



Chapters 1 to 14 of this manual have described in detail how timber is scaled and reported. This chapter documents the administrative requirements for scaling and answers a number of basic questions, including:

- 15.1 – What are the roles and responsibilities for scaling?
- 15.2 – How are scale sites authorized for scaling?
- 15.3 – What requirements must be met before timber can be transported?
- 15.4 – How are scalers trained, examined and licensed?
- 15.5 – How are scalers authorized and/or appointed to scale?
- 15.6 – How is compliance assessed for scalers and scale sites under the *Forest Act*, the *Scaling Regulation* and *Timber Marking and Transport Regulation*?

## **15.1 The Roles and Responsibilities for Scaling**

All scaling and submission of scale data in British Columbia, by and large, is the responsibility of the licensee. Scalers may work under the direct employ of scale site holders or under contract to the scale site holder. Scaling by ministry employees is usually confined to relatively minor volumes attributed to trespass, seizures, waste, and other minor transactions.

The ministry's role includes, but is not limited to:

1. Authorizing scale sites and setting scale site conditions,
2. Designating where timber must be scaled,
3. Examining and licensing scalers,
4. Authorizing scalers and setting all scaling procedures,
5. Setting scale data computation and control procedures and standards, and
6. Assessing compliance with all procedures and standards.

Most administration surrounding each role is supported by the ministry's Scaling Administration and Control System (SCS).

## **15.2 Scale Site Application and Authorization**

### **15.2.1 Site Registration**

All scale sites must be registered on SCS and be given both a site location and name. A unique four-character alphanumeric identifier code will be assigned on SCS at the time the registration data is entered.

### **15.2.2 Applicants Responsibilities**

The owner and/or operator of the proposed operation must apply to the district manager for a Scale Site using application form FS1309. The application must be in writing and delivered to the District office by mail or electronically and should include a map or sketch of the scale's location in relation to the scaling yard, a description of the scale house accommodation, the type and size of the weight scale to be installed, and the proposed computer hardware and software.

### **15.2.3 Ministry Responsibilities**

District scaling supervisors are generally responsible for ensuring that all sites in their jurisdiction are registered on SCS. A new site is to be given a new site code rather than reusing an obsolete code. This provides consistent information for client histories and avoids any issues with outstanding debts or non-compliance at the former site.

Shown below is an example of the FS 1309 – Scaling Site Application form, available on the [Public Forms Index](#)

|                                                                                                                                                                                   |  |                                                                                                                            |                                                                                          |                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------|--|
|  <b>BRITISH COLUMBIA</b><br>The Best Place on Earth                                              |  |  <b>Ministry of<br/>Forests and Range</b> |                                                                                          | <b>SCALING SITE<br/>APPLICATION FORM</b> |  |
| DATE: January 12, 2007                                                                                                                                                            |  |                                                                                                                            | FILE: 21630 – 35E                                                                        |                                          |  |
| In accordance with Section 95 of the <i>Forest Act</i> I hereby apply for authorization as an official site of scale for timber.                                                  |  |                                                                                                                            |                                                                                          |                                          |  |
| <b>Complete this Section if a Registered Company.</b>                                                                                                                             |  |                                                                                                                            |                                                                                          |                                          |  |
| Circle one:                      Corporation                      Association                      Society                                                                        |  |                                                                                                                            |                                                                                          |                                          |  |
| Company Name:                                                                                                                                                                     |  |                                                                                                                            |                                                                                          | Reg. #: test                             |  |
| Company Address:                                                                                                                                                                  |  |                                                                                                                            |                                                                                          |                                          |  |
| Postal Code:                                                                                                                                                                      |  |                                                                                                                            | Email:                                                                                   |                                          |  |
| Phone Number: (     )                                                                                                                                                             |  |                                                                                                                            | Fax Number: (     )                                                                      |                                          |  |
| <b>Complete this Section if NOT a Registered Company.</b>                                                                                                                         |  |                                                                                                                            |                                                                                          |                                          |  |
| Full Name of Site Owner:                      (FIRST)                      (MIDDLE)                      (LAST)<br>Andrew                      John                      Williams |  |                                                                                                                            |                                                                                          |                                          |  |
| Address: 3742 Oak St.<br>Mapleville, BC                                                                                                                                           |  |                                                                                                                            |                                                                                          | BC Driver's Licence:<br>6427398          |  |
|                                                                                                                                                                                   |  |                                                                                                                            |                                                                                          | Postal Code: V2Z 1M9                     |  |
| Phone Number: ( 250 ) 545-1212                                                                                                                                                    |  |                                                                                                                            | Fax Number: ( 250 ) 545-1213                                                             |                                          |  |
| Site Name: AJ Mill                                                                                                                                                                |  |                                                                                                                            |                                                                                          |                                          |  |
| Email Address: andyw2005@email.com                                                                                                                                                |  |                                                                                                                            |                                                                                          |                                          |  |
| Location of Site: 3642 Oak St.                                                                                                                                                    |  |                                                                                                                            |                                                                                          |                                          |  |
| Scaled Timber Outgoing: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N                                                                                          |  |                                                                                                                            | Estimated volume of outgoing timber/yr.                      200 m <sup>3</sup>          |                                          |  |
| Site Contact: Andy Williams                                                                                                                                                       |  |                                                                                                                            | Estimated volume of incoming unscaled timber/yr.                      480 m <sup>3</sup> |                                          |  |
| Type of Site: <input type="checkbox"/> W <input type="checkbox"/> P <input checked="" type="checkbox"/> Portable <input type="checkbox"/> SFP Type                                |  |                                                                                                                            | Name of Licenced Scaler: Ian Scaler                                                      |                                          |  |
| <br>(Applicant's Signature)                                                                    |  |                                                                                                                            | Andrew John Williams<br>(Print Name in Full)                                             |                                          |  |
| <b>Forest Service Use Only</b>                                                                                                                                                    |  |                                                                                                                            |                                                                                          |                                          |  |
| Client # of Site:                                                                                                                                                                 |  |                                                                                                                            | Site Code:                                                                               |                                          |  |
| Forest Official:                                                                                                                                                                  |  |                                                                                                                            | Date:                                                                                    |                                          |  |
| Print Name & Title:                                                                                                                                                               |  |                                                                                                                            |                                                                                          |                                          |  |
| FS 1309 HVA 2007/04                      Please be advised that the information may be released under the <i>Freedom of Information and Protection of Privacy Act</i>             |  |                                                                                                                            |                                                                                          |                                          |  |

**Figure 15.1 An Example of an Application for a Scale Site (FS 1309).**

### 15.2.4 Scale Site Authorizations

The Forest Act and Ministry Scaling Policy require owners and/or operators of a scale site to acquire a written scale site authorization from the ministry prior to commencing any scaling at that site. Failure to comply with this requirement is an offence under the Forest Act. The Forest Act also empowers the ministry to attach conditions to the scale site authorization to ensure a complete and accurate scale.

Scale site authorization helps ensure:

- timber is scaled in an orderly and systematic manner,
- data is correctly captured and submitted to the ministry, and
- all ministry requirements are clearly defined and understood by all persons on the scale site.

A scale site authorization may be denied if the ministry has reasonable grounds to believe the applicant will not comply with provisions under Parts 5, 6, 7, 9, 10 or 11 of the *Forest Act*, the regulations, or with the conditions to be included in the scale site authorization.

