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FIELD OFFICERS' GUIDE TO THE HARDWOOD LOGGING COMPUTER SYSTEM



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1. PURPOSE OF THE GUIDE

The CALM Hardwood Logging Computer System is designed to handle all aspects of CALM's Hardwood Logging activities. This extends from setting operational areas (forest areas scheduled for cutting) through invoicing clients to recording production statistics.

CALM staff have different responsibilities with regard to the Hardwood Logging Computer System, depending on their position, ie. District, Region or State Operations Headquarters (SOHQ).

This guide has been designed for **Field Officers** to

- assist them understand their responsibilities with regard to the computer system, and
- provide detailed instructions on work processes which directly impact the system.

To provide the necessary background it provides an overview of CALM's Hardwood Logging activities and the purpose of the computer system. Because Field Officers do not, generally, use a terminal there is no need to know anything about computers to use the guide.

To use the guide reference will have to be made to the Hardwood Logging Computer Systems' Codes manual.

At present this guide relates specifically to the hardwood system only. In future, the pine system will be incorporated into the hardwood system, creating one single "Hardwood Logging Computer System". However, the principles that apply to the hardwood system, contained in this guide, apply equally to the softwood system.

2. INTRODUCTION TO HARDWOOD LOGGING

The harvesting of log products from land managed by CALM is a multi million dollar business, involving:

- 11 Districts in three forest regions
- about 50 separate logging operations at any one time
- over 20 different log products from a dozen different tree species
- over 1.5 million cubic metres of wood per year (hardwood and softwood)
- about 20 private logging companies
- about 50 different customers in the south west

If one superimposes on the above scenario

- numerous different royalty or stumpage rates,
- three different units of measurement of log products and
- the intricacies associated with minor forest products,

it is easy to appreciate the value of a computer to assist in the administration of the commercial aspects of logging.

This is doubly important with CALM's increasing control of the logging process. CALM's "Timber Strategy" document plans that:

- all logging operations will be carried out by logging contractors working for CALM.
- Currently about half the private logging companies are at least partly contracted to CALM.
- all sales of log products be administered through "Contracts of Sale" between the customer and CALM.

3. INTRODUCTION TO THE COMPUTER SYSTEM

The "Hardwood Logging Computer System" is the system CALM staff use to:

- record the movement of log products,
- pay logging contractors, and
- invoice customers.

The primary document used in the system is the Delivery Note (D/note).

NOTE: "Inspection Certificates" will be handled in the future expansion of the system.

IMPORTANT

The accounting period of the hardwood system is half-monthly

- ie. 1st - 15th and
16th - last day of each month.

NOTE: The pine system currently operates on a fortnightly pay period. This will change to the half month period when integration takes place.

3.1 WHY THE SYSTEM IS NEEDED

The three main purposes of the system are to:

- calculate and report how much to invoice customers
- calculate and report how much to pay contractors
- keep historical information to assist in the control and best utilization of timber products

With about 4000 D/notes a month, performing the above tasks by hand would be impossible.

It would be a full time job, for many people, just to process and calculate how much to bill our customers and pay our contractors.

Examining over all trends, monitoring production and delivery and gathering statistics for management in a timely manner, would be extremely difficult.

The computer system is there to assist in all these time consuming tasks, keep track of historical data and do many complex costing calculations.

3.2 WHAT THE SYSTEM DOES

Simply the computer system is a tool to make the job of counting logs and dollars easier.

To achieve this, relevant information must be entered into the computer system. Most of this information comes from the D/note. Basically the computer needs to know:

who?	contractor
cut what?	product
and how much?	volume/weight
from where?	operation
AND		
who?	contractor
delivered it to where?	mill
under which licence	Licence/contract of sale
when?	date

When the data is entered into the computer system, it is checked to ensure that it is as accurate as possible.

Computer people have a saying:

GARBAGE in, GARBAGE out

Meaning if data going into the computer is wrong, the results produced are meaningless.

