
LOG HAUL SAFETY PROGRAM POLICIES AND PROCEDURES



**ALBERTA
PACIFIC**
FOREST INDUSTRIES INC

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TRUCK/DRIVER REGISTRATION AND ADMINISTRATIVE PROCEDURES





TRUCK REGISTRATIONS

Please submit all documentation electronically to dispatch@alpac.ca

Truck information is processed between 7:00 a.m. and 5:00 p.m.

Information required to register a truck is available by calling Dispatch at (780) 525-8124.

It may take 24 hours to register a truck.

You will receive a confirmation email once your truck is registered and/or updated.

Do not haul until you have received confirmation.

Trucks on Al-Pac's haul route map will be issued plate identifiers.

These plates must be visible and facing forward on the left front bumper of the truck.

Passengers are not allowed in the wood yard or scale house unless they are a driver trainee or prior approval has been obtained from Dispatch.

If you are a new contractor:

- PRIOR TO HAULING, submit an NTR and all supporting documents

All contractors:

- A new Al-Pac truck registration form (NTR) is required by October 31st of every year.
 - Include all supporting permits/documents as per the NTR
 - Throughout the year, all supporting permits/documents are due upon expiry

If changing configurations:

- Complete the Al-Pac truck registration form (NTR) for any configuration changes, prior to hauling
- All required documents in accordance with ISO standards must be kept in the truck. These can be found on the contractor website.
- To qualify for winter weights, all trucks must submit a hazard assessment or manufactured specifications prior to hauling. Information on these processes can be provided by dispatch or any member of the Transportation Team.





DRIVER REGISTRATION/YARD ORIENTATON

All Orientations must be completed online.

All drivers must be registered and assigned a driver number before hauling to Al-Pac.

Orientations are due every May 1st.

The orientation video and test are available on-line through the Al-Pac website www.alpac.ca.

Please refer to the “Online Orientation Process” (attached)

Please refer to the driver information for “Delivering to Al-Pac Process” (attached)

Do not haul until a confirmation email has been received.

PLASTIC IS DRASTIC

ANY TYPE OF PLASTIC WILL CONTAMINATE PULP. EXERCISE EXTREME CAUTION WITH ANY PLASTIC PRODUCTS ON ANY OF AL-PAC’S WORKSITES

TRUCKS DISPATCHED BY ALBERTA-PACIFIC

Drivers must follow dispatcher’s direction.

Owners or a company delegate must provide required information to dispatch on the weekly sign-up sheet. Failure to comply may result in delayed load times.

All trucks will request a load time using their tablet before proceeding to the loader.

Arrive at least 30 minutes prior to load time but not be more than 1 hour.

Trucks that will be late for their load time must inform dispatch and a new load time will be assigned.

Loading out of rotation (scooping) is not allowed unless Dispatch has given that direction.

CONTRACT DRIVER TRAINING REQUIREMENTS

All drivers are required to attend Al-Pac training when offered

Yearly Al-Pac yard orientation

TRAILER RELOAD CERTIFICATIONWORKING ALONE SAFETY POLICY

Requirement

The working alone policy provides guidelines for employers who may have employees working alone at a work site. Working alone legislation applies if a worker is working alone at a work site and assistance is not readily available in the event of an emergency, illness or injury.

Employers are required to assess a work site and identify existing or potential hazards before work begins at the work site. Working alone legislation requires the employer to establish an effective means of





communication between the worker who is working alone and the person capable of assisting the worker in an emergency or if the worker is injured or ill. Communication may be established by radio, telephone, or other electronic devices. Alternatively, where communication devices are not practicable and readily available, the employer must ensure that an employer representative visits the worker at specified time intervals as defined appropriate in the hazard assessment.

Practice

Any contractors who have workers who work alone shall perform a hazard assessment prior to any work commencing. This must be in writing and distributed to all workers that may be in work alone situations.

Workers must communicate with the supervisor or delegate as determined in the hazard assessment. The purpose of the communication shall be to verify that the worker is safe and any outstanding concerns or issues that arise can be addressed.

Each work day, the worker will perform an initial check-in which will establish location, duration of the work and expected time of arrival from the work site. The worker will check-in at specified times as determined in the hazard assessment and this information shall be recorded into a working alone log sheet. The employer will designate a person with whom all workers will check-in. This designated person must be knowledgeable about the working alone call in procedures and necessary response protocols. All records must be kept for a minimum of 1 year for audit purposes.

In the event of missed call-in times or an overdue worker, the employer designate will attempt to contact the worker and if necessary make arrangements to have another worker attend the work site or to initiate a search for the overdue worker.

PRE-HAUL INSPECTION

To ensure the Al-Pac's log haul fleet is in safe operating condition, all log haul contractors are required to provide a current CVIP.

RANDOM INSPECTION

Al-Pac conducts independent random inspections at Al-Pac's expense. All trucks hauling to Al-Pac are considered part of the inspection program. Additional inspections may be required by Al-Pac prior to the commencement of work.

OVERWEIGHT CONTROL PROGRAM

Any truck using the Al-Pac route map is monitored under Al-Pac's Overweight Control Program (OCP). Trucks not adhering to legal weight allowances will be penalized according to Al-Pac's OCP.

Trucks hauling into other mills using a map supplied by the other mill and trucks hauling into Al-Pac under another mill's route map are NOT monitored under Al-Pac's OCP.

Al-Pac trucks hauling to other mills using an Al-Pac map will be monitored.

Payment will not be made for any weight in excess of legal gross vehicle weight allowance.





ALBERTA-PACIFIC FLEET OVERWEIGHT CONTROL PROGRAM

This program consists of two components – fines and reimbursements. The fine component is calculated based on each load that crosses the scale.

The overload percentages will be calculated using a cumulative average for each truck from April 1st to March 31st of each year. All truck overloads will be reset to zero every April 1st. Category 2 & 3 fines will not be assessed for the first 30 loads hauled each year starting April 1st. Once the truck has hauled 30 loads, if the truck exceeds 5%, all fine values will be assessed on any and all overloads until the cumulative average for that truck is brought down to less than 5%.

Total load count for the year will not include forwarding loads hauling on a “Brown” route.

Any truck that hauls an overload or gross overload will be penalized as follows (plus GST):

General Program for Overloads

	Category 1 Less than 5.0%	Category 2 5.1% - 6.9%	Category 3 7%+
0 kg to 100 kg	0	\$150.00	\$250.00
101 kg to 500 kg	0	\$175.00	\$275.00
501 kg to 999 kg	0	\$200.00	\$300.00
1,000 kg to 2,999 kg	0	\$250.00	\$350.00

Gross Overload Penalties (No minimum numbers of loads)

3,000 kg to 4,999 kg	\$300.00	\$450.00	\$500.00
5,000 kg or more	\$400.00	\$550.00	\$650.00

ANY gross overload over 5000 kg’s requires a letter from the contractor

SECOND gross overload over 5000 kg’s is a minimum 24-hour suspension and/or hearing

Reimbursements (fleet)

Percentages for overloads will be calculated at the end of each season for each truck. Trucks with a cumulative average of less than 4.9% will be reimbursed 100% of the money deducted for overloads for that evaluation year. April 1st to March 31st will make up the evaluation year for each truck.

Penalties collected for gross overloads will not be reimbursed.





Reimbursements (Load and Haul, all eligible contractors)

Percentages of overloads will be calculated at the end of each season for each individual truck. Trucks with a cumulative average of less than 4.9% will be reimbursed 100% of the money deducted for overloads for that evaluation year. April 1st to March 31st will make up the evaluation year for each truck.

Penalties collected for gross overloads will not be reimbursed.

DELIVERED WOOD CONTRACTS – OVERWEIGHT CONTROL PROGRAM

The following program applies to all trucks hauling under a Delivered Wood Contract. This program consists of one component – fines. Fines are calculated based on each load that crosses the scale.

Fines

The overload percentages will be calculated using a cumulative average for each truck from April 1st to March 31st of each year. All truck overloads will be reset to zero every April 1st. Category 2 & 3 fines will not be assessed for the first 30 loads hauled each year starting April 1st. Once the truck has hauled 30 loads, if the truck exceeds 5%, all fine values will be assessed on any and all overloads until the cumulative average for that truck is brought down to less than 5%.

Any truck that hauls an overload or gross overload will be penalized as follows (plus GST):

General Program for Overloads

	Category 1 Less than 5%	Category 2 5.1%-6.9%	Category 3 7%+
0 kg to 100 kg	0	\$150.00	\$250.00
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501 kg to 999 kg	0	\$200.00	\$300.00
1,000 kg to 2,999 kg	0	\$250.00	\$350.00

Gross Overload Penalties (No minimum number of loads)

3,000 kg to 4,999 kg	\$300.00	\$450.00	\$500.00
5,000 kg or more	\$400.00	\$550.00	\$650.00

ANY gross overload over 5000 kg’s requires a letter from the contractor

SECOND gross overload over 5000 kg’s is a minimum 24-hour suspension and/or hearing





AL-PAC RESERVES THE RIGHT TO CANCEL THE USE OF THE AL-PAC HAUL ROUTE MAP OR TO TERMINATE DELIVERED WOOD CONTRACTS FOR NON-COMPLIANCE TO THE OVERWEIGHT CONTROL PROGRAM.

WEIGHING PROCESS NON COMPLIANCE

A scale system monitors the weighing process. If non-compliance is confirmed through the use of the scale system or visual monitoring at the scales, Al-Pac may assess a fine of \$1,000.00 per occurrence against the contractor or a driver may receive a suspension based upon an investigation. At the sole discretion of Al-Pac, the contract may be terminated.

SAFETY CONCERNS/BEHAVIORS

For any safety issues or concerns, please contact the Woodlands Health & Safety Coordinator at (780) 213-0587. Items requiring immediate assistance, please call Al-Pac Health and Safety at (780) 525-8200.

Abusive and/or inappropriate behaviour will not be tolerated. This may include, but is not limited to, swearing, abusive language, fighting and/or property damage towards Al-Pac staff or contractors.

Stealing or dishonesty.

Littering.

No smoking on any Al-Pac worksite unless in a designated area.

Climbing on top of a load is prohibited (if logs have shifted notify Dispatch of your location and they will advise if there is any equipment in the area to assist).

Tree length bucking must be conducted as close as possible to the loader. Bucked pieces must be a minimum of 8 feet in length and must be left where they can be reloaded and delivered to the mill. If bucking, notify dispatch.

If tree bucking is done by chainsaw, an operator must be competent in the use of the saw and wear appropriate PPE. This includes standard PPE plus chain saw pants or chaps.