#### 15.2.4.1 Content of a Scale Site Authorization

The Forest Act empowers the ministry (usually through the district scaling supervisor) to set conditions that will "...ensure a complete and accurate scale." The ministry also has the authority to "...attach, remove, or alter a condition at any time." As such, the ministry has latitude in setting and enforcing conditions that support a reliable scale.

Conditions common to scale site authorization may include:

- conditions that provide clear direction on how to process all loads arriving at the site, including how to handle loads that have not been designated to the site and/or fail to meet other requirements such as timber marking,
- a clear statement on when scale returns (in the approved format) are to be completed and received by the ministry,
- conditions that support:
  - an accurate and complete scale,
  - orderly capture, reporting and submission of scale data,
  - retention of scale information,

- check scaling and site monitoring, and
- effective dates (terms are not to exceed five years).

The system user may draft custom clauses where these conditions do not satisfy the specific requirements of a given site. A number of considerations govern the issuance of custom clauses. They must be:

- reasonable (can the site holder/operator comply without undue hardship?),
- enforceable (can an inspecting officer effectively evaluate compliance?),
- legal (do they conform with legislation in the Forest Act and Regulations?),
- equitable (do they conform with ministry policy and procedure?),
- compatible (do they conflict with any other clause(s) in the authorization?), and
- coherent (are they written clearly and concisely? Are they readily understood?).

During the inspection process, scale site authorizations may routinely be reviewed to ensure the clauses are sufficient to ensure ministry needs. Any changes to the authorization document may require that:

- when an entire new scale site authorization document is issued, it clearly states that it "cancels and replaces the previous one dated \_\_\_\_\_",
- the applicant may be required to sign a statement confirming that the new authorization has been read and understood after review with a Forest Officer.
- scale site authorizations should not be allowed to lapse and must be renewed by the site owner by application to the District manager, and
- the changes must be discussed in detail with the site holder/operator.

#### 15.2.4.2 Ministry Responsibilities

The ministry will:

- review the application and ensure it is complete before proceeding,
- conduct an examination of the proposed scale site and facilities,
- issue a scale site authorization document if satisfied that the relevant parts of the *Forest Act*, *Forest and Range Practices Act*, *Weights and Measures Act*, *Scaling Regulation*, *Timber Marking and Transport Regulation* and other related regulations will be complied with,

- prior to commencement of operations, discuss all conditions of the authorization with the applicant to ensure they are understood,
- register the site on SCS,
- conduct regular site inspections to ensure site conditions are being complied with, and
- manage the authorization document through amendments, additions, and replacements upon expiry.

Once a scale site authorization document has been issued, it is the responsibility of the scale site owner/operator as well as all scalers working on the site, to be fully familiar with the conditions and requirements of the authorization. If any matter needs clarification, contact the district scaling supervisor or check scaler.

|                                                                                                               |                                                           |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
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|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|

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**SCALE SITE AUTHORIZATION**

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|  |                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------|
|  | Authorization Num. .... 180615<br>Authorization Date. .... April 01, 1999<br>Scale Site Num. .... 510<br>File Number. .... 21630-30/12345 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------|

In accordance with the requirements of the Forest Act,

JOE SCALER, of  
PO BOX 7777  
LA LA BC V0G 1R0

is herein authorized to operate a Weight Scaling Site, located at

HALFWAY CREEK

This authorization is in effect from the authorization date and expires June 30, 2008. Written application for extension must be received by the District Manager before that date.

The following conditions apply:

1. COMPLIANCE WITH FOREST ACT
 

All scaling shall be conducted in accordance with Part 6 of the Forest act, the Scaling Regulation, the Forest Service Scaling Manual and Ministry policies and procedures.
2. FAILURE TO COMPLY WITH CONDITIONS
 

This authorization may be suspended or cancelled for failure to comply with these conditions.
3. CHECK SCALE - DETAILS RETAINED AT SITE
 

The record of scale details ( detailed log listing ) must be retained at the scale site and be available for Forest Service review upon request.
4. SPREADING REQUIREMENT
 

Timber to be scaled shall be spread in such a manner that the scaler will have clear access to each individual log and in no way will be hindered in viewing, measuring and recording scale particulars.
5. SCALING FORMS
 

Forest Service forms or their approved equivalents are to be used.
6. CHECK SCALE - SET ASIDE PROVISION
 

Pursuant to Section 94 (5) of the Forest Act, only the most recently scaled parcel or lot of timber scaled at this scale site must be retained untouched to permit a Forest Service check scale to be performed.

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**Figure 15.2 An Example of a Scale Site Authorization Letter.**

## 15.3 Designating the Place of Scale

Under the *Forest Act* and the *Timber Marking and Transport Regulation* before transporting timber from its area of harvesting, the place of scaling (for each timber mark) must be designated to one or more authorized scale sites.

The administrative process of determining the place(s) where timber can be taken to be scaled is commonly referred to as "mark/site designation" (MSD).

Mark/site designation is an essential administrative process to satisfy the requirement that the scaling and transport of all timber take place in an orderly and controlled manner.

### 15.3.1 Applicant's Responsibilities

To transport timber off any Crown or private land you must first obtain:

1. A timber mark certificate, and
2. A mark/site designation letter.

The Timber Marking and Branding chapter of this manual describes timber marks and marking requirements. To obtain a mark/ site designation contact the local Ministry Office or go to the *Forms Index* and complete a written application, FS1307, as shown in Figure 15.3 on the next page. This form may vary by region or district, and may be part of a more comprehensive form that may be delivered to the District representative electronically. To apply for a mark/site designation you must be the licence holder in the case of Crown timber, or the landowner in the case of private timber. Other persons may obtain a mark site designation only when the licensee or landowner gives them written authorization to act on their behalf.

The mark/site designation directs the transport of timber to one or more designated scale sites, and may contain conditions concerning the transport or scaling at that site. Transport of unscaled timber without a mark/site designation or to a location other than those approved is in contravention of the *Forest Act* and may result in seizure, penalties, and/or summary conviction.

|                                                                                                                                         |  |                                                                                                                           |                       |                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------|--|
| <br><b>BRITISH COLUMBIA</b><br>The Best Place on Earth |  | <br><b>Ministry of Forests and Range</b> |                       | <b>MARK/SITE DESIGNATION APPLICATION</b> |  |
| TO: District Manager                                                                                                                    |  |                                                                                                                           | DATE: August 24, 2006 |                                          |  |
| Arrow Boundary                                                                                                                          |  | FOREST DISTRICT                                                                                                           |                       | FILE: 21630 – 25                         |  |

I, John A Doe request a timber mark/site designation under **Section 94(1) of the Forest Act and Section 2 of the Timber Marking and Transportation Regulation** for the following timber marks to the following scaling sites.

