



EMS/CSA/PEFC  
Internal Audit  
High Level Woodlands  
2016

# 5 – W'S (who what where when why)

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- 📄 Audit was held September 23-27, 2016
- 📄 Internal Auditor was Nate Ryant
- 📄 Audit included Tolko Staff and Contractors
- 📄 Both the Office and Field locations were included
- 📄 Certification Standards:
  - Environmental Management System (ISO 140001)
  - Canadian Standards Association (Z809)
  - Chain of Custody (PEFC)

# Good Practices Noted by Auditor

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- ☞ Comments on tailgates and inspection forms showing good due diligence in regards to noting high risk areas of concern.
- ☞ Data base for training provided to contractors and suppliers is excellent.
- ☞ Excellent efforts through newspaper advertisements to bring in new PAG membership.
- ☞ Well installed watercourse crossing and harvesting along the ephemeral creek
- ☞ Well documented PAG meeting minutes showing good discussions of the issues.
- ☞ Good checks by Tolko staff to ensure log deliveries are classified the correct certification status.
- ☞ Excellent placement of retention buffers in field to act as visual buffers along the highway.
- ☞ A strong management commitment to continually improve.

# Findings – Minor Non Conformances

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## 3 Minor Non Conformances for EMS/CSA

- Fuel Handling – Fuel tanks were not re-inspected
- Document Handling – Confusion regarding which documents were required on site.
- CSA indicator – the Public Involvement plan and guidelines around Aboriginal Involvement have been updated and this was not reflected in the indicator.

# Findings – Opportunities for Improvement

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## 4 Opportunities for Improvement for consideration:

- Updating the HL SFM website
- Running the SFM targets that do not get met through the Incident process in the EMS manual.
- Review the training needs matrix to ensure that the appropriate staff are listed for required training and checking the contractors for currency of their employees on the Silvacom training site.
- Adding some agenda items to the Woodlands meeting for discussion of CSA & EMS items.

# Process for Audit Findings

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- 📄 Audits are conducted and the report is submitted to the EMS Coordinator
- 📄 The Woodlands EMS Committee reviews the findings and assesses if local or corporate finding, determines root cause and assigns tasks/corrective actions.
- 📄 External Audit in December 2016.