To check the D/notes, general information is held in the computer system about:

- customers, their mills, licenses and buying prices
- contractors, their work codes and costs
- operations, blocks and plan areas
- products
- distances between mills and operations
- districts
- equations to convert weight [tonnes] of timber to volume [cubic metres].

Every half month, all the D/notes are processed and the computer system produces:

- invoices to customers and
- payment reports for contractors.

It also produces a number of reports showing mill intakes and volumes removed from the operations etc.

3.3 HOW THE SYSTEM WORKS

The Hardwood Logging Computer system uses software called Reliance on the Concurrent brand computer. This software, together with other programs written by computer programmers at SOHQ, helps to enter and process all the necessary information.

The system is a collection of "screens", which are similar to blank forms but displayed on a computer terminal. Screens are selected from a series of "menus" that give a choice of all the screens available. An operator fills in the blank screen from the appropriate form, eg. a D/note.

When a screen is complete the operator presses the RETURN key to send it to the computer. The computer system then takes all the information, checks everything it can and, if it is correct, stores it in the system files. To confirm that an operation has been successfully completed, the system displays an information message, such as DETAILS ACCEPTED.

If some data is wrong, the computer displays an error message at the bottom of the screen. The error message is accompanied by a "beep" noise to draw the operator's attention to the message. The incorrect information is highlighted by displaying it differently from the rest [dark letters on a light background]. The operator may correct the information and press RETURN again.

More likely they will write the error message on the document they have been processing and pass it back to the originating officer. The error message is vital to be able to correct rejected documents.

As well as storing information, the system allows you to retrieve data to answer enquiries.

3.4 COMPUTER USERS - ROLES AND RESPONSIBILITIES

People within CALM who use the "Hardwood Logging System" are known as "users". For the system to work efficiently, all users must be aware of their roles and responsibilities. **Any computer system is only as good as the information that is entered into the system.** The "Hardwood Logging System" is no exception, and, *because large sums of money are involved*, care and accuracy when using the system is absolutely essential.

Users of the Hardwood Logging System may be divided into four groups:

- maintenance staff in head office
- maintenance staff in regions
- field officers
- data input staff in districts

WHO DOES WHAT

SOHQ - set up and maintain all information referring to customers, mills, licenses, contracts, contractors, prices. They also invoice customers & collect revenue.

REGIONS - set up and maintain all information concerning valid operations. Regions may also issue D/note books.

DISTRICTS - enter all the delivery notes, making sure they are as correct as possible, and pay contractors. Districts also issue D/note books.

4. THE IMPORTANCE OF THE DELIVERY NOTE

The D/note is a critically important document in the Hardwood Logging System.

Each D/note is an accountable document (ie subject to audit) and is used as the one and only record of the movement of forest produce.

The D/note is used to :

- charge customers for royalties/stumpages and production costs
- pay contractors
- record financial and production data for CALM
- authorise the movement of forest produce from CALM land

Types of D/notes used to record movement of hardwood logs are:

- | | |
|----------|--|
| CLM 823 | - individual log measurement |
| CLM 821 | - weight measurement using Toledo printer |
| CLM 821A | - weight measurement using Avery printer |
| CLM 125C | - round timber inspection certificate
(Processed manually at present) |
| CLM 071 | - minor forest produce and round timber
not for inspection |
| CLM 759 | - chiplogs to WACAP. (Processed by
WACAP's computer) |

Key points common to all types of D/notes are:

- * **At least one D/note is required per sale.** A sale is defined as:
 - a delivery from a CALM operation to a CALM customer by a contractor, who may be working for either CALM or a license holder.
 - a sale of private property timber to a mill normally working on Crown Land intake.
 - production and/or delivery by a contractor of logs to a CALM stockpile.
- * D/notes are for one specific customer, log type, species and operation. Combined loads require separate D/notes for each load.

- * A D/note must be properly completed before the truck leaves a bush landing or private property location.

