graph showing monthly logging costs on truck is overleaf.

MONTHLY LOGGING COSTS ON TRUCK



b) Indirect Costs

The larger the company, the more difficult it is to track these costs. It is in these areas that a company can make the Most significant cost savings. It is important to detail

out these costs as specifically as possible and avoid large slush funds. Our budget indirects forms our Planning record and our actual expenditure each month forms our Action record.

P.T.O.



TASMAN FORESTRY LIMITED SUPERVISOR'S REPORT OF ACCIDENT

Name of Employee _				Date of Accident			
Occupation _				Date of Report	ntracon		
Age _				Time of Accident			am/pm
Service _				Time Reported			am/pm
Supervisor				Commenced Work			am/pm
Exact Location of Accident				Department Employer			
Injury Details							
☐ Head		Hands		Wound		First Aid Only	
□ Eyes		Toes		Sprain/Strain		Doctor's Care	(
☐ Trunk		Legs		Bruises		Lost Time	
☐ Arms		Internal		Fracture		Personal Injury	
☐ Leftside		Rightside		Burns		Damage to Equipment	
Remarks:				Foreign Body marks:		Motor Vehicle Damage	
Operation Details ☐ Felling Prep		☐ Skidwork		Damage Details Equipment Invol			
☐ Felling		☐ Loading					
☐ Limbing, trimming		☐ Moving plan	nt/rigging				
☐ B/O, hauling		□ Other	en ee				
☐ Crosscutting		□ Unknown					
			<u></u>				
Name of Witnesses (if	any) .		•				
Were Safety Rules Brea	ched	☐ Yes	□ No				
Direct Cause		<u> </u>		 			
		·					
				•			
Contributing Causes _							

TASMAN FORESTRY LIMITED AND LOGGING CONTRACTORS EVALUATION FOR NEW CONTRACTOR EMPLOYEES

	AGE:	DATE OF	JOINING	GANG:
				•
			•	
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING
				· · · · · · · · · · · · · · · · · · ·
	POOR POOR POOR POOR POOR POOR POOR POOR	POOR SATISFACTORY	POOR SATISFACTORY GOOD	POOR SATISFACTORY GOOD VERY GOOD POOR SATISFACTORY GOOD VERY GOOD

TASMAN FORESTRY LIMITED AND LOGGING CONTRACTORS

CONTRACTOR'S EMPLOYEE TRAINING REPORT

NAME:			AGE:	DATE O	DATE OF JOINING			
GANG:	JC	DB:						
Reason for Train	ing							
Below standard		Refresher	Post-	accident	Revalidation			
Certification		New Employee						
Other								
Safety & Gear		SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING			
Chainsaw & Use		SATISFACTORY	GOOD		OUTSTANDING			
Remarks								
				,				
•								
								
	T	Craining Officer						
		DATE:	/	/				

		-13- EVAL	UATION RATI	ING SCALE	APPEN	DIX II
,	1	2	3	4	5	6
NAME:				ACCEPTABLE	GOOD	VERY GOOD
DATE:	VERY POOR	ACCEPTABLE	ACCEPTABLE	ACCEPTABLE	GOOD	VERT GOOD
SKID						
Safety Equipment Chainsaw Operating Work Methods Chain Care Basic Maintenance Communication						
BREAK-OUT						
Safety Selection						
Planning (·					
						i i
<u>FELLING</u>						
Safety Equipment Chainsaw Use						
Chainsaw Maintenance Area Assessment						
Tree Assessment						
Felling Cuts Awareness of Hazards						
Tree Driving						
Difficult Situations Responsibilities Work Methods						
work methods						
MA GUANTI, ODUDARIAON						
MACHINE OPERATION						
Safety Oils and Lubricants						
Start Up Procedures						
While Operating Maintenance after Shift						
Ropes and Rigging						
Training Requirement Scale	Extensive Training Needed	Considerabl Training Necessary	e Training Necessary	Training Desirable	Minimal Training Required	No Training Required