ALBERTA-PACIFIC FIELD PROCEDURES





PERSONAL PROTECTIVE EQUIPMENT

Every driver must wear the following Personal Protective Equipment (PPE):

- Fluorescent orange (recommended) CSA approved hard hat with side impact protection Sleeved shirts and long pants or trousers. **NO TANK TOPS OR SHORTS PERMITTED AT ANY TIME!**
- CSA approved safety glasses or CSA approved corrective vision glasses with side shields.
- CSA approved steel-toed boots.
- A high visibility vest or coveralls. The vest requires 360-degree visibility. Coveralls also require retro reflective stripes with 360-degree visibility.

DRIVERS FOUND NOT WEARING REQUIRED PPE ARE SUBJECT TO FINES AS OUTLINED IN THESE POLICIES AND PROCEDURES.

RADIO

VHF radio use

VHF radio frequencies will be used for vehicle-to-vehicle communications during haul operations within localized areas. This will include calling bridges on the common road channel on all main haul roads (i.e., K-road, C-road).

The list of on-FMA frequencies made available to us by Industry Canada is for **on-FMA** use only; any use of these frequencies outside of the FMA will be dealt with severely as this breach of conditions could jeopardize our radio license.

The list of Alberta open frequencies is for use off of the FMA and will be assigned accordingly.

The list of frequencies from other mills must only be used when accompanied by an authorization letter from said mill.

The portal crane channel is only to be used in the mill yard. Use of this frequency in other areas interferes with the cranes and ties up their channel.

Do not use the common road channel for use other than road safety communication.

The intent of the radio is for your personal safety and the safety of others. Do not tie up the radio with communication other than what is listed above.

Calling of bridge and km locations

The Al-Pac log haul occurs on roads that other non-radio equipped vehicles and the general public will occupy. Do not assume that you are the only users on the road. Whether loaded or empty, trucks must





approach every single lane bridge, approach, corner, and hill with caution and have the ability to stop safely if someone else is approaching.

Do not rely on your radio to determine if the bridge is occupied. When approaching single lane bridges, it is mandatory to call out your location.

Calling kilometers empty and loaded is mandatory when traveling on Al-Pac controlled roads. Note that there may be situations where this procedure will be adjusted to accommodate other users of the road or increased log truck traffic (i.e., fire salvage operations). Dispatch will inform you of any changes.

AL-PAC VHF FREQUENCIES FOR USE WITHIN THE FMA ONLY BY INDUSTRY CANADA		
FREQUENCY	CHANNEL NAME	USE
163.005 MHz	Common Road One	Main Channel for calling Km's, bridges and all shared road communications.
150.635 MHz	RD Safety 1 used for congested areas – only to be used if posted	Only when posted – for calling Km's, bridges and all shared road communications.
156.450 MHz	RD Safety 2 used only for congested areas – only to be used if posted.	Only when posted – for calling Km's, bridges and all shared road communications.
160.020 MHz	Al-Pac 1	Loader specific road communications in FMA
163.770 MHz	Al-Pac 2	Loader specific road communications in FMA
170.535 MHz	Al-Pac 3	Loader specific road communications in FMA
171.195 MHz	Al-Pac 4	Loader specific road communications in FMA
171.450 MHz	Al-Pac 5	Loader specific road communications in FMA
171.780 MHz	Al-Pac 6	Loader specific road communications in FMA
154.100 MHz	Al-Pac 7	Logger 1
158.940 MHz	Al-Pac 8	Logger 2
154.325 MHz	Al-Pac 9	Logger 3
172.410 MHz	Wk Alone (work alone)	Vehicular repeater for work-alone safety in FMA
170.490 MHz	Wood yard	Communications in Al-Pac Wood yard only





When off the FMA, VHF users are required to use one of the Alberta open channels indicated below:

FREQUENCY	CHANNEL NAME	USE
165.48000	AB Open 1	Log Haul specific road communications
168.12000	AB Open 2	Log Haul specific road communications
173.37000	AB Open 3	Log Haul specific road communications

On shared roads you may be required to use one of the following VHF frequencies supplied by the following mills. You must possess an authorization letter for all the following frequencies:

FREQUENCY	CHANNEL NAME	USE
165.480	Millar Kranco	Use in yard - Crane
167.580	Millar Heede	Use in yard - Crane
162.210	Millar Liebher	Use in yard - Loader
173.310	NF (Northlands)	Use on shared road
170.700	VA (Vanderwell) Road	Use on shared road
164.310	VA (Vanderwell) Yard	Use in yard
165.540	ZM (Alberta Plywood)	Use on shared road
165.300	ZM-s (Alberta Plywood South)	Use on shared road
163.260	Tolko (Weyco Yards)	Use in yard - Loader

Al-Pac requires that these frequencies be programmed into your VHF sets by an approved service center and be removed should your vehicle leave service at Al-Pac.

RULES OF THE ROAD

ALL USERS MUST BE FAMILIAR WITH THE FOLLOWING PRIOR TO USING ANY ROADS.

Travel on all Al-Pac roads must occur in compliance with the statutes of the Province of Alberta governing all vehicular traffic.

The user shall observe and obey all signs, postings and notices provided by Al-Pac team members or their designates.

The standard weight and load size (height/width) restrictions imposed by Alberta Transportation and Utilities apply to all Al-Pac roads except where written permission is received from Al-Pac prior to proceeding with the load.

Al-Pac log haul occurs under regular truck-to-truck radio communication. Al-Pac may require the user to ensure all vehicles are equipped with radios and the Al-Pac frequency for the specific road(s) in use. Such a requirement will be met by the user on request and at no cost to Al-Pac.

All bridges should be approached with extreme caution to ensure no other traffic is travelling on them.

The maximum speed limit on Al-Pac main-haul roads is as posted on each road, and speed must be reduced to 50 km/hr. when meeting other log trucks or large commercial vehicles.

No vehicle shall stop or park on any bridge, center of any roadway, or on any road curve.





Headlight and/or running light use is mandatory while traveling on Al-Pac roads at all times.

Tire chains are not permitted on Al-Pac concrete decked bridges.

Road hazards and unsafe acts observed by any driver on Al-Pac roads must be reported to Dispatch at (780) 525-8124 as soon as is reasonably possible.

ACCIDENT / INCIDENT / NEAR MISS AND ENVIRONMENTAL INVESTIGATION REPORTING

For all accidents / incidents and near misses, Al-Pac’s contractors shall:

Follow procedures outlined in their safety plan.

Call 911 if someone needs medical help.

Call RCMP if your truck is undrivable, and truck or load is blocking traffic.

Contact their Al-Pac Coordinator, Dispatch & Health and Safety Specialist immediately.

Complete and submit a copy of the Preliminary investigation report to their Al-Pac Health and Safety Specialist Shelley Poulin, (780 213 0587) immediately once scene is secure.

Complete the Woodlands Accident/Incident Near Miss and Environmental Investigation Report along with corrective actions and submit to Woodlands Health and Safety Specialist with in 10 days of incident. These are also available at Dispatch.

When inspections are required (as outlined in the contractor’s safety plan) the truck will be out of service until the contractor can provide proof that the inspection has been completed. Al-Pac reserves the right to suspend the truck and request a third-party inspection if Al-Pac deems that the accident or incident may affect the safe operation of the vehicle. The contractor shall be responsible for all associated costs for the requested inspection.

For incidents that are reoccurring or due to lack of due diligence by the contractor or representatives of the contractor, Al-Pac reserves the right to suspend deliveries indefinitely. Al-Pac may request a meeting to discuss root cause of the incident(s) and require completion of any or all corrective actions prior to recommencement of the work. Based upon the history of any given incident, and the outcome of the subsequent investigation to the incident, Al-Pac also reserves the right to terminate the contract immediately.

REPORTING FOREST FIRES

Report forest fires immediately to the Health and Safety Department at (780) 525-8200 and place a call to 310-FIRE.

CENTRAL TIRE INFLATION

The use of Central Tire Inflation (CTI) at Al-Pac is mandatory for Al-Pac trucks **as directed**. Maximum tire pressure settings are as follows:





Empty on block roads /Pits	27 psi on drive tires 35 psi on trailer tires
Loaded on block roads/Pits out to main roads	35 psi on drive tires 35 psi on trailer tires
Loaded on secondary gravel roads	65 psi on drive tires 65 psi on trailer tires

The entire CTI system must be functional until you are advised by Dispatch that the winter season has started. During the winter season, the trailer zone may be shut off. The tractor zone must remain functional year-round. Al-Pac reserves the right to request the use of CTI at their discretion at any time. Failure to comply will result in suspended load times.

IF YOU HAVE A STREAMLINE UNIT IN YOUR TRUCK

You must be logged on.

Request a load time.

Enter your trip events throughout the day.

If you encounter problems with Streamline, you must report the problem immediately to dispatch or call Streamline Support at 1-844-571-8200 (extension 2). Al-Pac reserves the right to send the truck in for repairs prior to issuing a load time. Intentional misuse of the Streamline system may result in a fine.

If the fleet truck has a non-operational Streamline system, and an event is experienced that requires the verification of the event (i.e.; incident, missed wrapper check, speeding, route change), the truck will be suspended until the Streamline is fully operational. Only then will load times be issued to the truck in question.

LOADERS

DELAYS AT THE LOADER

On occasion there are delays at the loader. The loader operator must contact Dispatch if there are more than four trucks waiting at the loader, this will allow Dispatch to take appropriate action.

The cost of delays at the loader that are clearly preventable and/or attributable to a failure of the loader operator to communicate with Dispatch may be charged back to the loading contractor.

LOADING PROCEDURE

It is imperative that loader operators communicate any delays to dispatch. This includes truck back-ups, breakdowns or wood quality issues that they may encounter.

Under no circumstance may a driver crawl under a load during loading.

The loader operator verifies that the driver has completed a visual fifth wheel/pintle hitch inspection (B-Train).





It is the driver's responsibility to flip up the stakes on the trailers prior to commencement of loading. Should a driver request a loader operator to do this task with the machine, the driver takes full responsibility of any damages incurred.

No loading shall take place with the driver out of the cab of the truck. If the driver must exit the cab, the driver must ensure the loader operator grounds the grapple prior to getting out.

Drivers may request that logs be placed further ahead or to the rear, depending on bunk placement and truck limitations. Drivers should make these requests before the log bed and cradle are developed.

The loader operator builds the bed with full-length logs. Short or crooked pieces of wood cannot be part of the bed.

When possible, the bed should be made up of two layers.

Once the bed is constructed, the loader operator begins building the cradle using full-length logs.

The loader operator begins building the cradle on the blind or far side of the load.

All short pieces 2.4 to 4.5 meters (8 to 15 feet) must be placed behind first set of bunks and within confines of the cradle to ensure the Crane grapple, when closing, will put direct pressure on those pieces to eliminate any chance of them falling out towards the cab of the truck.

Whenever possible, the loader operator is to rotate and intermingle shorts within the bed and cradle in order to build a level, secure load.

As the loader operator is loading the truck, the driver informs the loader operator of any logs that might be missed by stakes or that are projecting out of the load.