Please indicate the type of timber product that you are sending to each scale site listed below by using any combination of the following terms to describe the timber product:

- Crown, private, species name, green, dry, firekilled, sawlogs, poles, pulp, grade name, short log, long log or any other appropriate descriptor.

| TIMBERMARK | SCALE SITE |                | PRODUCT | VOLUME | DESIGNATION EXPIRY |
|------------|------------|----------------|---------|--------|--------------------|
|            | NO.        | NAME           |         |        |                    |
| 72368      | 2B4C       | G Adolphs Mill | CE logs | 340 m3 | Oct 30, 2006       |
|            |            |                |         |        |                    |
|            |            |                |         |        |                    |

A person whose timber is scaled under the Part must ensure a complete and accurate scale of the timber is performed (Forest 96(3))

**I agree, by signing this application, to the method of scaling conducted at the above scale sites.**

I understand that approval of this **Timber Mark/Scale Site Designation** is valid only for the timber marks transported to the scale sites indicated above.

| Signatures of Mark Holder(s)                                                        | Scale Site                      |
|-------------------------------------------------------------------------------------|---------------------------------|
|  |                                 |
|                                                                                     | Name of Site: G Adolphs Mill    |
| Mailing Address: PO Box 56989<br>Scaletown, BC V9Z 2Z2                              | Mailing Address: 1213 Bush Rd   |
| Phone Fax Numbers: 250-544-9999                                                     | Phone Fax Numbers: 250-555-9898 |
| Email Address: jdoe@email.com                                                       | Email Address: n/a              |

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**Figure 15.3 Example of a Mark/Site Designation Application (FS 1307).**

### 15.3.2 Ministry Responsibilities

The ministry's first responsibility is to ensure all prospective people who will transport timber are clearly aware of ministry requirements.

In processing the application for mark site designation, the ministry must ensure:

- tenures/timber marks are correct and in good standing,
- owner or licensee has given any agents written consent for acting on their behalf,
- sites designated for scaling are authorized and have suitable resources to conduct an accurate scale, and
- other district offices are notified if designated scale sites lie outside the district in which the timber originates.

Applications meeting ministry requirements will receive formal approval in the form of a letter (example Figure 15.4), or MSD web site access which will list all designated timber marks to a particular site.

#### Mark/Site Designation Access Site

This letter will specify timber marks and the scale site(s) to which the marks have been designated for scaling. Where an application requests more than one scaling location and one or more scale sites are deemed unacceptable, the approval will be restricted to the acceptable scale sites. The scale site designation may contain other conditions concerning the scaling or transport of the timber.

To enable tracking of timber movement and scaling mark site, MSDs are entered on the ministry's Scale Administration and Control System (SCS).


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**Ministry of Forests - Province of British Columbia**

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**TIMBER MARK / SCALE SITE DESIGNATION**

Timber Mark..... 23/129  
 File Number..... 21650-25/23/129

Pursuant to the Forest Act and its appurtenant regulations I hereby designate the above noted timber mark held by

POPE & TALBOT LTD. , of  
 PO BOX 2000  
 NAKUSP BC V0G 1R0

to be scaled at the following sites:

| Site Nbr | Site Name     | Loads  | Pop. | Comment        | Term Start |
|----------|---------------|--------|------|----------------|------------|
|          | Site Location | Volume |      |                | Term End   |
| 510      | P & T HALFWAY | 100    |      | hammer marking | 2007-01-01 |
|          | HALFWAY CREEK | 0      |      |                | 2008-01-01 |

The following conditions apply:

1. Direct Transportation
 

Timber must be transported directly from the harvesting location to the designated scale site. Transporting anywhere else is an offense.
2. Designation Precedence
 

This designation supercedes all previous designations for this timber mark.
3. Contact Person for Changes
 

To change this designation contact the undersigned.
4. No Harvesting Authority
 

This letter does not give any authorization to harvest timber.

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**Figure 15.4 Example of a Mark Site Designation (page 1).**

### 15.3.3 Scaler and Scale Site Operator's Responsibilities

Scalers and Site Operators are responsible for ensuring that all timber marks received at a scale site have been designated by the ministry for scaling at that site. The approval may be in one of the following forms:

- letter that the vendor presents to the receiving site (usually with the first load delivered), or
- list of designated timber marks, which the district scaling supervisor issues to the receiving scale site operator on a regular basis, or
- access to the [MSD Access Site](#).

If any timber is delivered to a scale site without the required documentation, it is the responsibility of both the scaler and the scale site operator to ensure that district scaling staff is informed immediately. While specific conditions may vary from district to district, the scalers authorization and the scale site authorization should set instructions on how to process timber that has not been designated to be scaled at a given scale site. Additional conditions may also be included in the mark/site designation letters. The district scaling supervisor or check scaler should be contacted if any conditions are not clear.

## **15.4 The Training, Examination and Licensing of Scalers**

The objective underlying the examination and licensing of scalers is to assure government, industry, and all other parties having an interest in the scale that scaling is conducted by qualified and competent scalers. Scaling licences may be issued by the Chief Forester following successful completion of a practical and a written examination conducted by scaling examiners appointed by the Chief Forester.

### **15.4.1 Scaler Training**

The responsibility for scaler training rests with colleges, technical schools, and other private institutions. The forest industry supports scaler training and may provide facilities for field instruction and examination.

While anyone can challenge a scaling examination, candidates are encouraged to enrol in a formal scaling course. Courses range from weekend or evening classes to full time courses spanning several months. Scaling by its nature requires not only a good theoretical foundation, but also manual dexterity coupled with sound judgement. Experience has shown these skills are developed through on the log and classroom instruction, as well as practice, and ongoing coaching. As such, students should ensure prospective courses have at least 50 percent of the course content devoted to field exercises. Scalers will be examined on the Scaling Manual, the Forest Act (as it relates to scaling issues), *Scaling Regulation and Policies* and the *Timber Marking and Transportation Regulation*. Scaling does require a basic understanding of mathematics and weakness in this area may be a significant disadvantage.

### **15.4.2 Scaling Examination**

Separate scaling licences are issued for the coast and the interior. Generally, the coast is considered the area west of the Cascade Mountains and the interior is considered the area east of the Cascade Mountains. Because the grading schedules are significantly different scalers with a coast licence are not authorized to scale timber originating from the interior. Similarly, scalers with an interior licence are not authorized to scale timber originating from the coast. To be eligible for an authorization to scale, scalers will have to be successful on the exam for the area in which they would like authorization.

### **15.4.3 Examination Procedures**

Scaling examinations are held at the discretion of the regional scaling manager and are generally held in the spring or fall. Information regarding dates and locations of exams can be obtained by contacting any Ministry Office.

All scaling students should be aware that examinations are held only when there is adequate demand. Examinations are open to any member of the public who submits an application and pays the examination fee. Examinations are generally advertised at Ministry Offices at least two to four weeks prior to the examination date.

The standards for conducting the practical exam, selection, spreading, and scaling of exam logs, setting and marking the written exam, are established and monitored by the Board of Scaling Examiners. In all cases, appointed scaling examiners must conduct the exam. Coast and Interior exams are two parts, consisting of a written and a practical portion. A minimum of 75% must be achieved to be successful. The examination standards can be found here:

[Board of Scaling Examiners Standards](#)

#### **15.4.4 Requirements to Take the Examination**

##### **15.4.4.1 Applications**

Anyone wishing to take the licensed scalers examination must submit an application form to the applicable Regional office (FS 87) available at:

