

Ministry of Agriculture and Forestry
Department of Forestry

Number 0962/DOF
Vientiane capital, date 09 April 2010

The guideline

Concerning the management of timber log transport from cutting areas to Log yard II

- Based on article 60 of Forestry law, revised version, number 13/NA, dated on 09/11/2005, concerning rights and duties of MAF,
- Based on the decree number 59/PM, dated on 22/05/2002, concerning the sustainable management of production forest,
- Based on the regulation of MAF, number 0221/MAF, dated on 13/10/2000, concerning the timber logging and forest products,

The Director General of DOF issues a guideline as following:

I. Objectives

1. To introduce the procedure of marking, recording, transporting and listing the timber logged from the production forest.
2. To be a tool for monitoring and inspecting the timber logging and the transport of timber logs in the production forest areas.
3. To provide a document for certifying the original source of timbers.

II. Details and the scope of use

The detail of this guideline includes the procedure and method in marking, recording, transporting and the listing of timber logs as well as keeping related document.

This guideline can be used specifically for the production forest areas that have been allocated throughout the country.

III. Procedures

The procedure for managing the transport of timber logs from the cutting areas to Log yard II are below:

1. The felling of selected trees;
2. The dividing and marking of timber logs;
3. The transport of timber logs to Log yard II;

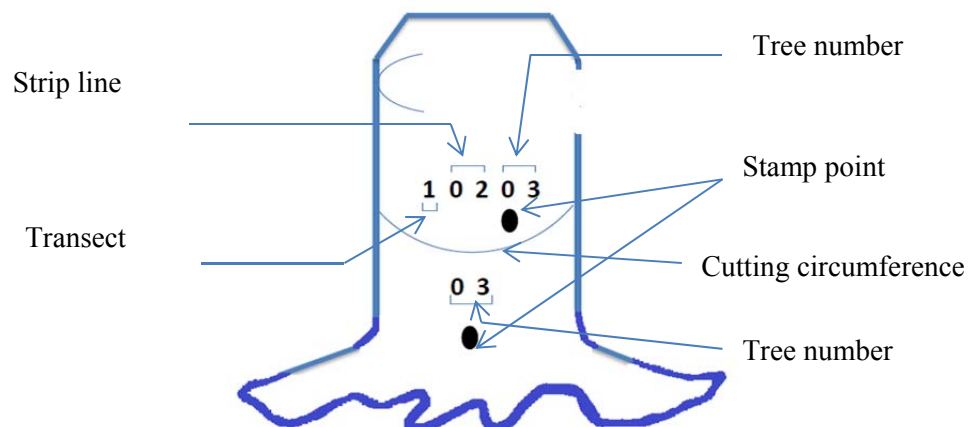
4. The listing of timber in Log yard II;
5. The keeping of related documents.

IV. Methodologies

4.1. The felling of selected trees;

Before felling trees, the logging management team shall re-check the trees selected to be cut namely: Transect, strip line and tree number and compare with the list form of selected standing trees (Form 1) and check the techniques in marking the cut trees as determined in number VI of the guideline of DOF number 2155/DOF, dated on 06 November 2006 concerning the participatory forest survey (See picture 1).

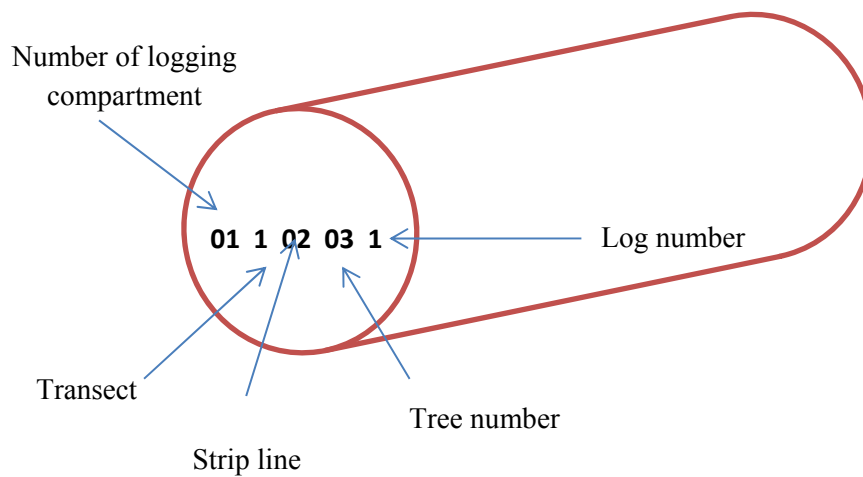
The felling shall be only done with selected trees and shall follow the felling techniques as determined in number X (X.1) of the DoF guideline number 2157/DOF, dated on 06 November 2006, concerning the principles of logging the production forest areas. For each tree being cut, it shall be noted down the date of felling into the form 1. In case of the tree that has not been cut, the clear explanation shall be given.