As the loader operator is loading the truck, the driver monitors the axle weights and communicates requirements to the loader operator.

The loader operator ensures that the load height meets Alberta Transportation standards.

The loader operator ensures that at the top of the load the outside logs are full-length and secured by both stakes.

The loader operator may place short pieces on the top of the load when;

- A) it is located between the outside full-length logs and behind the first set of bunks where the Crane grapple can put direct pressure on it while closing
- B) can be secured by two or more wrappers

Between the outside full-length logs only if the short piece can be secured by two (2) or more wrappers.

As the loader moves along the log deck the driver will move the truck as directed by the loader operator in order to minimize loading efforts.

No logs on the front and rear trailers can intermingle.

DAMAGE AT THE LOADER

If there is damage to a truck during the loading process, the truck must notify the loader operator at the time the damage occurs. The following procedure must be followed:





After the truck is loaded, the driver will inspect their load and truck for any potential damage. If there is damage the driver must immediately report it to the loader operator and complete a joint investigation.

The loader contractor supervisor must be notified to be made aware of the damages and have the loader operator estimate the extent of the damage.

The damage must be assessed and agreed upon by both the loader man and the truck driver. Pictures may be required to accompany the damage report.

All damage to trucks and trailers must be reported before leaving the loader. Any unreported damage will not be investigated or covered by the loader contractor.

The loader operator and the truck driver will notify dispatch of the occurrence.

It is the responsibility of the trucking contractor to contact the loader owner to discuss any incidents and the possibility for any potential re-imburement for damage done to log trucks and/or trailers.

ALBERTA-PACIFIC WILL NOT BE RESPONSIBLE FOR DAMAGE CAUSED BY LOADERS AND ALL RESPONSIBILITY IN RESOLVING THE DAMAGE WILL BE BETWEEN THE LOADING CONTRACTOR AND THE HAULING CONTRACTOR

LOADING COMPLETED PROCEDURE

The loader operator grounds the grapple.

The loader operator notifies the driver that they can exit the cab.

The driver inspects the load, starting on the loader's blind side.

The driver confirms that the load is the appropriate height and meets all Al-Pac and/or regulatory specifications. If any adjustments are required to the load the loader operator must make them at the driver's request. It is the driver's responsibility to ensure that the load is safe and legal prior to leaving the loader.

The driver requests their loadslip using Scalepass or picks up their barcode/manual ticket from the loader operator.

The load is to be wrapped up as close to the loader as possible without impeding other operations with a minimum of 4 wrappers per bundle of wood.





CLEAN UP LOAD PROCEDURE

All clean up loads being loaded onto a pole/pole type configuration will use the following procedure:

The load should be split equally between the lead and the pup trailer to reduce weight on the front axle of the tridem group. The permit requires that this procedure is followed when using a pole-pole configuration.

If a clean up load, advise dispatch when scaling in.

COMPLETING TM9'S

It is the loader operator's responsibility to ensure the TM9 is filled in accurately and completely (manual/barcode or Scalepass). The TM9 must be printed/transmitted after the truck is loaded. The truck driver must verify that the TM9 is complete before leaving the block). Each TM9 must have the following information in order to be compliant with government regulations. Failure to have complete and accurate TM9 forms could result in the loading contractor being fined by Al-Pac or the truck driver being fined by the government.

Source ID

This is the block number on the deck and it MUST be accurate.

Disposition or legal land description

If the source ID begins with an FA, FB or FC the disposition is FMA9100029.

If the source ID begins with a ZP, PW, PG or PO it is from private land and you will need to enter the legal land description. The land description is identified in the source ID. The first 3 numbers is the twp., the next 2 numbers is the range, the next number is the meridian and the next 2 numbers are the section.

E.g. PW06112431xxx

PW	061	12	4	31	xxx
Purchase	Twp.	Rge	Meridian	Section	Grid

If the source ID begins with a letter other than "F" or "P", there is a government disposition. Contact a coordinator for the correct disposition.

The correct disposition number will be located on the block tags.

Destination Mill

The name of the receiving mill, pit or terminal.

Destination Address

The address – the name of the town will suffice. In the case of a pit or terminal, that name will suffice.

Number of trees

An approximate number of trees for all tree length loads is required.





Form

CTL37 or TL.

Species

Conifer (spruce, pine, fir) or Deciduous (aspen, poplar or birch).

Load Type

Logs, Chips or Hog – you will usually be entering “Logs”.

Al-Pac Clean up

Yes or No – mark “yes” only when hauler is unable to get a full load when finishing a block.

Loader #

Used to determine which loading contractor is to be paid for loading. You must use an “A” loader when loading AP trucks and an “L” loader when loading load and haul trucks.

Truck License #

Tractor license plate number required by government.

Truck Number

Used to determine which truck is to be paid.

Driver #

Used to determine which driver will be paid for the load.

Loader Signature

Signing on behalf of the shipping mill signifying that the information is correct.

Driver Signature

Driver delivering load.





EXAMPLE OF COMPLETED TM9

ALL HIGHLIGHTED INFORMATION MUST BE COMPLETED ON YOUR CORRESPONDING TM9. PLEASE ENSURE ALL INFORMATION IS PRINTED CLEARLY PRIOR TO SUBMITTING TO DISPATCH.

Incomplete TM9s are subject to being fined, as per Al-Pac Log Haul Policies & Procedures

Alberta FOREST PRODUCTS HAULING RECORD

SHIPPER OR VENDOR: **Pete's Logging** DATE: **June 8/13**
 RECEIVER: **Alpac** ADDRESS: **FTMurray**
 HAULER: **JVC Contracting** ADDRESS: **Boyle**
 TRUCK LIC. NO: **L14699** U001191006

NO. OF PIECES	DESCRIPTION PRODUCT SPECIES DIMENSIONS	VOLUME (M ³)	UNIT	PRICE	\$ AMOUNT
82	ASRn TL				
N6	0961040711				
AW	5387				
AF	1430				

Driver Signature: _____

I hereby certify that these forest products were cut from _____ Sec. **S4 07**
 Tap **91** Pole **10** in **4** Mer. under authority of **9916 0980110**
 ORIGINAL FOR RECEIVER SIGNED: **Mr. Loader Man**

TM-9 Forest Products Load Ticket

Alberta-Pacific Forest Industries
 P.O. Box 8000
 Boyle, Alberta
 Canada T0A 0M0

J775613
 Date: **04.07.2011**

Source I.D. **FIC 06254375 1111**

Source Disposition and/or Legal Land description
FMA9100029 or _____

Destination Mill: **Alpac**
 Destination address: **Boyle**

Species: Deciduous Conifer

Number of trees: **185**

Load Type: Chip Log

Form: **TM9** or _____

AP Clean-up: No Yes

AP Loader Number: **A109**
 AP Truck Number: **APA**
 AP Driver Number: **41602**
 Truck License #: **F12345**

Loader Signature: **Mr. Loader Man** Driver Signature: _____

ORIGINAL FOR RECEIVER

TM9 JA00162837

ALBERTA PACIFIC FOREST INDUSTRIES
 P.O. Box 8000
 Boyle, Alberta
 Canada T0A 0M0
 Telephone (780) 535-8000

TIMBER ID: 29012415551 # OF TREES: 300
 LSO: _____ CLEANUP: No
 DISPOSITION: PIT
 LOAD TIME: 06/08/13 04:06
 FORM: CL37
 TREE SPECIES: Deciduous
 LOADER: AS42 Loader Operator: 5246
 TRUCK: 102
 TRUCK CONFIG: 8 - Axles
 TRUCK LICENSE: H8746
 DESTINATION: AP
 Truck/Vendor: V2

ALPAC
 TM: JA00162837
 Loader: 5246
 Number of Pieces: 4415551
 Date In: 06/08/13 07:02
 Date: PIT
 Form: CL37
 Load: 102/024
 Loader: AS42
 Species: 614.6 Gross: 69250 kg
 Species: 614.6 Net: 61720 kg
 Species: 614.6 Net: 21370 kg
 Species: 614.6 Net: 23430 kg
 Species: 614.6 Net: 17920 kg
 Species: 614.6 Net: 45 kg
 Species: 614.6 Net: 0 kg

Receiver - White Vendor - Cabary Truck - Park Book Copy - Golden





EMPTY RETURNS

If a truck must return empty (at the direction of the dispatcher), it is at the sole discretion of Al-Pac whether the truck will be reimbursed at the rate identified in the hauling contract. The cost of empty returns that are clearly preventable and/or attributable to a failure of the loader operator to communicate with Dispatch may be charged back to the loading contractor.

MOLLY POLICY

Any damage which occurs during off-loading at the cranes due to trailer mollies not being tied-down to the frame as stated in the loading procedures will be the responsibility of the hauling contractor.

B-TRAIN TRAILER HOOKUP BEST PRACTICES

Where possible, all stakes on the pup must be down before the trailer is unloaded.

Ensure that communication is established between the loader operator and the driver (driver has window down, radio contact, etc.).

Remove trailer-securing device.

Return to cab of truck.

Lift trailer.

Once the trailer has cleared the folded stakes, the driver pulls the truck ahead and listens for horn/radio to indicate where to stop.

Loader operator carefully slides the trailer kingpin into fifth wheel.

Loader operator then does a “tug test” by gripping the molly with the loader and gently applying rearward force on the pup. Do not lift the trailer or excessively tug the truck backwards.

If the pup disconnects, reattach pup and have the driver complete another visual inspection.

Complete a second tug test. If the trailer disconnects again, the trailer is reloaded and the loader operator informs Dispatch. The truck then leaves the loading area and does not return until appropriate repairs are made to the fifth-wheel assembly.

If the tug test is successful, the driver then backs the truck into position for loading listening for the loader horn to indicate where to stop.

Once the trailer is on the ground, the driver must exit the cab to ensure the fifth wheel and umbilical cords are secured.

If trailer lengthening or shortening is required, loader operator must ground the grapple and allow the driver to prepare the trailer for lengthening/shortening.

Driver must establish eye contact with the loader operator when preparing the trailers to lengthen or shorten.

Loader operator lengthens or shortens trailer.

Driver locks the pole in position, and verifies that the trailer is ready to be loaded.





All mollies will be tied down prior to being loaded. Al-Pac will not be liable for any damage occurring in the yard as a result of mollies not being properly secured. Refer to the molly policy listed below.

Driver completes a visual fifth-wheel inspection, and then walks to a point midway on the lead trailer.

It is the driver's responsibility to flip up the stakes on the trailers prior to commencement of loading. Should a driver request a loader operator to do this task with the machine, the driver takes full responsibility of any damages incurred.

TANDEM JEEP/POLE TRAILER HOOKUP PROCEDURE (BEST PRACTICES)

Ensure that communication is established between the loader operator and the driver (driver has window down, radio contact, etc.).

The driver ensures that all stakes are down before unloading the trailer.