[Forms Index](#)

|                                                                                                                                      |  |                                                                                                                            |                                                          |                                 |                            |
|--------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------|----------------------------|
|  <b>BRITISH COLUMBIA</b><br>The Best Place on Earth |  |  <b>Ministry of<br/>Forests and Range</b> |                                                          | <h1>APPLICATION TO SCALE</h1>   |                            |
| I HEREBY MAKE APPLICATION (PLACE CHECK MARK IN SQUARES APPLICABLE) :                                                                 |  |                                                                                                                            |                                                          |                                 |                            |
| <input type="checkbox"/> FOR AUTHORIZATION TO SCALE AT _____<br>(NAME AND ADDRESS OF MILL OR OTHER OPERATION)                        |  |                                                                                                                            |                                                          |                                 |                            |
| <input type="checkbox"/> FOR APPOINTMENT AS ACTING SCALER TO SCALE AT _____                                                          |  |                                                                                                                            |                                                          |                                 |                            |
| <input type="checkbox"/> TO TAKE EXAMINATION FOR SCALER'S LICENCE, TO BE HELD AT _____                                               |  |                                                                                                                            |                                                          |                                 |                            |
| ON _____, year _____                                                                                                                 |  |                                                                                                                            |                                                          |                                 |                            |
| <input type="checkbox"/> FOR APPOINTMENT AS OFFICIAL SCALER IN THE _____<br>(NAME OF REGION OR DISTRICT)                             |  |                                                                                                                            |                                                          |                                 |                            |
| HAVE YOU EVER HELD A SCALING LICENCE,<br>ACTING SCALER'S APPOINTMENT OR<br>RESIDUE SURVEYOR'S LICENCE?                               |  |                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |                                 | IF SO, WHERE               |
|                                                                                                                                      |  |                                                                                                                            |                                                          |                                 | APPOINTMENT OR LICENCE NO. |
| FULL LEGAL NAME AND ADDRESS (please print)                                                                                           |  |                                                                                                                            |                                                          |                                 |                            |
| LAST NAME                                                                                                                            |  | FIRST NAME                                                                                                                 |                                                          | MIDDLE NAMES / INITIALS         |                            |
|                                                                                                                                      |  |                                                                                                                            |                                                          |                                 |                            |
| TELEPHONE NO.                                                                                                                        |  | FAX NO.                                                                                                                    |                                                          | ADDRESS                         |                            |
|                                                                                                                                      |  |                                                                                                                            |                                                          |                                 |                            |
| PROOF OF IDENTITY (please complete at least one of the following)                                                                    |  |                                                                                                                            |                                                          |                                 |                            |
| DRIVER'S LICENCE NO.                                                                                                                 |  |                                                                                                                            | CITIZENSHIP CERTIFICATE NO.                              |                                 |                            |
| BIRTH CERTIFICATE NO.                                                                                                                |  |                                                                                                                            | LANDED IMMIGRANT CARD NO.                                |                                 |                            |
| CANADIAN MILITARY ID                                                                                                                 |  |                                                                                                                            | WORK PERMIT NO.                                          |                                 |                            |
| PASSPORT                                                                                                                             |  |                                                                                                                            | BRITISH COLUMBIA IDENTIFICATION                          |                                 |                            |
| PLEASE STATE PLACE OF BIRTH                                                                                                          |  |                                                                                                                            |                                                          | DATE OF BIRTH<br>YYYY - MM - DD |                            |
| SIGNATURE OF APPLICANT                                                                                                               |  |                                                                                                                            |                                                          | DATE SIGNED<br>YYYY - MM - DD   |                            |
| <b>FOR OFFICE USE ONLY</b>                                                                                                           |  |                                                                                                                            |                                                          |                                 |                            |
| DATE OF EXAMINATION<br>YYYY - MM - DD                                                                                                |  | MARK.<br>%                                                                                                                 |                                                          | LICENCE NO.                     |                            |
|                                                                                                                                      |  |                                                                                                                            |                                                          |                                 |                            |
| LOCATION                                                                                                                             |  | FEE PAID<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A                          |                                                          |                                 |                            |
| APPROVED<br><input type="checkbox"/> YES <input type="checkbox"/> NO                                                                 |  | DATE APPROVED<br>YYYY - MM - DD                                                                                            |                                                          | FS CLIENT NO.                   |                            |
|                                                                                                                                      |  |                                                                                                                            |                                                          |                                 |                            |

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**Figure 15.5 Example of an Application to Take a Scaling Exam/Appointment as an Acting Scaler/Authorization to Scale at a Site.**

#### 15.4.4.2 Payment of Examination Fees

The Scaling Regulation requires that individuals applying to take an examination for a scalers licence must pay an examination fee and the regulation states the amount of the fee. Ministry employees and individuals who have paid an acting scaler appointment fee within the past twelve months of the examination date are exempted from payment.

### 15.4.5 The Administration of Scaling Licences

#### 15.4.5.1 Marking Requirements

Different Regional or District Scaling Examiners will mark all examinations twice in order to minimize errors.

#### 15.4.5.2 Review by Unsuccessful Candidates

Any candidate taking a scaling examination is entitled to review the exam with a scaling examiner. Failing students should have a clear understanding where they went wrong before attempting the examination again.

### 15.4.6 Other Examination and Endorsements

#### 15.4.6.1 Scaling Endorsements

As scaling serves the needs of various users, it must be responsive to often changing needs. To ensure all scalers are current and able to meet these needs, it is periodically necessary to conduct additional endorsement examinations. Such endorsement examinations have included; metrication in the late 1970s, interior grading in the late 1980s, coastal letter grades in the early 1980s, major coastal grading changes in 1990, and new interior grades in 2006.

Failure to pass an endorsement exam within a specified time will result in termination of the scaling licence. It may also terminate the authorization to scale or make the scaler ineligible for future authorizations until the endorsement has been achieved. Where scalers are inactive and/or miss the scheduled endorsement within the required period they are required to take the full licensing exam again.

#### 15.4.6.2 Re-examinations

In addition, the Forest Act empowers the Minister's delegate to require a scaler to be re-examined. This provision is usually exercised where check scales or other inspections have concluded a re-examination is needed to confirm the scaler's ability to meet licensing standards. Failure to pass the examination within the specific time will render the scaling licence cancelled.

### 15.4.6.3 Other Examinations

As the Forest Act authorizes the appointment of acting scalers, other examinations are also administered to ensure applicants are capable of meeting ministry requirements. These examinations are generally set and administered on a local basis under the overall guidance of the Board of Scaling Examiners.

### 15.4.7 Scalers Oath

Because scale data serves the needs of buyers and sellers, as well as others, it is of utmost importance that scalers be absolutely objective in their conduct.

All scalers are required to swear and sign the following oath as part of receiving their scaling licence or being authorized and/or appointed to scale:

"I, \_\_\_\_\_, do solemnly swear that I will, in my capacity as a scaler, without fear, favour, or affection, and to the best of my ability and judgement, scale, record and report scale results in accordance with the *Forest Act*, applicable regulations, the Scaling Manual and other requirements set by the Ministry."

This form (FS 1314) is available on the [Forms Index](#) and may become part of new scalers' authorization to scale. The fact that a scaler has sworn this oath is recorded on their file in SCS.

*To students just obtaining a scaling licence:*

*Students obtaining a scaling licence should be commended for their achievement. All students, however, should understand that passing the scaling examination is just the first step toward becoming a scaler.*

*To become proficient and maintain your skills as a scaler, you need experience on the job, periodic study, and you should always be receptive to new knowledge.*

*A scaling licence does not authorize you to scale timber for purposes of the Forest Act. If you want to scale, you must also be appointed and/or authorized to scale*

## 15.5 Authorization and Appointments of Scalers

### 15.5.1 Legal Requirement for Authorization and Appointments

Anyone wishing to scale for purposes of the *Forest Act* must first be appointed and/or authorized to scale by the ministry.