NOTE: It is a Forest Offence under the CALM Act for a truck to be carrying a load without a properly completed D/note.

- * D/notes must not be split until all information has been recorded.
- * D/notes may be completed by the loader, the carter, a Forest Officer or any other person nominated by the officer in charge of the operation.
- * No erasures are allowed on D/notes. If errors are made the incorrect detail should be crossed through and the correct detail entered above or alongside.
- * Cancelled D/notes must be endorsed with 2 parallel lines, the word "cancelled", the date and the cancellor's initials between the lines, thus:

CANCELLED, Day/Month/Year, INITIALS

5. FIELD OFFICERS' RESPONSIBILITIES

Field staff required to use the "Hardwood Logging Computer System" are responsible for the tasks listed below. These are described in detail in the following sections.

- 5.1 Logging Operation Prescription forms
- 5.2 Issuing of Delivery Note books
- 5.3 Recovering of used Delivery Note books
- 5.4 Destroying used Delivery Note books
- 5.5 Field checking Delivery Notes
- 5.6 Collecting completed Delivery Notes
- 5.7 Coding Delivery Notes
- 5.8 Payment of contractors
- 5.9 Monitoring of Cutting
- 5.10 Credits, debits and adjustments
- 5.11 System maintenance

5.1 LOGGING OPERATION PRESCRIPTION FORMS [CLM 709]

A "logging operation" is a commercial harvesting operation of one particular silvicultural type on one broad forest type. It can be as large or as small as required by CALM for management and recording purposes. For example, typical clearfelling operations in the Karri forest extend over relatively small areas of about 100ha, whereas in the Jarrah forest a thinning operation may extend over many hundreds of hectares.

Before a logging operation can commence, a "Logging Operation Prescription" form (CLM 709H for Hardwood) must be completed and approved by the Regional procurement officer.

Field Officers are responsible for completing and getting approved CLM 709's for all logging operations which are planned to take place in their area.

Until information from an approved CLM 709H has been entered into the Computer System by Regional Office, no D/note can be accepted by the computer system. Entering CLM 709H supplies the computer with the required base information about operations.

For this reason, we recommend that, *before the start of each logging year*, District and Regional staff meet to jointly prepare all CLM 709 forms to cover all placement operations for the forthcoming year.

If the destination of log products from a particular operation is outside your District, *you must forward a copy of the completed 709 form to the District responsible* for mill landing inspections, D/note collection and D/note input. This is necessary to enable the "receiving" District to correctly code D/notes.

For instructions on Completing a CLM 709H see Section 6.1, page 28.

Distribution of CLM 709H

When the CLM 709H has been approved, copies must be held by:-

- Regional office.
- District office in charge of the logging operation, and
- Each district office in charge of a mill receiving logs from that operation.

"Supplying" districts are responsible for ensuring "receiving" Districts have a copy of the CLM 709H.

Additions to CLM 709H

Often, during the course of the particular operation, additional products, contractors or customers are introduced to the operation. When this happens, the District in charge of the operation must add the additional information to their copy of the 709H, then forward to the Regional office for approval and computer input.

Again, if receiving mills are outside the "supplying" District, a copy of the amended form must be distributed accordingly.

Use in Coding D/notes

The CLM 709H becomes the primary document which should be used by officers responsible for coding D/notes prior to computer input.

5.2 ISSUING D/NOTE BOOKS

D/note Books, issued to Districts or Regions by SOHQ, must be systematically issued to Logging Contractors employed by CALM or, when applicable, to customers responsible for their own logging.

When issuing D/note books, the details must be immediately recorded in the computer system. Books must be issued sequentially.

5.3 RECOVERING USED D/NOTE BOOKS

Used D/note books must be returned to the issuing District or Region. It is the issuing Centres responsibility to ensure this occurs. To assist in this regard Districts and Regions may insist that a used book is returned for every new book issued.

Returned books must be checked for unused D/notes. Any unused or "cancelled" D/notes must be entered into the computer as cancelled D/notes.