Remove trailer-securing device.

Return to cab of truck.

The loader operator lifts the trailer.

Once the trailer has cleared the folded stakes the loader operator has the driver move the truck ahead.

The loader operator signals the driver to stop.

The loader operator places the compensator eye onto the pintle hitch. Under no circumstance is the driver to put their hands anywhere near the pintle hitch or compensator eye.

Once the pole has been attached the driver closes and locks the pintle hitch.

The driver attaches the two safety chains to the frame of the jeep.

The driver checks the pintle hitch to ensure it has locked.

The driver stands clear of the trailer.

The loader operator stretches or shortens the pole as required.

The driver tightens the reach assembly and attaches the umbilical cord to the pole.

Molly's must be tied down. Refer to the molly policy below.

The driver raises the bunk stakes.

The driver returns to the cab of the truck and awaits instructions from the loader operator.

TOWING/PUSHING PROCEDURE

In the event that a truck in Al-Pac's log haul fleet requires haul assistance, the following towing procedures are in place to prevent injury to workers and damage to equipment.

If a grader is working in the area contact the grader operator via VHF or the loader operator.





Before leaving the truck the driver will wait until the grader has backed into place and grounded the blade.

The driver is to ensure that the truck is secure and that there is no danger of rolling before exiting the vehicle.

The driver and grader operator must at all times remain in radio or eye contact during the towing procedure.

The grader will supply the towing device. The driver and the grader operator are responsible for attaching the towing cable to their respective equipment and ensuring that the tow pins are locked into place.

Both the operator of the truck and the operator of the grader will unhook their respective equipment.

The grader operator will assess the situation and decide whether or not the tow will be completed with or without chains installed on the tractor and/ or haul support equipment.

Pushing

Pushing is discouraged with skidders or bulldozers. If the truck is to be pushed with any equipment the load must be wrapped up. The load needs to be pushed at the bottom with a slight upward pressure. Pushing is only to be done on logs not on the frame of the trailer. The driver has the final decision as to whether the truck is to be pushed or pulled with any equipment. When being pushed the driver must have the truck in gear, brakes off and clutch engaged in order to assist.

Towing

If the truck is resting solidly on the frame/front axle the truck should be off-loaded to minimize any chance of damage. If it is not resting on any part of the frame or axle(s) the truck can be towed at the driver's instructions. If the grader is pulling and the loader is pushing and the truck is still stuck, the pup should be off loaded. All towing devices must be rated for the total load capacity that they will be towing. Extreme caution must be used when pulling with tracked equipment. The driver has the final decision as to whether the truck is to be towed with crawler equipment.

General

When towing trucks, the towing equipment must pull with a steady, even force. Loaders must not lift up on the trucks when towing. Jerking on the cable can cause damage to both pieces of equipment. Where severe soft spots occur road maintenance equipment should be readily available to repair the area as required. When towing is required in severe soft spots the truck must be hooked up to the towing equipment prior to traveling through the soft spot. It is up to the driver to make appropriate decisions based on his/her capabilities and the truck's capabilities.

These practices are at the sole discretion of the parties involved.

AL-PAC WILL NOT BE LIABLE FOR ANY DAMAGE TO TOWING EQUIPMENT OR EQUIPMENT BEING TOWED OR PUSHED





REMOVAL OF WOOD POLICY

When removing wood from a truck for safety reasons:

The driver must notify Dispatch prior to removal of the wood and state exactly where the wood is deposited and provide an estimate of volume.

Removal of wood from a truck outside the block for any reasons other than safety is prohibited. All costs for clean-up will be assessed and charged to the owner.

WRAPPER CHECK PROCEDURE

Attached is a map (see Figure No. 1) of the major road systems within the Forest Management Area (FMA) leading to the Al-Pac mill site. Identified on the map are designated stops where wrapper checks are to be performed. As a **minimum**, wrapper checks must be completed before entering a public highway (this includes gravel roads) and every 80 km's.

DRIVERS MUST COMPLETE A TWO MINUTE WRAPPER CHECK AT DESIGNATED AREAS ALONG THE ROUTE. FAILURE TO DO SO WILL RESULT IN A FINE AS OUTLINED IN THE LOG HAUL INFRACTIONS





WRAPPER CHECK LOCATIONS		
	LOCATION	DESCRIPTION
1	Fort McKay - Hwy 63	Fort McKay
2 a	Fort McMurray – Hwy 63	Greater Fort McMurray North
2 b	Fort McMurray - Hwy 63	Greater Fort McMurray South
3	Marianna Lake - Hwy 63	Marianna Lake
4	Junction Hwy 881 & Cheechin Road	
5	S4 Road & Hwy 813	Prior to entering 813
6	Trout Pond– Hwy 63	
7	Km 164.5 (C Road)	Prior to leaving North Wabasca Road
8	Junction Hwy 881 & Cowper	Km206
9	Km 109 (C Road)	South Wabasca Junction
10	Km 178 Hwy 881 & Conklin Corner	Conklin Corner
11	Junction Hwy 813 & C Road	Km 56 Hwy 813
12	Junction – 1000 Road & Hwy 813 (Km 42)	
13	Junction K Road & Hwy 881 (Km 90)	K road near Heart Lake Truck Stop
14	Junction Hwy 2 & 44	Pull-out of Smith prior to entering Hwy 2
15 a	Junction Hwy 63 & Hwy 55	Km 30 on K road
15 b	Junction Hwy 63 & Hwy 55	Km 26 on K road
15 c	Junction Hwy 63 & Hwy 55	Atmore Junction
16	Junction Hwy 881 & 858	Junction south of Heart Lake
17	Hwy 36 South	Lac La Biche bypass
18	North House River – Hwy 63	
19	Jughandle Hwy 55	Prior to crossing Hwy 55 (jug handle)
20	House River Road	
21	Crow Lake – Hwy 63	

Al-Pac controlled log hauls originating from an area outside of the Forest Management Area (private wood, salvage operations, etc.) may have wrapper checks designated and posted by Al-Pac. Al-Pac may establish additional wrapper checks as required throughout the log-haul season.





Driver needs to be aware of all wrapper check locations.

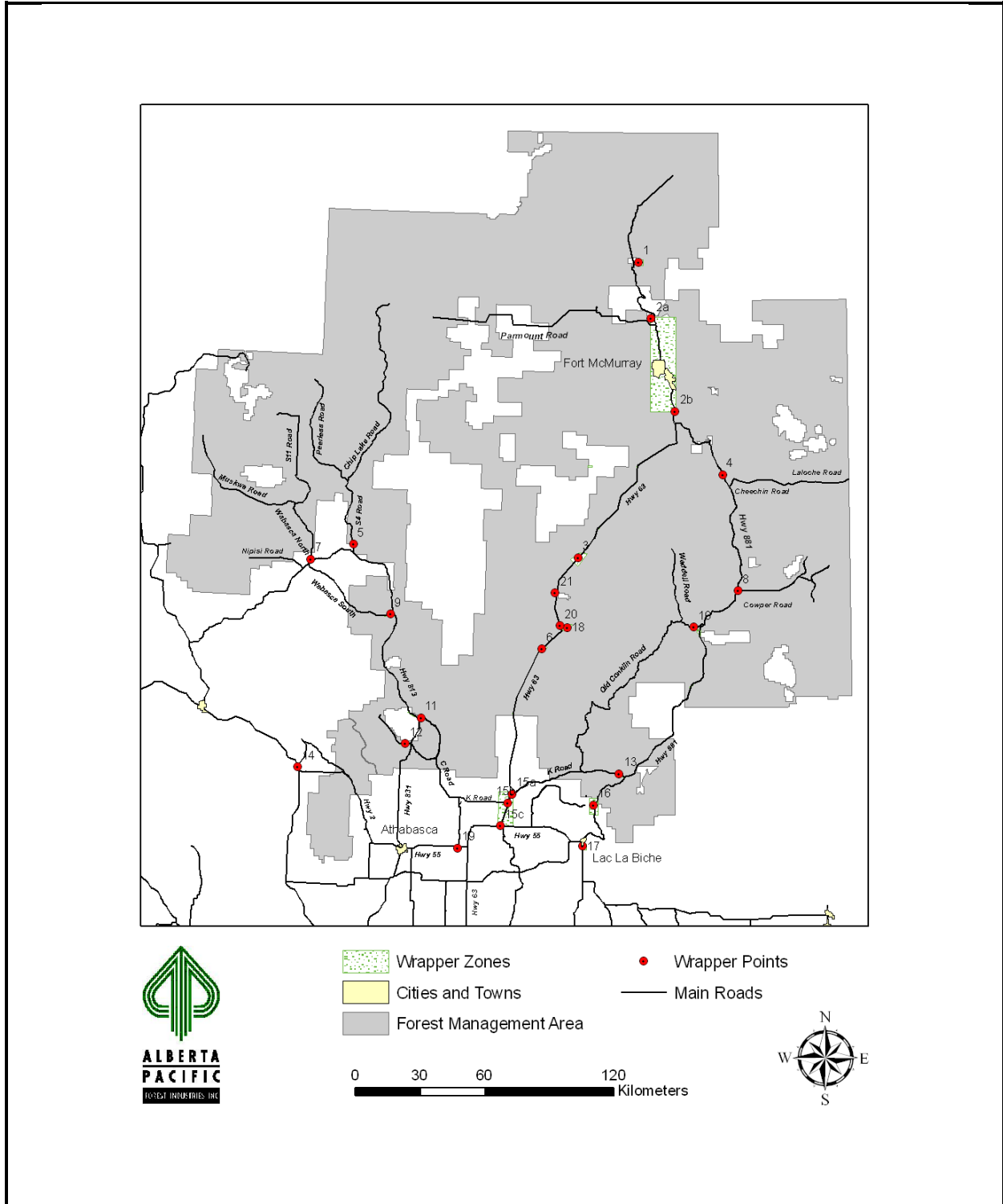


FIGURE NO. 1: WRAPPER CHECK STATIONS





PICKER TRUCK INCIDENT RESPONSE PROCEDURES

This process covers all incidents that are Al-Pac log haul specific. **Incidents that do not involve our fleet will not have pickers dispatched to them unless the incident is blocking an active haul route or causing an unsafe situation along one of Al-Pac’s haul roads.**

When an incident happens that requires the picker trucks, Dispatch will contact the owner of the truck involved in the incident.

The owner or designate will attend the scene for the recovery. The owner is responsible for managing the recovery scene.

NOTE: Any incident that has an injury that requires attention away from the scene must not be disturbed until approved by the Coordinator, Woodlands Health and Safety Coordinator, or Workplace Health and Safety.

The original TM9 will go with the load in to the mill site.

The truck owner will be charged the complete cost of the incident clean up.