Picture 1: the marking of trees to be cut

4.2. The dividing and marking of timber logs

- (1) The dividing of timber logs shall follow the guideline of DOF number 2157/DOF and each log shall be clearly drawn with symbol into the cut surface namely: Logging compartment number, transect, strip line, tree number and log number (Picture 2). In the case that the tree being cut is more than one log such as: 1.2 log, the marking shall follow as below: (01102031), (01102032), and (0110203..n)



Picture 2: The marking of cut surface in the cutting area/Log yard I

- (2) For the timber logged from the certified areas, apart from marking the code as above, it has to additionally mark the symbol of forest certification (FSC) by using chalk to draw in the cut surface of timber log so that it can be convenient in inspecting and distinguishing the timber logs in Log yard I.
- (3) The number of log divided from the felling trees shall be recorded in form 1.

4.3. The transport of timber to Log yard II

For each timber log, before transporting from the cutting area (Log yard I), there shall be a delivery form (Form 2). Such delivery form shall be made into 3 copies in order to give people who monitor the logging, truck drivers and the timber management officers in Log yard II to keep it.

4.4. The listing of timber transported to Log yard II

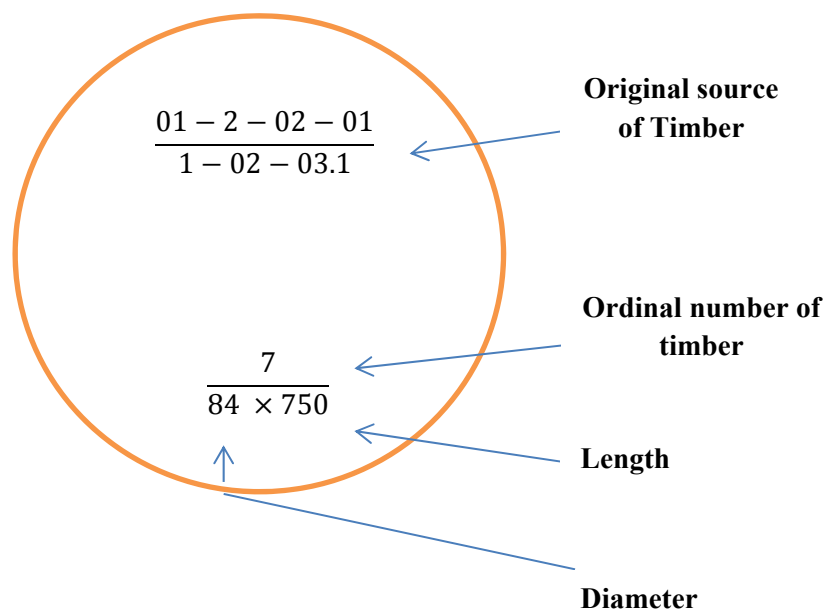
The timber logs that are transported from the cutting area/Log yard I to store in Log yard II shall be put down in ordinal number so that it is easy for the management of forestry officers as determined in number 7 of the guideline of DoF, number 2157/DoF. In listing the timber in Log yard II, it shall be done as below:

- (1) Separate timber and separate the timber list between timber logged from the certified production forest areas and the production forest areas where are not yet certified.
- (2) In marking the log number in Log yard II, there are two group of code number along the horizontal line to indicate the original source of timber
 - The group above the line consists of 4 codes (7 numbers)
 - Production forest Number has 2 digits,
 - Management zone number has 1 digit,
 - Sub-management zone number has 2 digits,
 - Logging compartment number has 2 digits.

- The group below the line consist of 4 codes (6 Numbers)
 - Transect number has 1 digit,
 - Strip line number has 2 digits,
 - Tree number has 2 digits,
 - Log number has 1 digit.