	GANG.NAME	LOADER.	s	UPER. LOCATION	. T/DAY.	. DAYS.	L/WEEK.	JX12	ЈХ8	K11.1.	K7.4	€6.2	K3.7	SL06	6¥000	KRAFT POLES
16	5 BIDDLE	BASIL	P	0 17/511												
18		TAYERA	P													
T2		GILLESP														
T7		READ	J													
18		MARINO	hi													
M1:	5 SORENSON	PAREKUR														•
K51		RUDDELL	SF													
K44		AD5	3 F													
K22		VOB	SF	5/152												
K10		ADB	SF	5/153												
M24		KEEFE	Α¥	51/1530					1							
K60		HOLMES	AY	58/1769												
183		KAPUA	۶O	58/1751												
182		SCOTT	PO													
T43		WERAHIKO		· ·												
136		8ASIL	MP													
173		HEMOPO	PO	·												
179		HEMOPO	20													
T86		MARINO	MP	58/1743												
170	PALMER	HOUPAPA	AK	61/												
K45		SELF	CR	11/330												(
K56	STANAYAY	SELF	CR.	6/180												
T67 M25	MARTIN	SELF	MS	253/												
1125 K46	MINITANA	KEEFE	AW	52/1560												
K59	HALE STUCKI	VOB VESSE	CR NH	4/121												
M70	MASSEY	KEEFE KEEFE	A₩	54/1620												
K64	C. WILLERS	VDB	A¥ CR	80/2400												
K50	5.115.514	: V08	OR.	4/122 4/123												
¥58	CHRISTENSON		· PS	81/2430												
¥09	COLLINS		PS	96/2880												
¥97	ANDREWS	SUANEX	PS	76/2000 23/690												
¥76	SUNNEX	SUNNEX	PS	18/540												
¥98	NEEMS	NEENS	PS	97/2910												
¥17	DOMALDSON	DONALDSON		51/1534												
K18	TURANGA	SELF	CR	131/												
1109	RANSFIELD	SELF	MS	253/90												
M34	HIƏNETT	HIGNETT	JM	73/												
1.62	FEAST	HOUFAPA	AK.	61/												
K69	A. KILLERS	COFFEY	AK	58/												
155	BRAKE	COFFEY	ΑK	58/												
T66	MARTINZ	SELF	MS	253/91												
K51	SOUTAR	MAROA	Αk	86/												The second second
K91	COYNE	SELF	CR	59/												
T97	#RI6HT	HAROA	ΆK	86/												
K48	WALTERS	MARDA	AΚ	86/												
M39	RASMUSSEN	RASMUSSEN	SR	2/60												
#30	BOLSTAD	BOLSTAD	JM	5/												
¥99	TE PAPA	TE PAPA	8T	80/2404												
¥100	CAULFIELD	CAUFIELO	BT	60/												
F54 F102	TRAVERS	TRAVERS	MS	4/												
F103	SAYYELL MANSELL	ELMIGER	MP MB	53/												
F104	RUDOELL	ELMIGER ELMIGER	МЪ	63/												
F105	HARRIS	ELMISER	MP TD	63/	•											
F105	FLAVELL		TR TR	130/ 130/												
F107	MCGERMOTT		TR													
F108	CRASRIE		TA	150/ 150/												
F109	MARIU		TR	130/												
F110	SOUTRES		TR	130/												
F34	MARSHALL (FP)		PM	KURI												
¥39	HAIGH		81	51/												
W14	CASHELL		8T	80/												
	LALICH	LALICH	81	84/												
W30			βY	YARATAH												
0115	A.STANAWAY		TR	130/												
0116	ME8B	WEBB .	JΜ	,4/								•				
				-		·										

TOTAL LOADS/WEER:

PULP-WOOD	SUPPLY/DEMAND	PROJECTION	AS AT	22/02/88

A) GROUNDWOOD PRODUCTION	29/02	07/03	14/03	21/03	28/03	04/04	11/04	18/04	25/04	02/05	09/05
TFL-Kawerau Thin	140	140	140	140	140	112	112	140	112	140	140
TFL-Kawerau Aris.	40	0	0	Ō	0	0	O	Q	0	0	Q
TFL-Taupo Thin	185	185	185	185	185	148	148	185	148	185	185
T'lands-Kaingaroa Thin	200	200	200	200	200	160	160	200	160	200	200
T'lands-Whaka'ehu Thin	20	20	25	25	25	20	20	25	20	25	25
Omataroa Thin	15	15	15	15	15	15	15	15	15	15	15
Matahina	5	5	5	5	5	5	5	5	5	5	5
Woodlots	15	15	15	15	15	15	15	15	15	15	15
TOTAL PROD.	620	580	585	585	585	475	475	585	475	585	585
Opening Stocks	642	712	742	777	812	847	772	697	732	657	692
TPP Demand	465	465	465	465	465	465	465	465	465	465	465
Jinstone	50	50	50	50	50	50	50	50	50	50	50
FWP'	35	35	35	35	35	35	35	35	35	35	35
TOTAL DEMAND	550	550	550	550	550	550	550	550	550	. 550	550
Closing Stocks	712	742	777	812	847	772	697	732	657	692	727
B) KRAFT PULP										a mara a a mar	and the second
PRODUCTION RADIATA	29/02	07/03	14/03	21/03	28/03	04/04	11/04	18/04	25/04	02705	09705
TFL-Murupara Aris.	120	120	120	120	120	96	96	120	96	120	120
TFL-Kawerau Aris.	0	40	40	40	40	32	32	40	32	40	40
TFL-Taupo Aris.	5	5	5	5	5	4	4	5	4	5	5
T'lands Kaingaroa Aris.	100	100	100	100	100	80	80	100	80	100	100
T'lands Whaka'ehu Aris.	20	20	20	20	20	16	16	20	16	20	20
T'lands Tairua Aris.	10	10	10	10	10	10	10	10	10		10
Matahina	30		15	10	5	5	5	5	5		5
Woodlats	15	15	15	15	15	15	15	15	15		15
TOTAL RADIATA	300	330	325	320	315	258	258	315	258	315	315
JTHER SPECIES								4.02.03		4 255	4 0 77
TFL-Murupara C'fell	120		127	127	127	102	102	127	102		127
TFL-Tarawera C'fell	5		0		0	0	0	0	0		0 25
TFL-Whaka'ehu C'fell	25		25		25	20	20				
T'lands-Kaingaroa Aris.	80		80		80		64 10				
T'lands Tairua	10		10		10 15	10 15	15	15			
Woodlots TOTAL OTHER SPECIES	15 255		15 257		257	211	211	257			
TOTAL KRAFT PROD.	555	592 ·	582	577	572	469	469	572	469		
Opening Stocks	1316	1241	1203	1155	1102	1044	883	722	664	503	445
TPP Demand	. 630	630	630	630	630	630	630	630	630	630	630
Closing Stocks	1241			1102	1044	883	722	664	503	445 	387
Total Pulp Stocks	1953	1945	1932					1396		1137	