The *Forest Act* requires that all scalers except Ministry scalers must be authorized by the Ministry to conduct the official scale, and provides for the appointment of acting scalers, official scalers and Ministry Scalers. It also states that it is an offence for any person to represent that they are authorized to perform a scale if that person is not so authorized.

#### 15.5.1.1 Administrative Reasons for Authorization and Appointments

Authorization and appointment of scalers is carried out for the following reasons:

- to ensure the public's valuable resource is scaled by the most competent scalers available,
- to ensure scalers are clearly aware of their legal obligations and responsibilities with respect to scaling, and the documentation, retention, and submission of scale data, and
- to enable the ministry to monitor scaling activity and conduct check scales by knowing who is scaling, as well as, where and when.

### 15.5.2 Terms of Requirements of Authorization and Appointments

Authorizations and appointments are restricted to the geographic jurisdiction of the signing official. They are also limited in duration by policy.

To meet the objectives of ensuring a reliable and controlled scale, the *Forest Act* provides considerable administrative flexibility in scaling appointments and authorizations. In all cases, unless otherwise specified, appointments and authorizations are restricted to the geographic jurisdiction of the signing official and are limited in duration.

#### 15.5.2.1 Official Scalers

Official Scalers are usually appointed by the Regional Executive Director, District Manager, or Forest Officer for a term not exceeding five years. Appointments may be re-issued upon expiry.

Requirements to be appointed as an official scaler include:

- valid scaling licence (endorsements must be current),
- demonstrated scaling competency (an acceptable check scaling history),

- scaling experience (minimum of five years for coastal scalers and three years for interior scalers), and
- at least six months scaling activity in the past year.

#### 15.5.2.2 Licensed Scalers

A licensed scaler may be authorized for up to two years and may be re-authorized upon expiry.

Requirements to be authorized as a licensed scaler include:

- valid licence with all endorsements current.

#### 15.5.2.3 Acting Scalers

An acting scaler appointment is considered only where:

- securing a licensed scaler would impose unreasonable costs or delays, and/or
- volumes and values are minimal and there is little risk that the scaling requirements of the Forest Act will not be met.

Persons working as a timber weigher or assisting a scaler in taking measurements or other capacity must be appointed as an acting scaler.

Requirements to be appointed as an acting scaler are:

- order must be issued by the regional executive director, the district manager, or a forest officer stating that the timber may be scaled by an acting scaler,
- applicant must complete a Timber Weigher's examination if applicable,
- appointments may be conditional upon the applicant attending the next scaling examination held in the region. Each acting scaler appointment may not exceed one year. While these appointments are normally for minor volumes and for a short term they may be renewed upon expiry, and
- applicants who scale more than 300 m<sup>3</sup>/year must pay a fee of \$100.

#### 15.5.2.4 Ministry Scalers

An employee of the Ministry may be appointed as a Ministry scaler if they:

- hold a valid scaling licence, and
- have been appointed as a forest officer.

Ministry scalers do not have to be authorized to scale.

### 15.5.3 How to Obtain an Authorization and/or Appointment

Any person requiring an authorization or appointment should complete an Application to Scale (FS 87) as shown in Figure 15.6 and return it to the local Ministry Office for processing.

|                                                                                                                                                     |  |                                                                                                                            |  |                                                                                                   |                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------|-----------------------------------------------|
|  <b>BRITISH COLUMBIA</b><br><small>The Best Place on Earth</small> |  |  <b>Ministry of<br/>Forests and Range</b> |  | <b>APPLICATION TO SCALE</b>                                                                       |                                               |
| I HEREBY MAKE APPLICATION (PLACE CHECK MARK IN SQUARES APPLICABLE):                                                                                 |  |                                                                                                                            |  |                                                                                                   |                                               |
| <input checked="" type="checkbox"/> FOR AUTHORIZATION TO SCALE AT                                                                                   |  | G Adolphi Mill - 2B4C - 1213 Bush Rd.<br><small>(NAME AND ADDRESS OF MILL OR OTHER OPERATION)</small>                      |  |                                                                                                   |                                               |
| <input type="checkbox"/> FOR APPOINTMENT AS ACTING SCALER TO SCALE AT                                                                               |  |                                                                                                                            |  |                                                                                                   |                                               |
| <input type="checkbox"/> TO TAKE EXAMINATION FOR SCALER'S LICENCE, TO BE HELD AT                                                                    |  |                                                                                                                            |  |                                                                                                   |                                               |
| ON _____, YEAR _____                                                                                                                                |  |                                                                                                                            |  |                                                                                                   |                                               |
| <input type="checkbox"/> FOR APPOINTMENT AS OFFICIAL SCALER IN THE                                                                                  |  | _____<br><small>(NAME OF REGION OR DISTRICT)</small>                                                                       |  |                                                                                                   |                                               |
| HAVE YOU EVER HELD A SCALING LICENCE, ACTING SCALER'S APPOINTMENT OR RESIDUE SURVEYOR'S LICENCE?                                                    |  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                                                        |  | IF SO, WHERE<br>Kamloops                                                                          |                                               |
|                                                                                                                                                     |  |                                                                                                                            |  | APPOINTMENT OR LICENCE NO.<br>112Q                                                                |                                               |
| FULL LEGAL NAME AND ADDRESS (please print)                                                                                                          |  |                                                                                                                            |  |                                                                                                   |                                               |
| LAST NAME<br>Miller                                                                                                                                 |  | FIRST NAME<br>Julia                                                                                                        |  | MIDDLE NAMES / INITIALS<br>D                                                                      |                                               |
| TELEPHONE NO.<br>250-555-1313                                                                                                                       |  | FAX NO.                                                                                                                    |  | ADDRESS<br>1364 Radius Rd.<br>Anytown, BC V0Z W9V                                                 |                                               |
| PROOF OF IDENTITY (please complete at least one of the following)                                                                                   |  |                                                                                                                            |  |                                                                                                   |                                               |
| DRIVER'S LICENCE NO.<br>2819999                                                                                                                     |  | CITIZENSHIP CERTIFICATE NO.                                                                                                |  |                                                                                                   |                                               |
| BIRTH CERTIFICATE NO.                                                                                                                               |  | LANDED IMMIGRANT CARD NO.                                                                                                  |  |                                                                                                   |                                               |
| SOCIAL INSURANCE NO.                                                                                                                                |  | WORK PERMIT NO.                                                                                                            |  |                                                                                                   |                                               |
| PASSPORT                                                                                                                                            |  | BRITISH COLUMBIA IDENTIFICATION                                                                                            |  |                                                                                                   |                                               |
| PLEASE STATE PLACE OF BIRTH                                                                                                                         |  |                                                                                                                            |  |                                                                                                   | DATE OF BIRTH<br>YYYY - MM - DD               |
| SIGNATURE OF APPLICANT<br>                                       |  |                                                                                                                            |  |                                                                                                   | DATE SIGNED<br>YYYY - MM - DD<br>Jan 30, 2007 |
| FOR OFFICE USE ONLY                                                                                                                                 |  |                                                                                                                            |  |                                                                                                   |                                               |
| DATE OF EXAMINATION<br>YYYY - MM - DD                                                                                                               |  | MARK<br>%                                                                                                                  |  | LICENCE NO.                                                                                       |                                               |
| LOCATION                                                                                                                                            |  | DATE ISSUED<br>YYYY - MM - DD                                                                                              |  |                                                                                                   |                                               |
| APPROVED<br><input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                |  | DATE APPROVED<br>YYYY - MM - DD                                                                                            |  | FEE PAID<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |                                               |
|                                                                                                                                                     |  |                                                                                                                            |  | FS CLIENT NO.                                                                                     |                                               |

FS 87 HVA 2007/04 Please be advised that the information may be released under the Freedom of Information and Protection of Privacy Act

**Figure 15.6 Completed Application for Authorization to Scale.**

#### 15.5.4 Authorization Conditions

In addition to being limited to a time period and an administrative jurisdiction, all scaler authorization documents carry two standard conditional clauses:

- authorization is conditional upon compliance with the *Forest Act*, the *Scaling Regulation*, and approved ministry policies and procedures as detailed in the *Scaling Manual*, and
- failure to comply with conditions of the authorization may result in cancellation or suspension of the authorization.