Reports from the computer system can be used to control and trace D/notes.

5.4 DESTROYING USED D/NOTE BOOKS

Used D/note books must be kept at the District or Regional Office for a least 12 months. After 12 months, used D/note books may be destroyed, provided the "Permission to Destroy D/notes" form (CLM 099) is completed and signed by the Department's Hardwood Procurement Officer.

5.5 FIELD CHECKING D/NOTES

Field staff involved in supervision of logging operations must make periodic checks to ensure truck drivers are correctly completing relevant sections of D/notes.

At least 5% of all D/notes relevant to a logging operation must be checked.

Checking may take place at:

- either the bush landing,
- enroute between bush landing and mill landing, or
- at mill landing prior to unloading.

All D/notes checked **must be signed by the checking officer**. A computer report (AGP001) is automatically printed at District & Regional offices, showing the total & percentage number of D/notes checked by CALM officers. Note that this report relates to the number of D/notes from the source District.

Field checking must ensure the relevant procedures are accurately carried out.

AT BUSH LANDING

The following details must be entered before the load leaves the bush landing or private property landing, (normally by the truck driver).

- * The date the load was carted [CLM823 only].
- * The customer's name and delivery address.
- * Box ticked to indicate whether production and/or delivery by CALM contractor.

- * The contractor's name and truck number.
NOTE: Contractors may be working for the customer, not CALM. The name is still to be entered.
- * Species and log type by ticks in the relevant boxes.
[Remember: Only one species and one log type is allowed.]
If "other" is ticked species and/or product name must be entered.
- * The number of logs loaded.
NOTE: This is especially important for sales by individual log.
- * The operation identification, i.e. either:
 - name of the forest block, number of the compartment and number of the coupe [if applicable] or,
 - Private Property [PP] name and location number.
- * CLM823 [Individual Log measurements] only.
For logs being measured at the bush landing, the length and mid-diameter for each log on the load. Logs are marked at the same time.
For more than 52 logs on a load, a second D/note is made up with the same base information as the first D/note.
NOTE: Where log measurement in the bush is authorised, individual log measurements must be recorded before the load authorization leaves the landing. It is an offence not to do so.

AT MILL LANDING [OR OTHER DELIVERY POINT]

The following procedures must be followed at the delivery point:

- * CLM821 [weight]
 - The gross weight of the truck must be printed on the D/note by the weighbridge printer, *as the truck enters the mill landing.*
 - The tare weight of the truck must be printed on the D/note by the weighbridge printer, *as the truck leaves the mill landing.*
 - The D/note must be signed by the carter. [Weighbridge printing is mill's acknowledgement of receipt.]

- The top two copies of the D/note are retained by the mill or buyer's representative.

* CLM823 [individual log measurement]

- Carter and Customer agree on number of logs only and the customer signs the D/note.
- The top three copies of the D/note are removed and left with customer.
- the customer measures each log by length and mid-diameter.
- the customer records the details for each log on the D/note as it is being measured.
- the customer marks each log using the D/note number [at least the last 3 digits] and the number of the log as recorded on the D/note.
- the customer separates the 3 copies: one for CALM, one for himself, one for the contractor.

5.6 COLLECTION OF COMPLETED D/NOTES

Field staff must collect original D/notes from customers' depots regularly. In specific cases where collection is not possible, the customer may mail completed D/notes to the relevant District Office.

D/note collection frequency is controlled by the Senior Forester & maybe daily, weekly or fortnightly.

Collection must be as often as necessary to enable the maximum number of D/notes to be coded and entered into the computer within each half month period.

5.7 CODING OF D/NOTES

Field staff must code collected D/notes promptly to allow computer input. Correct coding requires:

- a clear knowledge of the Hardwood Logging System codes
- a copy of the codes manual
- access to the relevant CLM 709H form and
- an awareness of current logging operations.