Prior to performing the recovery, the situation will be assessed by the owner/designate to identify any risks that may be encountered during the recovery process. The following are minimum requirements to be considered in the hazard assessment:

- Recovery conducted during daylight hours if possible.
- Flag people are required from a highway maintenance company on public road ways.
- Signage is required.
- Extra equipment to plow snow for off-road retrieval if possible.

HAYRACK SPECIFICATIONS

The Al-Pac wood yard is a portal crane off-loading facility. All loads must be loaded in a manner which allows the portal cranes to unload them safely and efficiently. All trucks running a Hayrack configuration must abide by the following configuration and loading specifications (Refer also to attached diagrams):

Hayrack trailers should have a maximum of 4 bunks although 6 bunks will be permitted.

**See notes on 6 bunk hayracks below

The leading two bunks should be about 13 feet apart, and the rear two bunks should be about 13 feet apart. The space in the center will be a function of the length of the trailer. This bunk spacing will allow the crane the greatest degree of flexibility for grapple placement during off-loading.

The load must be loaded with the front tier first (on the bottom).

When loading a 2 tier load, the load should be split as evenly as possible (the rear pile being loaded backwards), with the understanding that the front tier should not be as high as to force the back tier to be angled sharply upward when put on top. There should be at least 1/3 of the load turned backwards, so that the crane can hold the wood tight in the grapple.

Short pieces should be buried within the front tier of load but behind first set of bunks to ensure the Crane grapple, when closing, will put direct pressure on those pieces to eliminate any chances of them falling out towards the cab of the truck.





All loads must be loaded in a manner that allows the crane to separate each tier of wood. This may be completed by having one or two splitter log(s) located in the load to separate the tiers. The goal is to have a gap between tiers which is 6 inches high and is at least the width of the grapple.

Box loading (more than 2 tiers) is permitted only when the wood is long enough (between 3rd and 4th stake) to be grabbed in the center of the load by the cranes. Please do not box load if it can be avoided, as this wood cannot be safely decked in the wood yard. If box loading is necessary, the load should be mixed as much as possible, so that the crane can take a full grapple of mixed pieces. If box loading, each bite must be as close to 50% of entire load to ensure that the Crane can tighten the grapple enough to hold the logs. Bites that are under 50% of the load have a tendency to slide out of the Crane grapple and fall on trucks causing damage which should be avoided at all times.

6 Bunk hayracks must be loaded in one of two ways. 1) The majority of the wood must be faced one way (butts towards the front) so that the Cranes can take two equal bites between bunks 2 and 3. The space between bunks 2 and 3 must be a minimum of 13 feet. 2) A two tiered load will also be accepted where the tiers are of close to equal size in volume. These tiers will be placed one on the front and one on the back and it is mandatory that the spacing between bunks 1&2 and 5&6 be at least 13". This will allow ample space for the Crane grapple.

Wrapping can consist of 3 wrappers if it meets the 1/6 standard rule. However, if a bundle is box loaded (any reverse logs), 4 wrappers must be used.

NOTE:

ALBERTA-PACIFIC FOREST INDUSTRIES USES PORTAL CRANES TO OFFLOAD TRUCKS AND WILL NOT BE HELD LIABLE FOR ANY DAMAGES TO TRUCKS DELIVERING LOADS THAT ARE NOT CONDUCTIVE TO CRANE OFFLOADING





The following pictures are potential options for loading configurations:

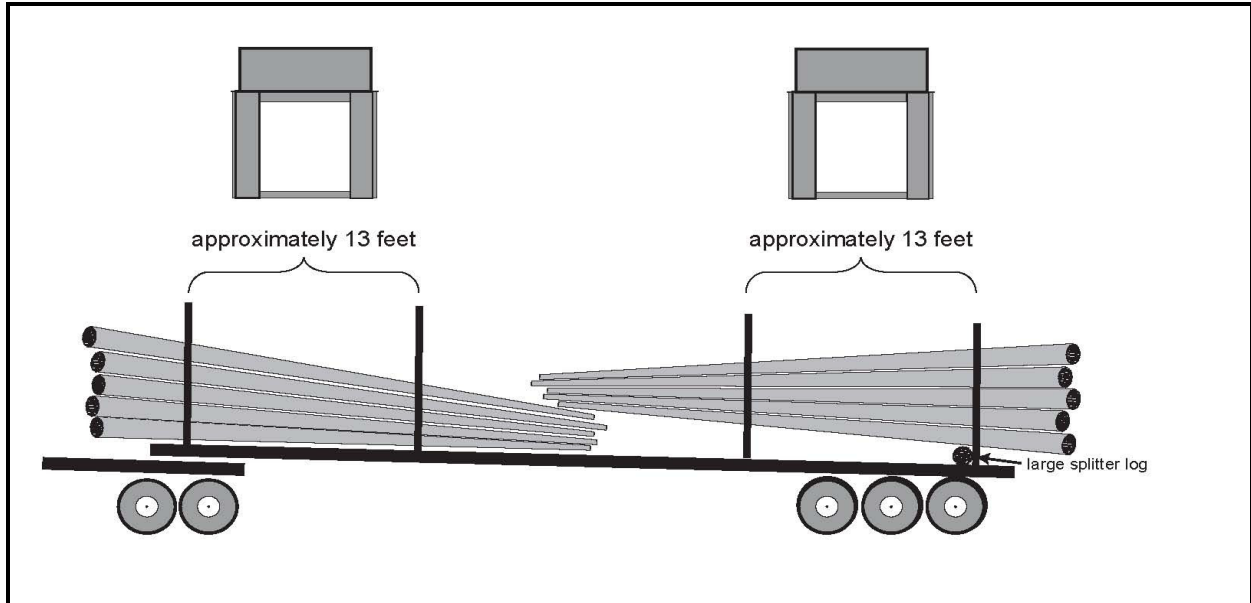


FIGURE NO. 2: WHEN LOADING WOOD THAT DOES NOT REACH THE THIRD BUNK, LOAD TWO TIERS WITH OR WITHOUT A SPLITTER LOG.

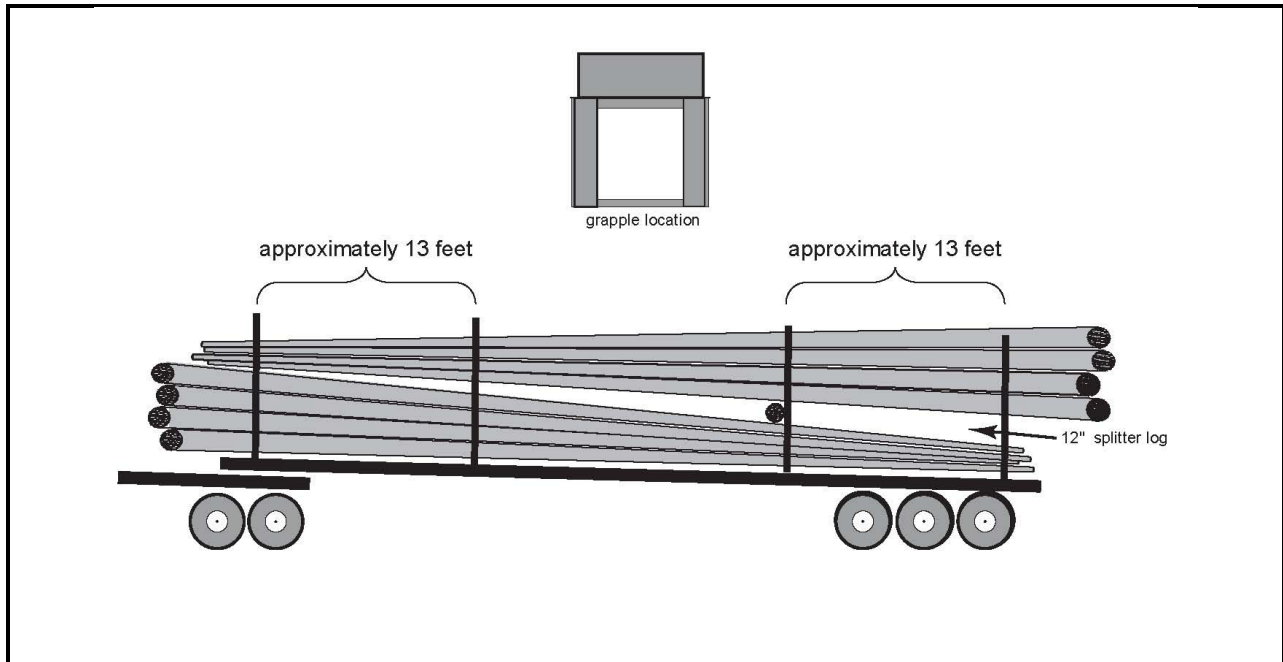


FIGURE NO. 3: WHEN LOADING WOOD THAT IS LONGER THAN THE TRAILER, IT IS BEST TO LOAD TWO TIERS AND HAVE SPLITTER LOGS, SO THE WOOD CAN BE DECKED ON A PILE WHEN OFFLOADED.



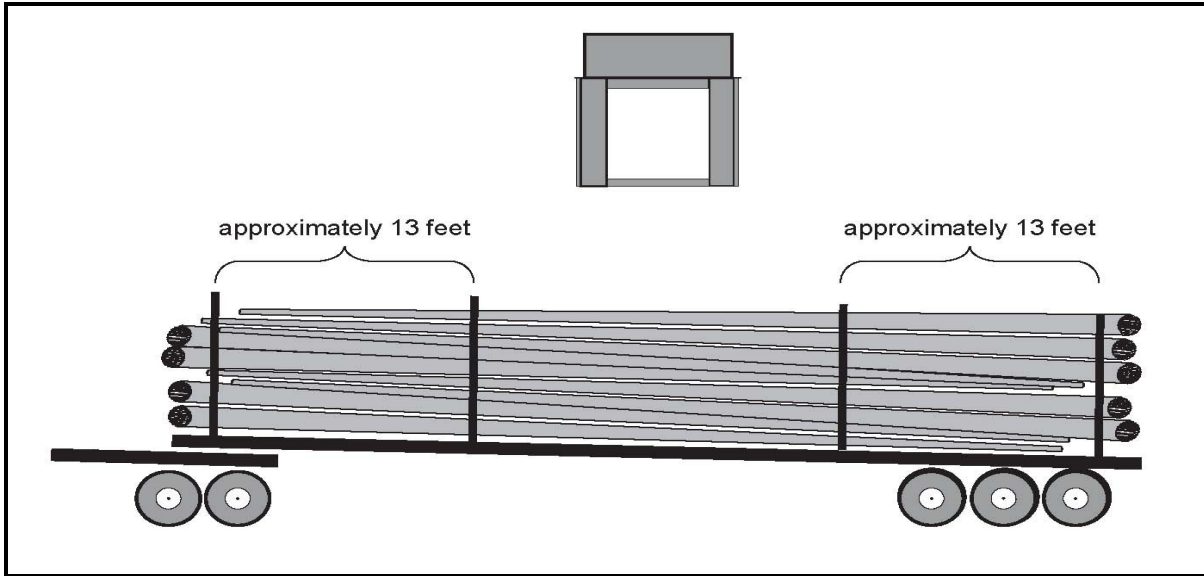


FIGURE NO. 4: WHEN THE WOOD REACHES TO BETWEEN THE THIRD AND FOURTH BUNK, BOX LOAD THE WOOD SO THAT THE GRAPPLE CAN GRAB THE WOOD IN THE MIDDLE. THE LOAD CANNOT BE DECKED ON A PILE, AND MUST BE FED STRAIGHT INTO THE MILL. KEEP THE LOAD AS SHORT AS POSSIBLE SO THAT THE LOGS ARE THICKER DIAMETER IN THE MIDDLE WHERE THE CRANE GRABS THEM.