Other clauses are included in the authorization. These may set conditions to ensure a complete and accurate scale, orderly and timely scaling, conduct on the scale site, documentation and submission of scale data, and other conditions falling under the scalers control.

The issuance of scale authorizations is supported by SCS. Where the standard clauses on the SCS do not satisfy the specific requirements of an authorization, custom clauses may be drafted by the system user. A number of considerations govern the issuance of custom clauses. They must be:

- reasonable (can this scaler comply without undue hardship? Is the requirement under the scalers control?),
- enforceable (can an inspecting officer effectively evaluate compliance?),
- legal (do they conflict with the Forest Act and regulations, the *Canadian Charter of Rights, Freedom of Information and Protection of Privacy Act, Federal Weights and Measures Act*, or others. Is the ministry empowered to set the condition?),
- equitable (do they conform to ministry policy and procedures?),
- compatible (do they conflict with any other clause(s) in the authorization or other authorization?), and
- coherent (are they written clearly and concisely? Are they easily understood?).

|                                                                                                                                                                                                                                                                                                                                                         |  |                                                           |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------|---------------------|
|  <b>BRITISH COLUMBIA</b>                                                                                                                                                                                                                                               |  | <b>Ministry of Forests - Province of British Columbia</b> |                     |
| <hr/> <b>AUTHORIZATION TO SCALE</b> <hr/>                                                                                                                                                                                                                                                                                                               |  |                                                           |                     |
|                                                                                                                                                                                                                                                                                                                                                         |  | Authorization Num.....                                    | 4403                |
|                                                                                                                                                                                                                                                                                                                                                         |  | License Num.....                                          | IB03                |
|                                                                                                                                                                                                                                                                                                                                                         |  | Authorization Date.....                                   | July 08, 2005       |
|                                                                                                                                                                                                                                                                                                                                                         |  | File Number.....                                          | 21590-20/Dickson, M |
| <p>Pursuant to the Forest Act, I hereby authorize</p> <p style="margin-left: 40px;"><b>MICHAEL DICKSON</b>, of<br/>BOX 18<br/>BRALORNE BC V0K 1P0</p> <p>to Scale and Classify Timber<br/>at site IB4C (IAN'S LATEST SITE)</p> <p>for a period commencing <u>July 08, 2005</u> and ending <u>July 14, 2006</u> subject to the following conditions:</p> |  |                                                           |                     |
| <p>1. <b>FAILURE TO COMPLY WITH CONDITIONS</b></p> <p style="margin-left: 40px;">This authorization may be suspended or cancelled by the District Manager or Scaling Supervisor for failure to comply with these conditions.</p>                                                                                                                        |  |                                                           |                     |
| <p>2. <b>COMPLIANCE WITH FOREST ACT</b></p> <p style="margin-left: 40px;">All scaling shall be conducted in accordance with Part 6 of the Forest Act, the Scaling Regulation, the Forest Service Scaling Manual and Ministry policies and procedures. test</p>                                                                                          |  |                                                           |                     |
| <p>3. <b>ORDERLY SCALING</b></p> <p style="margin-left: 40px;">The scale is to be made in an orderly manner by load or parcel with each parcel or load to be assigned a unique return number and so identified.</p>                                                                                                                                     |  |                                                           |                     |
| <p>4. test add</p> <p style="margin-left: 40px;">test addition 6 26</p>                                                                                                                                                                                                                                                                                 |  |                                                           |                     |
| <p>5. 1</p> <p style="margin-left: 40px;">cl 1</p>                                                                                                                                                                                                                                                                                                      |  |                                                           |                     |
| <hr/> Page 1                                                                                                                                                                                                                                                                                                                                            |  |                                                           |                     |

*Figure 15.7 An Example of an Authorization to Scale (Page 1).*

## 15.6 Assessing Compliance with Scaling Requirements

Under policy the Ministry is required to maintain an adequate level of monitoring, inspecting, and auditing to ensure the Crown's interests are protected. This requirement is largely met through three activities:

1. check scaling,
2. scale site inspections, and
3. data monitoring.

Some important compliance requirements are answered with these questions:

- is scaling being done in accordance with this manual, the *Forest Act*, the *Scaling Regulation* and the *Scalers Authorization*?
- are all conditions of the scale site authorization being complied with?
- is all required documentation in good order?
- is all material that is harvested both scaled and billed?
- has all data been compiled and submitted in accordance with Ministry standards?
- are scaling practices and interpretations consistent?

### 15.6.1 Check Scaling

#### 15.6.1.1 Purpose of Check Scaling

Check scales are conducted by the Ministry to maintain scaling standards and uniform scaling practices throughout the province. This is achieved through remeasuring loads of logs scaled by the original scaler and comparing scale results in terms of volume and value in addition to assessing compliance with the scalers authorization to scale.

#### 15.6.1.2 Conducting a Check Scale

Because check scales may result in actions affecting the scalers authorization to scale or scaling licence, it is important that they be representative of the scalers work. To achieve this it is ministry policy that check scales be conducted unannounced and at random whenever feasible. To be valid, the original scaled load must be left untouched after scaling and remain in the same position for check scaling. While the original scaler may be under various production pressures, the check scaler in setting the standard of comparison is required to scale each load with care and not be subject to any time constraints or other operational pressures. The check scale should comprise one full truckload, or parcel of logs.

### 15.6.1.3 Check Scale Frequency

The objective defined under ministry policy is to set check scale frequency by analyzing the relative revenue risk, the volume scaled, and the scalers past performance. This goal requires an objective evaluation of each scaling situation.

For example, increased check scaling frequency might be warranted where:

- the scalers experience or past performance is weak,
- the scale site conditions may not facilitate accurate scaling, or
- the values and volumes scaled at the scale site are high.

Similarly, a reduced checking frequency might be warranted where:

- values and volumes scaled at the site are low,
- only private timber is scaled and risk assessment is low, or
- scaler past performance or experience is strong.

Scaling policy may also impose specific frequency, volume, or value objectives.

### 15.6.1.4 Division of Responsibilities – The Scaler

Every scaler must understand the ministry has the responsibility of ensuring that scale results are correct and ensuring scaling duties are being performed correctly. To enable the check scaler to carry out these responsibilities requires the scaler to retain at the scale site and produce a copy of the scale details for the most recently scaled parcel or load of timber and make available any other required documentation for inspection.

At the request of the check scaler, scalers must make themselves available to discuss check scale results.