APPENDIX IV 7.3 0.5 M M KRAFT SHORT w y LONG SHORT GROUNDWOOD SPECIAL LONGS 0.8. 11 ıIJ SAWLOGS SHORT 444 M M 0 227 MM LONG 2 3 8.1m EXPORT 12.2M WORKED W M M W DAYS TARGET CPT Hohnec Fr De banase Team ACC 76

2/2/8

-17-TASMAN FORESTRY LIMITED CONTRACTORS PRODUCTION SUMMARY

GANG No	COMPT	SPECIES	WORK Days	TARGET			NLOG % T ACTUAL	
	, 590	PONDY	10	133	7,			**************************************
	319	CONTOR	5	112	Z			
	319	CONTOR	5	127	7			
1	590	PONDY	4	217	7			
, ,		PONDY	1	16	7.			
!	862	RAD O/C	3	70	7	70	69	
;		RAD O/C	7	120		75	71	
; ;		RAD T/C	10	129		65	79	
!		RAD D/C	10	113		50	50	
; ;		RAD O/C	10	71		av	JV	
1		RAD O/C	5	99		75	68	
; ;		RAD O/C	5	108		75	82	
; !	•		. 5	133		81	76	•
) 		RAD O/C	5	125		85	82	
1		RAD T/C	10	114		70	73	
,		RAD T/C	10	134		70	81	
1	1268 854	RAD O/C	9	131		70	73	
,	024 1							
1	U.Jª	RAD O/C	10	130		70	70	
; ;	# T J T	RAD O/C	6	75		80	52	
1	002	RAD O/C	4	105		70	70	
1	ากา	RAD O/C	5	135		80	61	
1	LF1	RAD O/C	6	86		85	88	
1	319	RAD O/C	10	113		80	83	
	1198	RAD D/C	10	116		70	61	
RADIATA O/C '	TARGET	. %	OTH	ER SPECIES			TARGET %	CONTRACTORS 118%
TOTAL PRODUCTION SAWLOG GROUNDWOOD KRAFT	39139 28284 0 10855	0.72 % 0.00 % 0.28 %	ALL	SPECIES F		TION	MHP (RAD) MHP (M/S) MHP (ALL)	5.47 5.09 5.41

AL RELL

PULP WOOD FLOW BOARD - PERFORMANCE FOR WEEK ENDING 16/05/88 KAWERAU i MURUPARA : TAUPO :WOODLOTS : OTHER : BUSH |MILL/YARD| TOTAL 'Omataroa Matahina Whaka,ehu Tarawera : TFL Timblands: TFL : iPlan Act Plan Act Plan Act Plan ActiPlan ActiPl GROUNDWOOD Open Stock Û Û Ú ĺ) 226 703 703 Production -4 Û Transport Ũ Û Ó Õ Close Stock 382 775 926 RAD KRAFT Open Stock Ô Ó 0 606 471 1077 1077 Production 123 115 Transport Close Stock i Û 574 1165 1100 OTHER SPP Open Stock Û Ũ Ó Û Ū Ó Û 231 231 Production Û -1 Ô Û Transport Û Ű Û () Close Stock Û () Kraft Open 1308 1308 Kraft Close 1381 1324 RAMSEYS Open Stock Û () Û Û Production Û Û Transport Ü Ü Ó Ü Û () 0 (Close Stock Û Ò Õ Ô Û Ò Ò Ô ø FWP Ô Û Open Stock Û Û Ò Û () Û Production Transport Ō Õ Ũ Û

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