The importance of correctly checking and coding D/notes cannot be over emphasised. Mistakes made at this point can cause gross monetary problems at later dates.

Officers with this responsibility must be experienced and completely in tune with the overall commercial "scene".

Coding instructions are given in Section 6.2, page 31.

5.8 PAYMENT OF CONTRACTORS

Field staff responsible for coding D/notes are also responsible for ensuring accuracy and completeness of the "Contractor's Payment" reports [AGP 620] prior to the completion of the Form 10 and writing of cheques.

In particular, the responsible field officer must check that:

- the work codes are correct
- the rates listed against each work code are correct
- the total number of D/notes processed for the period is realistic

Any errors noticed must be reported to the SSO immediately.

5.9 MONITORING OF CUTTING

Field staff can monitor:

- volumes removed from individual operations [AGP 540 report]
- volumes delivered to mills by license & product [AGP 560 report]

These reports are printed monthly at **Regional Inventory offices only.** Districts can use query screens to check an individual operations or licences (see Section 7). Any problems or unusual trends must be discussed as soon as possible with either the relevant Regional inventory or procurement officer or Timber Production Branch.

5.10 CREDITS, DEBITS & ADJUSTMENTS

Updating the hardwood computer system using D/notes, or other "update" documents requires 100% accuracy. That is why the checking of the daily audit report is so important.

If an error is found during checking of the daily audit report, it is usually possible to correct the error by simply using the "reversal system", i.e. deleting the original D/note and re-entering correctly. **This system must be used when errors are found during the half monthly accounting period.**

If an error is found outside the half monthly accounting period, corrections must be made manually.

Note: The "Hardwood Incorrect Contractor or Workcode Adjustment Note" CLM 103, and the "Hardwood Incorrect Volume/Weight Adjustment Note", CLM 100, cannot be used until computer programming is modified.

5.11 SYSTEM MAINTENANCE

"Maintenance" is the term used to describe the act of loading the computer with "base" or "static" information prior to the actual production and sale of log products.

District Responsibilities

The District is only responsible for one piece of maintenance:

- recording the issue of document (D/note) books to contractors or customers using maintenance form CLM 110.

The Regional Office is responsible for the following maintenance:

- Operation details (Maintenance Forms CLM 830A, 830B)
- Operation area to mill distances (Maintenance Form CLM 836)
- Contractor Operational Work Authority (Maintenance Form CLM 834)

All other maintenance is done at SOHQ by the System Officer. This maintenance includes information on -

- Districts (Maintenance Form CLM 826)
- Forest Blocks (Maintenance Form CLM 828)
- Species (Maintenance Form CLM 825)
- Product types (Maintenance Form CLM 824)
- Customer details (Maintenance Form CLM 827)
- Mill details (Maintenance Form CLM 835)
- Logging Contractors (Maintenance Form CLM 848)
- Workcodes (Maintenance Form CLM 829)
- Licences (Contracts of Sale) (Maintenance Forms CLM 831A, 831B)
- Weight/Volume conversion factors (Maintenance Form CLM 57)
- Planning Areas (Maintenance Form CLM 837)
- Operation (Maintenance Form CLM 840)
- Royalty Areas (Maintenance Form CLM 852)

6. CODING INSTRUCTIONS

6.1 COMPLETING A CLM 709H

1. Location

Enter the location of the operation by:

- District - one letter code (section 4 of the system codes)
- Forest Block - two letter code (section 13 of system codes)
- Compartment - two digit code (as per HOCS sheet or 'dummy')
- Coupe - two digit code (as per HOCS sheet or 'dummy')

Then Enter:

- the plan area, if applicable - two digit code (section 17 of system codes)
- royalty areas, if applicable - two digit codes (section 18 of system codes)
- whether or not the operation is in DRA
- the area of the operation ('percentage cut over' is information that may be recorded at any point during the operation when actual yields need to be compared to estimated yields)

2. Cutting Prescription

Enter the silvicultural cutting prescription - 3 letter code (section 10 of system codes).