### 15.6.1.5 Division of Responsibilities – The Site Operator

The owner and operator of the scale site and the owner of the timber are responsible for ensuring the last scaled load for each scaler is retained for check scaling. To this end the last scaled load must be clearly marked or tagged as scaled as per the scale site authorization and the load should remain in exactly the same position as originally scaled. This is an integral part of ensuring reliable check scale results, and as such, several provisions in the *Forest Act* and *Scaling Regulation* address this topic. In the event of non-compliance with this requirement, the *Scaling Regulation* enables the ministry to assess its costs in attempting to conduct a check scale. In addition, contravention of this section of the *Forest Act* is an offence and subject to ticketing and/or summary conviction. Similarly, contravention may jeopardize the scale site authorization.

## **15.6.2 Checks to be Made**

In addition to the actual scaling, a forest officer will check that authorized scalers are on site to scale the timber, that scaled parcels are being properly identified, that records of scale details are correctly identified and filed and that scale returns are being completed and forwarded on time.

### **15.6.2.1 Piece Scale**

A check scale of a recently scaled parcel is made. The details of the check scale and the original scale each must have the volume and the market value of the timber computed.

To enable meaningful comparisons of the original and check scales, volume and value computations should be made on site. The differences between the volumes are divided by the volume of the check scale to determine the percentage difference. Where the original scale is less, the difference is low or negative. Where the original scale is greater, the difference is high or positive. The difference in value is calculated following the rules for volumes.

The classification of each log to species is to be checked and the number of incorrect classifications identified. Each log where there is no deduction for defect is to have the length and recorded radius measure compared. Any difference in length is considered an error whereas a difference exceeding one radius measure or rad (2 cm of diameter) is considered an error.

### **15.6.2.2 Weight/Sample Scale**

A check of a recently scaled sample is to be made in the same manner as the piece scale parcel is scaled. As with piece scale parcels, computation of values and volumes should take place at the scaling site to enable meaningful comparisons. In addition, the weight recorded should be checked against the load slip. Check that the load has been placed in the correct stratum.

The gross, tare, and net weights of trucks recorded on the daily audit log should be reviewed for abnormalities and it is desirable to re-weigh the most recently weighed truck, gross or tare, to check that this function has been performed correctly. If this is not possible, supervise the weighing of another truck and compare the results with those recorded against previous weighing for compatibility. Check that the weigh scaler has checked the weigh scale each day by weighing a vehicle at different ends of the platform, or in the case of a lift weigh scale, by weighing a test load of known weight. Check that the platform is being kept clean and free of debris, snow, and ice that may affect the accuracy of the weighing.

### 15.6.2.3 Special Forest Products - Stacked

The most recently scaled stack is to be remeasured and the stack volume computed and compared with the stack volume computed from the original scale. Check the face of the stack and estimate the ratio of area of wood to area of wood, air, and bark. Compare the resultant figure with the factor used to convert stacked volume to volume of wood.

### 15.6.2.4 Special Forest Products - Piece Sampling

Check count the number of pieces by category in the most recently counted parcel and compare with the scale record. Sample measure a number of pieces in each category and compare the average volume per piece of the category sample with the average used by the original scaler.

## 15.6.3 Actions on Completion of the Check Scale

### 15.6.3.1 Check Scale Advisory

An advisory letter showing the scale details for the original and check scales is issued to the original scaler as soon as possible following the check scale. This report is usually printed at the scale site and presented by hand, or mailed to the original scaler.

While the check scale advisory letter can be in different formats, its basic intent is to provide a meaningful feedback mechanism to assist scalers in assessing their own performance and making them aware of any deficiencies in their scaling methods or interpretations. While check scales confirming the original scale need not provide significant detail other than the scale volumes, check scales outside acceptable tolerances should clearly identify the sources of variance.

#### **Release of Check Scale Data**

1. Upon completion of a check scale, the check scale comparison reports and detailed log listing will always be provided to the scaler who performed the scale.
2. Check scale comparison reports and detailed log listings are available to other parties upon request, subject to provisions of the *Freedom of Information and Protection of Privacy Act*.

### 15.6.3.2 Replacement of the Original Scale by a Check Scale

Where the volume or value of the check scales varies by more than the prescribed three percent set by regulation, the *Forest Act* requires that the check scale replace the original scale. The *Forest Act* also authorizes an exemption to this replacement where it is considered the original scale was conducted in accordance with good scaling practices and the differences in the original and check scale are attributable to the condition of the

timber. The term 'good scaling practices' is subjective and requires an assessment of the nature, magnitude and frequency of scaling errors (both interpretative and quantitative).

For example, where timber is sound and of little butt flare, an exemption to a replacement would likely not follow. On the other hand, where timber is decadent and otherwise good scaling practices were followed, an exemption to a replacement would likely be considered.

Where the scale is to be replaced by the check scale, a copy of the new scale return is available to the scaler, the owner of the timber and the mark holder in the Harvest Billing System.

The responsibility for ensuring that the check scale replaces the original scale rests with the owner of the scale site, the operator of the scale site, the owner of the timber, and the scaler.

Non-compliance to this responsibility constitutes an offence that is subject to ticketing and/or summary conviction.

#### 15.6.3.3 Update Scaler File and Records

The result of each check scale is posted to the scalers file and the scalers record or the Scale and Administrative Control System (SCS) so that each scalers performance can be tracked and monitored.

In addition to reviewing current check scale comparisons, check scales over the previous twelve months are reviewed to identify any possible bias. This shortcoming, along with any other trend or required corrective action should be noted in the check scale advisory letter.

#### 15.6.3.4 Second Check Scale

Under the *Forest Act* a scaler whose scale is replaced by a check scale may request a second check scale if they disagree with the original check scale. As such, this section provides recourse for scalers to have a second binding opinion about a scale.

Where the scaler requests a second and final check scale the ministry is obligated under the regulation to perform it where it is feasible.

Where a second check scale is conducted, it becomes the basis of comparison with the original scale. If the second check scale varies in volume or value from the original scale by more than the prescribed percent (three percent set under the *Scaling Regulation*), the second check scale must replace the original scale. When the original scale is replaced by the second check scale, the scaler requesting the second check scale must pay the costs and expenses incurred by the ministry in conducting the second check scale. Where the

volume or value of the second check scale is between 0 and 3 percent of the original scale, the original scale is confirmed and the scaler who requested the second check scale is free of any expenses incurred by the ministry in conducting the second check scale. The second check scale is binding and final.

#### 15.6.3.5 Second Scales

Unlike a second check scale, which is available to a scaler who disagrees with a check scale, a second scale is available to anyone with an interest in the scale who disagrees with the original scale, but only if it is feasible to conduct another scale.

A second scale is available to any person whose interest is affected by the scale who

- Objects to a scale return completed for a scale, and
- Serves notice of their objection to a regional or district manager and requests a second scale.

Where notice is served, the Ministry is obligated to have the timber scaled again if another scale is feasible.

In addition, a second scale may be required at the discretion of a regional manager or a district manager. A second scale can not be conducted after a check scale.

When conducted, the results of the second scale are binding. When the second scale varies from the original scale by more than three percent in terms of value or volume, the second scale governs for all purposes of the *Forest Act* and must replace the original scale. When the original scale is replaced by a second scale, the person who was liable to pay for the original scale must pay to the government the scaling fees, charge costs and expenses incurred by the ministry in respect of the second scale.