Apart from the above code, the cut surface of each log shall be additionally drawn with the log ordinal number, diameter and the length. The marking shall not overlap with the code number of original source of timber log (Picture 3). For the marking of cut surface of timber log, it shall use oil color.

- (3) Timber logged from the production forest areas that are certified shall be clearly marked with “FSC” by using oil color to write the number in white with background in blue.
- (4) DoF is the body to determine the code number of production forest areas, management areas and sub-management areas throughout the country.



Picture 3: The marking of timber log code number

- (5) Note down the timber log into the form of Log yard II timber log (Form 3) every times after completing marking the cutting surface.

4.6. The listing of timber in Log yard II

The clear measurement and classification of timber quality shall be based on the determination of MAF number 0116/MAF.07, dated on 17 May 2007 concerning the measurement regulation of timber, stumps, burl, and the timber quality classification. From the information recorded in

the timber log measurement and quality classification paper, it shall be summarized into the form of Log yard II timber list (Form 4).

5. The keeping of document

5.1 The document for follow up the timber log includes:

- The management plan of production forest, management areas and sub-management areas.
- The information from the survey before logging.
- The annual logging plan including form 1 and the map of selected tree location
- The logging permission paper
- Logging contract
- The list for follow up the logging (Form 1)
- The delivery note of timber log to Log yard II (Form 2)
- The list of timber log flowing into the Log yard II (Form 3)
- The list of Log yard II timber (Form 4)
- The document of bidding and sale of timber
- Sale contract
- The sale summary
- Permission paper for transports
- The delivery note of product to buyer and the receipt
- The report on the implementation of logging plan
- Minutes of internal inspection related to the incompliance and solution made

5.2. The keeping of document

Related document as mentioned above are certification paper on the timber logging in accordance with the sustainable management system of production forest and are also document supporting the inspection of the inspection authority in domestic and abroad. Therefore, the keeping of document shall have a system as following:

Document	DoF	Provincial Office of Industry and Commerce	Provincial Office of Finance	Provincial Section of Forestry	Production Forest Management Unit	Village Forest Organization
Management plan	Copied paper			Original paper	Copied paper	
Information from the survey before		Copied paper		Original paper	Copied paper	

logging						
The annual logging plan		Copied paper		Original paper	Copied paper	Copied paper
Permission paper for logging				Original paper	Copied paper	Copied paper
Logging contract				Original paper	Copied paper	Copied paper
The list for follow up the logging and the location map				Original paper	Copied paper	Copied paper
The delivery note of Log yard II timber (Form 2)					Copied paper	Copied paper
The list of timber log flowing into Log yard II (Form 3)					Copied paper	Copied paper
The list of Log yard II timber log (Form 4)		Copied paper		Original paper	Copied paper	(Brief report)
Bidding and timber sale document	Copied paper	Original paper		Copied paper	Copied paper	Copied paper
Sale contract		Original paper	Sale license	Copied paper	Copied paper	
Summary of sale	Copied paper	Original paper		Copied paper		
Delivery note of product to buyer and receipt		Original paper	Copied paper	Copied paper		
Permission paper for transport		Original paper		Copied paper		

The report on the implementation of logging plan	Copied paper			Original paper	Copied paper	
Minutes of internal inspection related to the incompliance and solution made	Original paper	Copied paper		Copied paper	Copied paper	

- All document given by the organization under MAF and the sale document of certified timber (FSC and the timber managed by FSC) (For example: The summary of logging, the summary of sale, delivery note of products, permission paper for transport) shall be keep for at least 5 years. The provincial section of forestry shall create a perfect document keeping system.

6. The monitoring and inspection

The inspection of Provincial office of Forestry consists of: Document inspection and field inspection.

6.6. Document inspection

The document inspection is the inspection in terms of completeness of document specified in point number 5.2.

6.7. Field inspection

- Inspect the logging areas permitted based on the logging plan
- Inspect the available timber log code comparing with information in the minute form. In case it is not clear, it shall inspect the source of origin
- Inspect the timber measurement and quality classification and the list of Log yard II timer. For the timber logged from the certified forest areas, it shall check the symbol “FSC”

7. Implementation

It is assigned the forestry sector to direct the district forest unit and Village forest group in implementing this guideline in a strict manner.

8. Effectiveness

This guideline comes to effect from the date of signing.

Deputy Director General of DoF
Khamphai MANIVONG