3. Yield Estimates

Enter:

- the species that will be harvested from the operation - one letter codes (section 1 of system codes)
- the product types that will be harvested from the operation - 2 letter codes (section 2 of systems codes)
- the estimated volume, tonnage or tally for each individual product (note these are total figures, not per hectare figures)
- the source of the yield estimate (from Inventory Section information or 'local estimate')

Actual yields may be written at any point during the operation, or upon completion of the operation. Note that for any realistic comparison of actual versus estimated yields, the area cut over must be accurately measured.

4. **Approved Period**
Enter the period of time during which the operation is allowed. Normally this will relate to the "logging year" as per the District logging plans. If the operation is incomplete at the end of the logging year, the operation may simply be extended by changing the "to" date.
5. **Customers**
In this section of the form enter:
 - the licence or contract of sale numbers (refer to logging plan or other information supplied by Timber Production Branch). Head office licences are 4 digit numbers, prefixed by "88" Contracts of Sale are 3 digit numbers, or 3 digit numbers prefixed by '900'.
 - the mills to which the products will be delivered - 3 digit codes (section 6 of system codes).
 - the distance between the operation and the mills, to the nearest kilometre.
 - the products to be delivered to each mill - 3 letter codes (section 2 of system codes).
6. **Contractors**
In this section enter:
 - the CALM logging contractors who will work on the operation - 3 letter codes (section 12 of system codes).
 - for each contractor, the different work descriptions - 3 letter "work codes" (section 15 of system codes).
7. **General Comments**
Anything of particular importance not covered elsewhere may be entered here.
8. **Authorization**
 - signature of District officer compiling the form, and date.

At this point the CLM 709H may be sent to the Regional Office, Inventory Section for approval and input to the computer.

6.2 CODING A DELIVERY NOTE

Code the D/note as follows:

1. Check that the delivery date has been correctly entered.
2. Enter the license number from the CLM709H. A license number is applicable to a specific mill owned by a specific customer.
License numbers may be:
 - 6 digit Head Office Forest Produce Sawmilling licenses
 - 3 or 6 digit Head Office Contract of Sale.

NOTE: The license number must be correct to ensure that:

 - the correct royalty is charged to the correct customer
 - the mill intake is monitored.
3. Check that the production/delivery fields and contractor's name have been correctly entered. If more than one contractor is involved code each one separately.
4. Determine and enter the contractor's identification code from the CLM709H and section 12 of the system codes.
5. Determine and enter the work code, using the production/delivery fields, the CLM709H and section 15 of the system codes.

NOTE: You must be extremely precise in determining work codes to ensure that the correct rates are paid to CALM's contractors.
6. Check the species and product type, ensuring that only one of each have been nominated. If "other" has been entered in either field enter the appropriate code for that species and/or product type. (Ref. system codes sections 1 & 2).

NOTE: If a code does not exist check with Systems Support Officer at SOHQ and arrange for input.
7. Check the number of logs.
8. Enter the operation number from the CLM709.

9. CLM821 or CLM 821A [sale by weight]
Calculate net load weight = gross weight - tare weight.
Enter result on the D/note.
10. CLM823 [sales by individual log measurement]
Sample check around 10% of the individual log volumes and log total volumes, using the tables in the booklet "Cubic contents of Hardwood logs, 1985". Correct any errors. If errors are found take action according to "Manual of Hardwood Logging", Specifications.
11. Check that the necessary signatures are in place to confirm delivery.
12. Signed the D/note as coded and checked.
13. Pass to data entry clerk for computer input.
NOTE: If you find errors on a D/note, which you can not correct, refer back to the mill, carter or bush loader, to determine the correct information. If errors consistently occur from the same source, set up some corrective procedure.

6.3 COMMON D/NOTE INPUT ERROR MESSAGES

Below is a list of common error messages displayed on a terminal screen when a D/note is not accepted by the computer. In these cases, the data entry clerk will note the error message on the D/note, and return the D/note to the Officer responsible for checking.