Where, however, the original scale is confirmed by the second scale (the second scale is within three percent in terms of value or volume of the original scale), the person objecting to the original scale must pay for the fees, charges, costs and expenses incurred by the ministry in respect of the second scale and the original scale governs for all purposes of the *Forest Act* and regulations.

#### 15.6.3.6 Suspension of a Scaling Licence

Under the *Forest Act*, the regional executive director or the district manager is authorized to suspend a scaling licence where its holder fails to properly perform their duties or comply with the requirements of the *Forest Act*, scaler authorization, site authorization, or any other applicable scaling regulations.

Where there is a flagrant contravention of scaling requirements the inspecting forest officer should promptly recommend suspension of the scaling licence to the district manager and suspension should proceed under Section 102 (1) of the *Forest Act*.

Where there is no flagrant contravention of scaling requirements the scaler should receive at least one warning letter signed by the district manager prior to any suspension. When a suspension is made, it must be for a specific term of up to one year and the suspension automatically terminates all authorizations and appointments to scale. All suspensions are recorded on the scalers record in the Scale Control System as well as HBS..

Where suspensions is conferred because the scaler lacks expertise, the scaler may be required to pass the licensed scalers examination again before being authorized or appointed to scale. Any person subject to a suspension may be given an opportunity to be heard before the regional executive director or a district manager.

#### 15.6.3.7 Cancellation of a Scaling Licence

The *Forest Act* also provides for the Minister's delegate to cancel a scaling licence where scalers fail to properly perform their duties. This action may be required after several suspensions or may be recommended by the inspecting forest officer after a flagrant contravention of scaling requirements. When this action is contemplated, the scaler must first be given an opportunity for a hearing before the Minister's delegate.

### 15.6.4 Scale Site Inspections

#### 15.6.4.1 Purpose of Scale Site Inspections

Scale site inspections are conducted by the Ministry to assess compliance with the scale site authorization and ensure scaling conditions support an accurate and reliable scale. Where the inspection reveals contravention of Ministry requirements, the inspection may result in an instruction letter, a suspension, or penalty as provided under the *Forest Act*.

#### 15.6.4.2 What to Expect From a Scale Site Inspection

Scale site inspections may be conducted at the same time as a check scale or as a separate inspection. Like check scales, these inspections are to be unannounced and random whenever feasible.

Because scaling is conducted under diverse conditions, the format of the inspection varies considerably from site to site. Figure 15.8 provides an example of a Site Inspection Report.

|                                                                                                           |                                                                   |             |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------|
|  <b>BRITISH COLUMBIA</b> | <b>Ministry of Forests</b><br><b>SCALING SITE INSPECTION FORM</b> | Page 1 of 2 |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------|

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|                                                                                                |                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site Number : 510<br>Site Name : P & T HALFWAY<br>Site Type : Weight<br>File Number : 21630-35 | Inspection Date : 2007-03-05<br>Inspected By : BARGERY, JAMES PETER<br>Inspection Number : 166537<br>Region : SI Southern Interior<br>District : AB Arrow Boundary Forest District |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

---

- 1 Site operating? Y
- 2 Scaler on site? Y  
Authorized? Y
- 3 Unauthorized person performing scaling duties? N
- 4 Last scaler parcel retained for check scaling? Y
- 5 All scaled timber marked to signify scaling status as required? Y
- 6 Required scale data on site? Y  
Completed correctly? Y  
Scale data submitted as required? Y
- 7 Production ledger/site diary current? Y
- 8 Logs spread properly for scaling? Y
- 9 Previously scaled timber being delivered to this site? N
- 10 Scaled timber being removed from this site? Y  
SB4 out to: 546 569 512
- 11 Timber marking requirements being met? Y
- 12 Scaling area free of chunks and pieces? Y
- 13 Check scale done? Y
- 14 Unscaled timber on site? N  
Scaling of loads being kept current? Y
- 15 Section tests done regularly and documented? Y
- 16 Scale platform free and clear? Y
- 17 Loads being stratified correctly? Y
- 18 Approved scaling procedures being followed? Y
- 21 Unauthorized decking of unscaled timber? N
- 22 Mixing of scaled and unscaled timber? N
- 23 Loads flagged/tagged as required? Y
- 27 Sample Ledger current? Y
- 28 Sample tally balance with random selector? Y  
Stratum plan print-out current? Y
- 29 Area designated for scaling being used for other activities? N
- 30 Authorized/approved scaling computer systems? Y
- 31 In compliance with all authorization conditions? Y
- 32 Other documents/instructions issued? N
- 33 List timber marks on site? Y
- 34 Final remarks? Y  
Detail: 23/583 62996 W1856A
- 35 Copy given to client? N

**Figure 15.8 Scaling Site Inspection Report (Page 1).**

A series of checks is required for scaling operations:

- check if the most recent load scaled for each scaler is intact and available for check scaling purposes, and
- trucks waiting to be unloaded should be checked for timber marks and load documentation. Any irregularities should be traced back to the origin of the timber.
- ensure that only authorized persons are scaling and/or assisting with the scaling,
- confirm that any bucking orders, permissions, or restrictions are being complied with,
- check that the scale yard is being cleared of bucking residue, trim ends, and other debris before arriving loads are spread for scaling,
- ensure that the loads are being spread properly,
- cross check a few weight scale slip details with the details on the daily audit log and ensure these agree,
- if feasible, reweigh the most recently weighed truck to ensure weights are the same,
- check that daily scale section tests are performed and corrective action is taken if applicable,
- check stratification calls using sample scale details where feasible or by comparing your stratum assessment with the scaler's at the time of weighing a load,
- check the frequency and documentation of red tag loads,
- seek an immediate explanation where any apparently unscaled timber is mixed with scaled material. If any doubt exists, a seizure may be in order.
- check to ensure that scaled timber brands and marine log brands (if applicable) are being used correctly.
- check compliance with weight scale emergency procedures if applicable, and
- check compliance with other conditions defined under the scale site authorization.
- ensure that copies of all scale returns, scaler diaries, load slips, site ledgers, and other required documentation are current and accurate, complete, and securely and orderly stored,
- check that scalers are maintaining their return or tally numbers, and

- check to ensure that the handheld and software are approved. Ensure that the scalers are downloading to HBS and/or making hard copies regularly and are complying with the requirements in the site authorization and/or computer approval. Periodically enter a set of test data with a known volume and grade profile into the handheld and compare the resultant output to the accepted results.

#### 15.6.4.3 Actions on Completion of a Scale Site Inspection

Upon completion of the scale site inspection, a report is prepared and copied to the scale site file. Any contraventions to the scale site authorization or other ministry requirements must be communicated to the site operator in written form. Where violations are serious and compromise the ability to achieve an accurate and reliable scale at that site, a suspension to the scale site authorization may be considered. Suspending a site authorization is serious and disruptive, and is considered a last resort before cancellation of the authorization.

The *Forest Act* provides that only the regional executive director or district manager may suspend or cancel a scale site authorization and may only do so after giving the authorized party an opportunity to be heard.

Where irregularities observed during an inspection become part of an investigation, which may result in ticketing or other consequences, check scalers must ensure that they are mindful of privileges provided under the *Charter of Rights and Freedoms* and proper investigative procedures.

All the findings should be detailed on the Site Inspection Form. Any discrepancies, issues violations, etc. are to be fully discussed with the Site Owner/Operator or designated representative and resolved, if possible. A signed copy of the report should be left at the site.