SUPER B

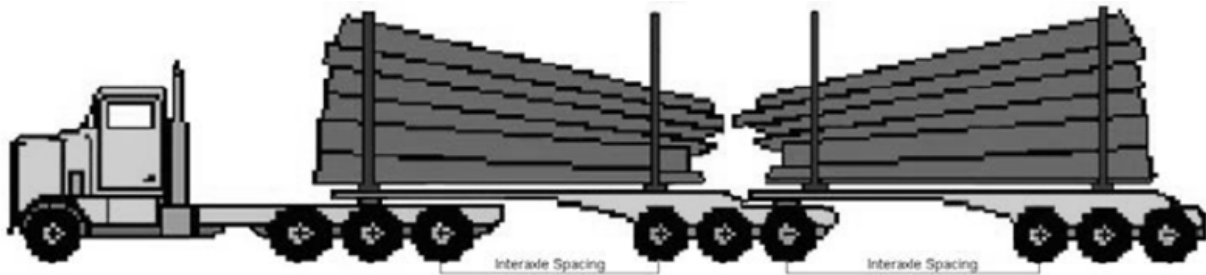


FIGURE NO. 5: LOADED SUPER





ALBERTA-PACIFIC WOOD YARD PROCEDURES





PERSONAL PROTECTIVE EQUIPMENT

Every driver must wear Personal Protective Equipment (PPE) as referred to in the field procedures section of this manual.

CONTRACTORS ARE SUBJECT TO FINES AS OUTLINED IN THE GENERAL LOG HAUL INFRACTIONS FOR PPE NON-COMPLIANCE.

SMOKING IS PROHIBITED IN THE WOODYARD

WEIGH-IN AT THE INBOUND SCALE

ALL TRUCKS MUST WEIGH-IN

No passengers are allowed in the wood yard or scale house unless they are a driver trainee or prior approval has been obtained from Dispatch.

There are two inbound scales (north and south).

Axle weighing is no longer required.

Trucks must come to a complete stop before pulling onto scale.

On green light, proceed onto inbound weigh scale at a maximum speed of 5 km/hr.

Once the truck is properly situated on the scale, the green light will flash, you are ready to weigh in.

Either use Scalepass, scan your barcode ticket or manually enter the information from your handwritten TM9. If your truck is on the north scale, you must use the computer located by the north door. If your truck is on the south scale, you must use the computer located by the south door.

If you encounter any problems with information entry request assistance from the Dispatcher on duty.

If driver needs axle weights, outside monitors are displayed on both scales (North and South). It is the driver's responsibilities to record their own weights.

WEIGH IN - MANUAL TICKET

Follow directions on screen:

- Enter Truck number
- Enter Driver number





- Enter TM9 number
- Enter Source ID
- Enter Species
 - Click on correct species “C” or “D” (logs)
OR
 - Click on “Chip” or “Hog”
- Enter correct loader number - will be on TM9
 - NOTE: Private Wood does not have a Loader
- Enter Loader Operator
- Review data on this screen to confirm all information is correct
- Leave white copy of TM9 in basket – NO PRINTING
- Proceed to Woodyard

WEIGH IN - ELECTRONIC TM9

- Scan barcode
- Review data on this screen to confirm all information is correct
- Keep barcode - NO PRINTING
- Proceed to Woodyard

WEIGH IN – SCALEPASS

- With the Scalepass App open with your loadslip, choose the correct scale, North or South
- Review data on the tablet to confirm all information is correct and “Weigh In Successful” appears on screen
- Proceed to Woodyard

PERSONAL VEHICLES

No personal vehicles permitted in the log yard. Any occurrence that may require an owner or contractor to come into the log yard to access or repair a log truck must be coordinated with Wood room personnel.

TRAFFIC RIGHT OF WAY IN THE WOOD YARD

All traffic must adhere to the 20 km speed limit while travelling in the wood yard. The following shows the priority when determining who has the right-of-way when in the wood yard:

1. All traffic must yield the right of way to pedestrians.
2. Emergency vehicles when the lights or sirens are activated.
3. Portal cranes.
4. Wood yard mobile equipment.





5. Loaded log trucks.
6. Empty log trucks or chip trucks.
7. Passenger vehicles.

PROCEED TO THE WRAPPER REMOVAL STATION

There are three wrapper removal stations located east of the scale house and it is **mandatory** that they be used while removing wrappers from loads. One station is on the southwest side of the log deck and the other two are on the southeast side of the log deck. Each wrapper removal station is equipped with safety arms for the protection of drivers during wrapper removal.

Pull the truck up to within 1.2 meters (4 feet) of the wrapper removal station.

All PPE must be worn before leaving the cab.

Engage the safety arms by operating the crank located at the north end of the wrapper removal station.

All unhooking and removal must take place from the driver's side while under the safety of the wrapper arms.

Remove the wrappers.

Coil the wrappers using the reel available at the wrapper station.

Disengage the safety arms.

NOTE:
IF THERE ARE ANY PROBLEMS WITH THE SAFETY ARMS NOT FUNCTIONING PROPERLY, DO NOT CONTINUE TO UNWRAP; NOTIFY THE CRANE OPERATOR IMMEDIATELY AND INFORM THEM OF THE PROBLEM.





COMMUNICATE WITH THE PORTAL CRANE OPERATORS

When you arrive at the scale you must switch to Channel 170.49000 on VHF. This channel is only to be used to communicate with the portal crane and Dispatch while you are in the mill-yard.

Please refer to the signs just north of each wrapper station for a detailed wood yard layout and the three log sizes (large, medium and small) and then provide the crane operator with the listed information.

- Species (Deciduous or Conifer (spruce or pine))
- Log form (tree length or cut-to-length)
- Condition of wood (green, dry, burnt, etc.)
- Log size
- If the load is required to be split

By informing the crane operator of this information, it will allow them to direct you to the proper location in the yard to be offloaded. The crane operator will provide directions for unloading. In general, trucks are unloaded on the east side of the log pile. Do not leave the truck until you are instructed to do so.

LEAVING THE TRUCK

ALL DRIVERS - Once you leave the unwrapping stations, **DO NOT LEAVE YOUR TRUCK** for any personal reasons.

If you have an emergency or need to use the rest room facilities, call Woodroom operations on the radio and they will assist you or arrange a ride.

UNLOADING THE TRUCK

Al-Pac is a portal crane off-loading facility. Every load that is delivered to Al-Pac must enter the yard with the intent of being off-loaded by one of the two portal cranes (north or south). Both cranes are rated to lift 30 tonnes in one bite.

Tree-length loads should always be split evenly into two bites. Under size bites have a tendency to slide out of the grapple and can result in damage to trucks, cranes and other equipment which should be avoided at all times. The grapple of the crane should also be placed in a position where it ensures each bite will come up level. The truck driver is to direct the crane operator as to where he should grab each bite on tree-length loads. Grabs that result in loads tilting forward towards the truck should be avoided to eliminate any chances of logs sliding forward towards the truck.

Crane operators are to follow the truck driver signals at all times, however, if the crane operator feels that the lift is unsafe, he can, upon instructing the driver, take the bite where he feels it is most safe to do so.

Proceed into the wood yard according to the directions provided by the crane operator.

It is the driver's responsibility to inform the crane operator if cut-to-length loads are to be split. When splitting lead trailers on B-trains, take 1/3 of the load on the first bite and save 2/3rds of the load for the second bite.

Stay at least 4.5 meters (15 feet) away from the crane rails or the crane may hit your truck.





When in position, exit the truck.

Ensure you are wearing all required PPE.

Drivers are to stand no closer than 50 feet (15.3 meters) from the loaded trailer during the unloading process (this includes signalling, closing of the grapple, lifting and clearing the trailers). If a driver is standing closer than the 50 foot (15.3 meters) distance from the trailer, the process will be stopped until the driver complies.

Signal directions to the crane operator.

NOTE: The crane functions have approximately a two second delay. This means that if you tell the crane to stop, it takes about 2 seconds before the crane will stop after the last command from the crane operator.

If you are unsure if the grapple tines have captured the load, have the crane operator halt the unloading process.

Pinched Logs - It is the driver's responsibility to inform the crane operator if there is a pinched log in the grapple tines. The driver will instruct the crane to stop lifting, set the load back down, and instruct crane operator to re-grab the load.

Once the grapple has stopped moving, move to the opposite side of the truck to ensure that the grapple tines are in the proper position. Return to your original location and signal to the crane operator.

Once the grapple has completely cleared the stakes, walk toward the front of the truck and wait for the grapple to clear the area.

Once completely unloaded, return to the cab of the truck and proceed to the truck clean-off area.

Logs left on the trailer that cannot be removed by the portal crane may be removed by the pole-chain at the north end of the yard, or the yard loader if it is available.

In the event that more than four (4) logs remain contact the crane operator for direction.

When off-loading 9 and 10 axle B-trains, drivers should note that splitting the loads with the cranes is a challenging task. Splitting the loads incorrectly can lead to wood sliding towards the truck resulting in truck damage. It can also make it very difficult for the crane to place the wood property in the log decks. When splitting lead trailers on B-trains, take 1/3 of the load on the first bite and save 2/3rds of the load for the second bite. This way the crane operator can take the first bite in the centre of the load giving him a level grab. On the second bite it is important that the crane grabs the load as close to centre as possible so drivers are to take their time when giving signals on the lead trailers. When splitting the rear trailers the same procedure should be followed and the second bite should be centered on the load.