The contractor is not authorized for this operation.

- Check correct contractor code being used - System codes, 709's.
- If correct check with inventory section at Regional office to make sure all maintenance has been completed.

The Product is not authorized for this operation.

- Check 709's
- If correct check with Inventory section at Regional office to make sure all maintenance has been completed.

The Product is not authorized for this contract.

- Check to see if correct product is being used - 709's.

Document Date is Outside operation dates.

- Check dates of Operation on 709's.
- If correct contact Inventory section at Regional office.

NOTE: Never under any circumstances change the date on a D/note to fit dates of an operation.

This contract has either expired or not yet commenced at date of D/note.

- Ring S.S.O. at S.O.H.Q.

Operation Code is not on file.

- Check that the correct Operation code has been used - 709's.
- If correct check with Inventory section at Regional office that the operation has been input.

No price structure for this product.

- Check to make sure contract of Sale is correct.
- If correct ring SSO.

D/note book has not been issued to Contractor or Customer.

Use the Input Document Enquiry screen to make sure the book has been correctly issued - if not make the necessary changes.

Only ring SSO at SOHQ, ***when all else fails!***

7. REPORTS AND ENQUIRIES

The basic aim of the Hardwood Logging Computer System is to end up with a series of useful and accurate summaries of information.

REPORTS

These summaries, when printed on paper, are known as REPORTS.

Reports are normally "run" at the end of each half monthly accounting period, although they can be run more, or less often, if required.

The "running of reports" is a task controlled by the SSO.

ENQUIRIES

Information that is not automatically printed out may be obtained from the system by initiating an ENQUIRY.

Enquiries are designed to enable information to be obtained from the system by any person at any time. Information obtained via an enquiry is displayed on the terminal screen, and may be printed, one screen at a time, by the user.

LIST OF CURRENT REPORTS

Audit Reports

There are two reports which are automatically printed at Districts:

Update Document Audit Report (AGP010) - this report is an exact summary of all information entered into the system via any update document (eg. D/note). It is produced to enable checking of accuracy of input.

Maintenance Audit Report (AGP020) - this report is an exact summary of all information entered into the system via any maintenance document. Again, it is produced to enable checking of accuracy of input.

Other audit reports are:

Document Sequence Check Report (AGP030) - this report, printed half monthly, lists all update document numbers that have been issued by the District or Region, but not yet entered into the system. It is designed to help monitor the use of D/notes.

Audit Query - Outstanding Documents Report (APG031) - this report, printed half monthly, lists all update document numbers that have been issued, but not yet entered into the system, 3 months or more from date of issue. It is important that D/notes in this category are accounted for.

Audit Query - Outstanding Documents by Contractor or Customer Report (AGP032) - this report can be obtained at any time by request to the SSO, to obtain a list of outstanding D/notes issued to one particular contractor or customer. This report is useful when a field officer needs to account for outstanding D/notes.

Field Checking of D/notes Report (AGP001) - this report, printed at Districts half monthly, gives the total and percentage number of D/notes checked in the field by each District. This report enables instant monitoring of the 5% checking level requirement.

Financial Reports

Contractor Payment Report (AGP620) - this report, printed half monthly at Districts, summarizes the quantities of log products produced and/or delivered by each CALM logging contractor working in each CALM District.

Attached to each contractor's summary is a Form 10 document. After checking of this report by the field officer, the Form 10's must be completed and the contractors paid by the District.

Production Reports

Volumes Removed by Operation Report (AGP540) - this report, printed monthly at Regions, lists volumes removed from each logging operation on a monthly and year-to-date basis.

Volumes Delivered to Mills Report (AGP560) - this report, printed monthly at Regions, lists volumes delivered to each mill, separated into different Contracts of Sale, on a monthly and year-to-date basis.

Field officers must be familiar with all preceding reports.

They must be checked, and used accordingly, as soon as they are printed. After use they must be properly filed in the District or Regional office.

LIST OF CURRENT ENQUIRY SCREENS

Operation Area Single Month Enquiry - this screen enables an officer to find out the number of logs and volume, by product, produced from a nominated logging operation in a nominated month.

Operation Area History Enquiry - this screen enables an officer to find out the number of logs and volumes, by product, produced from a nominated logging operation for any nominated period.

Operation/Mill Distance Check - this screen enables field officers to find out the operation-to-mill distances that are loaded in the computer.

Chiplog Credit Note - not relevant to Districts

Operation (709) Enquiry - this screen enables a District to find out what details have been entered into the computer system with respect to a particular operation.

Mill Intake Details - this screen enables Field Officers to find out details of quantities of logs delivered to a specific mill under a specific licence (Contract of Sale). Details provided include the operations from which the logs were produced.

Mill Intake Summary - this screen provides the total quantity of logs of a specific type delivered to a specific mill under a specific licence (Contract of Sale). No details on source of logs is provided.

Mill Intake by Contractor - this screen enables Field Officers to find out details of quantities of logs delivered to a specific mill under a specific licence (Contract of Sale) by a specific contractor.

Contractor Summary - this screen enables Field Officers to find out the total quantity of logs of a specific type delivered to a specific mill under a specific licence (Contract of Sale) by a specific contractor using a specific workcode.

Customer Type Indent Enquiry - this screen will indicate whether any particular customer is a "credit" customer or a "cash sale" customer.

Chiplog Summary Input Check - for Inventory Section, Manjimup, use only.

Chiplog Update Check - for Inventory Section, Manjimup, use only

Input Document Enquiry - this screen enables an officer to find where (District) and when (date) a particular update document (number) of a particular type was entered into the computer.

Price Schedule Enquiry - this screen enables an officer to find out price details on any licence (Contract of Sale).

8. TIPS ON WORKING WITH OTHER USERS

For the "Hardwood Logging System" to operate successfully, all users must use the system accurately and on time. This applies to both "maintenance" and "updates".

In many instances information for either maintenance or updates needs to be supplied by one section of the Department to another before input into the system. For example, Districts must supply information on logging Operation Prescription forms (CLM 709) to Regions, SOHQ must supply information to Districts on new Contracts of Sale, and a District in charge of a logging operation must supply information to the Districts in charge of mills receiving logs from that operation.

To enable smooth operation of the system:

- * Timber Production Branch must maintain a list of all current Contracts of Sale, and provide such list to relevant Regions and Districts.
- * Timber Production Branch must supply relevant Districts and Regions copies of CLM 216 ("Initiation of Contract of Sale Document") as soon as a Contract of Sale is signed and customer's cash deposit or bank guarantee is received.
- * Districts and Regions must aim to complete as many CLM 709 forms ("Logging Operation Prescription") prior to commencement of the "logging year".
- * If a new or unplanned operation is required during a logging year, District must gain necessary approvals for the operation prior to completion of CLM 709.
- * Timber Production Branch must keep the manual of system codes up-to-date.
- * Maintenance and update audit reports must be religiously checked on the day after input.
- * D/notes must be collected from mill landings regularly, preferably weekly, and the maximum number of D/notes must be collected, coded and input immediately prior to the end of each half monthly period.

- * Districts must know exactly which mills are receiving logs from operations within their District. If any of the mills are located outside their District, the "receiving" District must receive a copy of the relevant CLM 709 to enable coding of D/notes. A phone call to these receiving Districts advising them of impending log deliveries is also recommended.

- * The System Support Officer must be consulted **only when a problem is encountered, that cannot be solved by following normal procedures**

When explaining a problem to the S.S.O., be ready to advise.

- the error message (for input problems)
 - the D/note date
 - the operation code
 - the licence number
 - the product code
 - the contractor
 - the workcode, and
- any steps already taken in attempts to solve the problem.