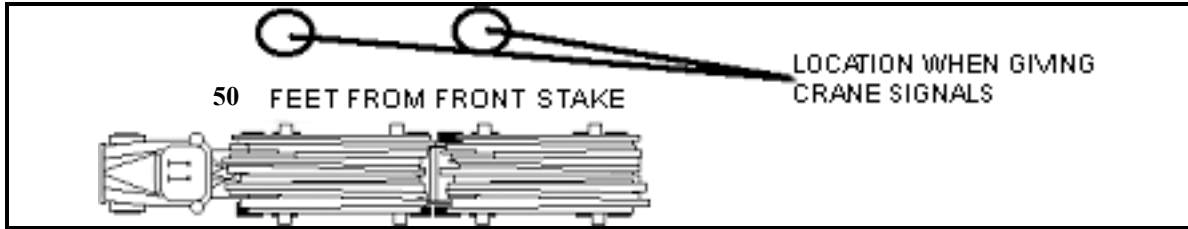


FIGURE No. 6: UNLOADING THE TRUCK

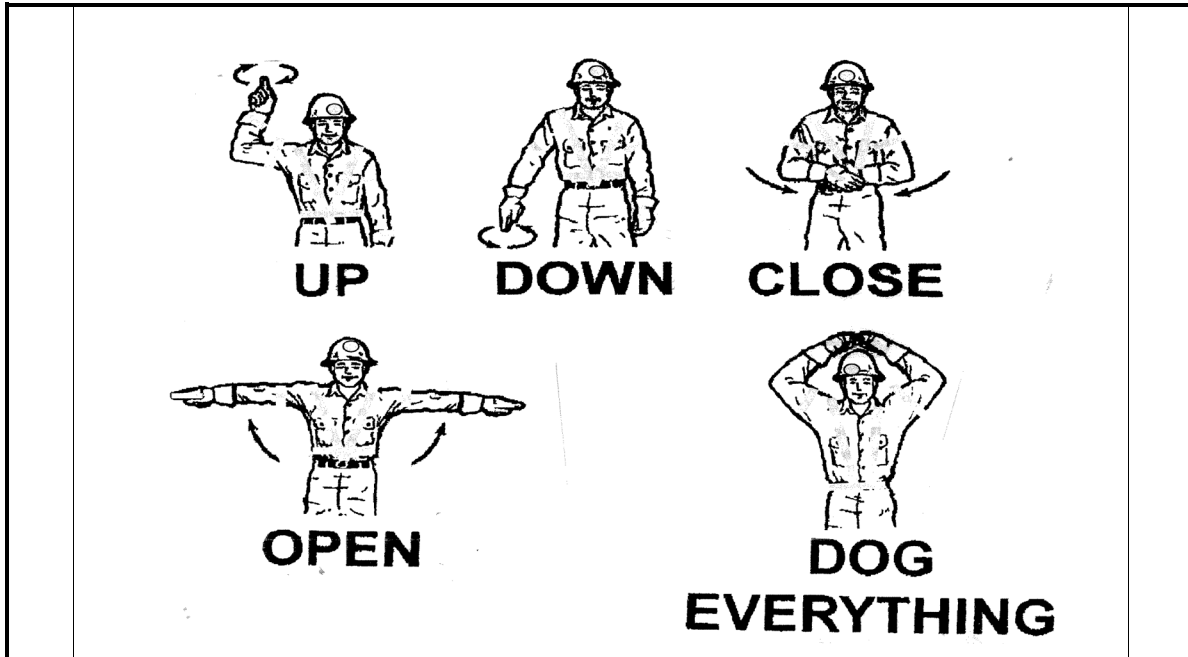


FIGURE No. 7: GRAPPLE SIGNALS

NOTE: The “Dog Everything” crane signal is to be used for emergency stops only when you want the crane to completely stop.





MANDATORY CHECK AND CLEAN OFF AREA

ATTENTION

**ALL TRUCKS –
MANDATORY CHECKS AND CLEANOFF AREA**

**Do not proceed to outbound scale or reload
station until your truck has been inspected
and all debris has been cleaned off**



**ALBERTA
PACIFIC**
FOREST INDUSTRIES INC

There is a truck clean-off area located at the north end of the wood yard. Clean trailers and fold stakes in this designated area before proceeding to the trailer reload station. All foldable stakes must be folded down and trailers cleaned off prior to using the reload station. This will prevent damage to the reload station and eliminate wood build up. If required, there are two log pull-off posts located at the northwest end of the wood yard. Contact Dispatch or cranes for any maintenance issues in this area.

***FOLDING STAKES OR CLEANING DEBRIS OFF TRAILERS IN AREAS OTHER
THAN THOSE SPECIFICALLY DESIGNATED FOR THAT PURPOSE WILL RESULT
IN A VIOLATION AS OUTLINED IN THE GENERAL YARD INFRACTIONS PORTION
OF THIS DOCUMENT***





PROCEED TO THE TRAILER RELOAD STATION

To use the reload station, drivers must have certified hoist training and a reload swipe card issued to them from Dispatch which is good for 3 years. Drivers can be re-certified for another 3 years

Only operate the reload hoist if a qualified trainer has properly trained you. NOTE: If you have questions regarding the use of the reload station call the crane operator and they can arrange to have a person come out to assist you.

Drivers must ensure that they are wearing the appropriate PPE.

Drive under the reload station until the rear (pup) trailer lifting molly is lined up with the hoist hook and the trailer is centered between the reload legs.

View the logbook (south 22-301, centre 22-311 and north 22-321 hoist).

- Look for recent comments: what and by whom.

Inspect the overhead crane operation area for hazards and clear the area if necessary.

Ensure that the operational controllers are functioning properly.

Visually inspect the cables on the hoist and molly for any frayed, kinked or damaged strands and inspect the hook and its components for any cracks or damage. If any component fails inspections **DO NOT RELOAD TRAILER**, document in logbook if part of the hoist is affected, notify the crane operator immediately and erect safety barricades.

Lower the lifting hook using the pendant controller.

Hook the trailer molly.

CAUTION:

WHEN COMPLETING THIS STEP, ONLY USE THE 90° HANDLE (WHICH IS LOCATED AT THE FARTHEST DISTANCE FROM THE MOLLY CONNECTION) TO HANDLE THE HOOK. KEEP YOUR OTHER HAND AWAY FROM THE UPPER MOLLY WHEN YOU ARE HOOKING UP TO IT. THIS WILL MINIMIZE THE RISK OF HAVING YOUR HAND OR FINGERS CAUGHT IN A PINCH POINT.





PLACING YOUR HAND ANYWHERE OTHER THAN ON THE IDENTIFIED HANDLE MAY RESULT IN A SERIOUS INJURY

HANDLE THE HOOK FROM THIS GRAB POINT ONLY

Lift hook to take up slack in lifting cables.

Unhook umbilical cord and release fifth wheel, using fifth wheel puller.

Raise the rear trailer using the 2nd fixed controller, ensuring that the front of the rear trailer frame lines up between reload “A” legs. Use a pike pole to guide the trailer pup to the stabilizer.

Back the lead trailer under the suspended pup trailer.

Lower the suspended trailer onto the lead trailer, using a pike pole to guide the trailer.

Unhook the lifting hook from the molly using either controller.

Raise the reload hook high enough for the next truck to proceed underneath.

NEVER PUSH A SUSPENDED TRAILER WITH YOUR HANDS. NEVER PLACE ANY BODY PARTS NEAR OR UNDER A SUSPENDED TRAILER. EMERGENCY STOP BUTTONS AFFECT BOTH CONTROLLERS.

The driver should inform the crane operator if the trailer reload station requires cleanup.

All equipment including pup trailers must be secured appropriately. Failure to do so will result in a General Log Haul Infraction.





SAMPLE LOADS

As a legal requirement, 1 out of every 100 loads within a population code is chosen as a random sample load. Upon entering your TM9 at Al-Pac, your load could be flagged as a sample.

When the message **“YOUR LOAD IS TO BE SAMPLED”** comes up on the screen, let the Dispatcher know. The Dispatcher will enter a password in order for you to complete your TM9 and print it.

DO NOT LEAVE - wait for further instructions and tags to mark your load as a sample.

The Dispatcher will print three Sample Load tags for your load.

- Attach these 3 tags to the butt ends on 3 logs behind your tractor.
This will be done by the dispatcher or yourself using the stapler provided.
- The Dispatcher will direct you to **“turn on your flashers or cab beacons before you leave the scales”**. This makes it easier for the Crane Operator to identify your truck as having the sample load.
- Dispatcher will instruct you:
 - After you’ve unwrapped and called the cranes to tell them the species, length and size, **YOU WILL ALSO TELL THE CRANE OPERATOR THAT YOU ARE A SAMPLE LOAD.**
 - Proceed to the front of the line of log trucks to be unloaded, generally by the north crane.
 - Once you arrive at the crane to be unloaded and before exiting your cab, remind the crane operator **AGAIN** that you are the sample load.
- The Dispatcher will call the cranes to inform them that a sample load is on its way. The crane operator will be expecting your call.

Please watch that your load is set on the ground near the sample yard, and not fed into the Woodroom or decked.

To help identify sample loads, trucks will turn on their hazards or beacons before leaving the scale. Before leaving the wrapper stations, the driver must notify the crane operator informing him of the sample load. The crane operator will direct the sample load truck to the front of the line up in the wood yard to be unloaded.





WEIGH OUT AT THE OUTBOUND SCALE

ALL TRUCKS MUST WEIGH OUT

Wait until the signal light has been green for at least five seconds.
Drive completely onto the scale. The outbound scale does not measure the axle weights but rather, measures the total truck weight.

A computer is located in the building on the south side of the scale.

WEIGH OUT – MANUAL

- Enter truck number
- Two copies of the outbound receipt will be printed
- Exit scale

WEIGH OUT – ELECTRONIC TM9

- Scan barcode
- Two copies of the outbound receipt will be printed
- **Leave barcode in box at outbound**
- Exit scale

WEIGH OUT – SCALEPASS

- Use the Scalepass APP on the tablet to weigh out
- Tablet will say “Weigh Out Successful”
- Two copies of the outbound receipt will be printed
- Scalepass App will also have an electronic copy of load saved to the tablet
- Exit scale

LEAVING ALBERTA-PACIFIC’S WOOD YARD

Drivers who may have concerns with equipment, safety or the behavior of other contractors or Al-Pac representatives while in the wood yard should contact Dispatch immediately. The Dispatcher will provide you with direction or appropriate forms to complete.

WOOD YARD EVACUATION PROCEDURE

In the case of a mill wide evacuation, Dispatch will hold all trucks at the scale house and instruct all drivers at the wrapper station to muster at the scale house until the “all clear” has been given. An Al-Pac vehicle may also pick up drivers.





The crane operators will notify any truck drivers in the wood yard that there is an emergency situation. The drivers may be requested to remain in their trucks, to leave the yard, or to muster at the scale house. If the request is to muster at the scale house, the wood room lead will designate a wood room operator to pick up all drivers and deliver them to the scale house muster station.

The Dispatcher is the scale house Muster Station captain. The Dispatcher will do a head count and will provide that information to Health and Safety when required.

INCIDENT REPORTING AND PROCEDURE IN THE WOOD YARD

If there is damage to a truck during the unloading process, the crane operator must be notified at the time the damage occurs. The following procedure must be followed:

The driver will leave the truck where it is unless instructed to do otherwise by the crane operator. A wood room operator or team lead will transport the driver to the wood room office to complete an incident report form. This report must be completed jointly by the driver and designated wood room rep or Team Lead. The report must be signed off by the wood room team lead/operator and the truck driver.

The damage must be assessed and agreed upon by the wood room operator and the driver and detailed on the joint Pride report. Cameras are available at the wood room to take pictures of damage.

All damage to trucks and trailers must be reported before leaving the Al-Pac site. Any unreported damage will not be investigated or covered by Al-Pac.

Should damage occur in the yard and fault has been found on part of the crane operator the following procedure will be followed:

Two damage estimates must be obtained and submitted to the wood room within 60 days from the time of the incident. Failure to do so will result in non-payment for repairs. The estimates must be faxed to (780) 525-8194 care of wood room operation day tech.

Damage must be repaired within a six-month period from the time of the incident. Failure to do so will result in non-payment of repairs.

It is the responsibility of the trucking contractor to contact the Log Yard Specialist to discuss any incidents and the possibility for any potential re-imburement for damage done to log trucks and (or) trailers. You may call the Log Yard Specialist at (780) 525-8439. This should be done within 7 days of the incident.





LOG HAUL INFRACTIONS





INFRACTIONS

All fines will be cumulative and charged to the contract holder. Penalties will be assigned at the discretion of Al-Pac representatives. Penalty amounts include, but are not limited to, the described amount.

Al-Pac may, at its sole discretion, permanently or temporarily prohibit the Contractor or any of the Contractor’s employees, agents or sub-contractors from attending any Al- Pac’s worksites or providing any services to Al-Pac as a result of infractions as outlined in the Al-Pac Log-Haul Policies and Procedures.

Infraction	Description	Penalty
Governmental Compliance	<ul style="list-style-type: none"> Improper TM9 information (Loader assessed as well) TM9 Form not filled in correctly or completely. TM9 information keyed into system improperly. 	\$25.00 Fine per TM9 form or scale data entry error, plus costs of fixing payment errors.
Failure to follow Policies and Procedures	<ul style="list-style-type: none"> Fine levied to drivers/ contractors which fail to follow the Log Haul Safety Program Policies and Procedures 	\$100.00 - 250.00 fine based upon severity and multiple infractions
Safety Issues – Non-Compliance	<ul style="list-style-type: none"> All 	Will be dealt with at Al-Pac’s discretion
Overweight Control Program	<ul style="list-style-type: none"> See page 5-7 of the Log Haul Safety Program Policies and Procedures manual 	Based upon overweight amount and percentages
Equipment Altering	<ul style="list-style-type: none"> Impeding operation of any Al-Pac specified equipment is prohibited (i.e., Streamline, CTI, scale, etc.) 	\$1000.00 fine, or suspension and/or termination of the contract.





ADDITIONAL DRIVER PROCEDURES





ONLINE ORIENTATION PROCESS

Driver Orientations will reset May 1st every year

ALL ORIENTATIONS MUST BE COMPLETED ONLINE

IF YOU ARE A DRIVER FOR A PERMANENT FLEET CONTRACTOR NOTIFY DISPATCH SO YOU CAN BE SET UP ON STREAMLINE SYSTEM

- Open up internet browser
 - Go to www.alpac.ca
 - Scroll down to bottom of page and click “Woodlands Contractors”
 - Middle of page click “Orientation Site”
- If this does not work
 - Go to <https://logchiphaul.azurewebsites.net/>
- Register Tab (Registration Info)
 - Enter in your Full Name
 - Enter in a valid email address
 - Click “Register”
 - A pop up will appear stating “your registration was successful”
 - Click on “Proceed”
- This will take you to the “Email Confirmation” page
 - A confirmation code will be sent to your email
 - Go back into the orientation site online “Email Confirmation” page
 - Enter in email address
 - Enter in confirmation code (from the email sent)
 - Click “Confirm My Email”
 - A pop up will appear stating “your confirmation code was found”
- You will receive a second email with an orientation code and a “Proceed to Enter Required Information” link in the email
 - Click on “Proceed to Enter Required Information” link
- This will take you to the “Required Information” page
 - Enter in full Address (ex: Box 123 Boyle AB T0A 0M0)
 - Enter in phone number
 - Enter in birthday
 - Enter in drivers license number
 - Enter in drivers license expiry date
 - Click “Submit Information”





- Click “Open Testing Module”
- Click on the video you need to watch
 - LOGS – “Watch Log Haul Orientation Video”
 - CHIPS – “Watch Chip Haul Orientation Video”
- When finished watching the video, a pop up will appear “the video has been marked as being watched”
- Click “Back to testing module”

- **You must watch the entire video to achieve 100%**
- **If you exit the video before completing it, you will have to re-watch it from the beginning**
- **Links will “grey out” as completed when you achieved 100%**

- Click on “View Policies and Procedures Module”
 - Open up the Policies and Procedures PDF
 - Once the document is reviewed, close tab and return to main page
 - Click on “I agree to the Polices and Procedures listed in the document above”
- Click on the exam you need to complete for what you are hauling
 - LOGS – Take Log Haul Exam
 - CHIPS – Take Chip Haul Exam
 - Answer all questions and click “Submit Answer” after each question
 - Once all questions have been answered and submitted click “Mark My Test”
 - If you get 100% you can click “Go back to test module”

- **If you fail an exam**
 - Click on “Go Back to Test Module”
 - Click back on the exam you need to retake
 - Complete exam until you score 100%

- Once you’ve watched the video and passed the exam with 100%
 - Click on “Submit Orientation to Dispatch”
 - A pop up will appear stating “you have completed one or more certifications.”
- The system will automatically send an email to dispatch.
- Click on “email me my certificate” if you would like a copy.
- Once dispatch has updated your records you will receive a confirmation email

DO NOT HAUL UNTIL YOU HAVE CONFIRMATION FROM DISPATCH





DELIVERING TO ALBERTA-PACIFIC PROCESS

IF A DRIVER IS NEW TO AL-PAC

It is the owner's responsibility to ensure the driver is trained on weighing in and is familiar with the Woodyard procedures

ENTERING THE SCALE

SCALES HAVE 3 SENSORS THAT INDICATE THE FOLLOWING:

- Inbound – RADAR Sensor will zero the scale as truck pulls onto scale
- Inbound – Sensor blocked indicates load is not fully on scale
- Outbound – Sensor blocked indicates truck is off scale

If a truck is on the scale when entering

- park at least two meters back from scale and wait for truck to drive off scale
- Scale should zero and traffic light will be RED.
- Pull up to STOP sign and stop
- Slowly pull onto scale, the traffic light will turn GREEN indicating the scale has zeroed
- Pull fully onto scale with load and come to a complete stop
- If you are sitting properly on scale the traffic light will turn to **FLASHING GREEN**. If the traffic light is not flashing GREEN this is an indication your truck or load is blocking a sensor
- As the driver you have to determine which sensor is blocked and take corrective action
- Once complete, proceed to Weigh in

SCALE COMPUTER

The screen should indicate the following prior to proceeding with Weigh In

- Top Left Corner of Screen will indicate weight – should be green
- Printing along bottom of screen should be in blue
- If you have a blocked sensor the printing along bottom of screen will be in red indicating which sensor is blocked
- Corrective action has to be taken prior to weigh in

WEIGH IN - MANUAL TICKET

- FOLLOW DIRECTIONS ON SCREEN.
- Enter Truck number
- Enter Driver number
- Enter TM9 number
- Enter Source ID
- Enter Species – click on correct species “C” or “D”





- Enter correct loader number - will be on TM9
 - NOTE: Private Wood does not have a Loader
- Enter Loader Operator
- Wait for confirmation screen
- Review data on this screen to confirm all information is correct
- Leave white copy of TM9 in basket – NO PRINTING
- Proceed to Woodyard

WEIGH IN - ELECTRONIC TM9

- Scan barcode
- Wait for confirmation screen
- Review data on this screen to confirm all information is correct
- Keep barcode - NO PRINTING
- Proceed to Woodyard

WEIGH IN – SCALEPASS

- With Scalepass app open choose the correct scale, North or South
- Review data on the tablet to confirm all information is correct and “Weigh In Successful” appears on screen
- Proceed to Woodyard

WEIGH OUT – MANUAL

- Enter truck number
- Two copies of the outbound receipt will be printed
- Exit scale

WEIGH OUT – ELECTRONIC TM9

- Scan barcode
- Two copies of the outbound receipt will be printed
- Leave barcode in box at outbound
- Exit scale

WEIGH OUT – SCALEPASS

- Use the Scalepass App on the tablet to weigh out
 - Choose Outbound Scale
 - Tablet will say “Weigh Out Successful”
 - Two copies of the outbound receipt will be printed.
 - Scalepass app will also have an electronic copy of load saved to the tablet
- Exit scale





UNDERSTANDING TM9'S

The driver has to understand and ensure the TM9 is filled out correctly. There are four types of TM9's currently used at Al-Pac.

ALL LINE ITEMS MUST BE FILLED OUT

“U” Government issued TM9's

TOP OF TM9

- Date
- Shipper - address
- Receiver - address
- Hauler - address
- Truck licence number

MIDDLE SECTION (BODY) OF TM9 - LEFT HAND SIDE

- How many logs
- Species of logs
- Source id
- Truck number
- Driver number

BOTTOM OF TM9

Legal Land Description and Disposition

- If the Source ID begins with a “P” or “Z” the legal land description is required
- For private land, no disposition required.
- Disposition number is required for the following:
 - If Source ID begins with FA, FB, or FC, FMA number is FMA 9100029
- If Source ID starts with any other letters the co-ordinator will give disposition
- Loader man signature

EXCEPTIONS TO ABOVE

Chip and Hog deliveries

- Do not fill in legal Land description





ALBERTA-PACIFIC LOG HAUL SAFETY PROGRAM POLICIES AND PROCEDURES

SECTION FIVE - ADDITIONAL DRIVER PROCEDURES

Alberta FOREST PRODUCTS HAULING RECORD (REV. 05/06/02)

SUSTAINABLE RESOURCE DEVELOPMENT

SHIPPER/VENDOR: H. Friesen Logging Ltd. DATE: Mar-18/20
 RECEIVER: Al Pac ADDRESS: Bonnyville, AB
 HAULER: 1767894 AB Ltd ADDRESS: Grass Lake, AB
 TRUCK LIC. NO.: E 78528 ADDRESS: La Croy, AB **U005100032**

NO. OF PIECES	DESCRIPTION PRODUCT SPECIES, DIMENSIONS	VOLUME		UNIT PRICE	\$ AMOUNT
		bm <input type="checkbox"/>	m ³ <input type="checkbox"/>		
75	Salvage Aspen TL Pw 06203416 281 Pw 2486 DL 11000				
TOTALS:		PIECES	GR/GSS: 54828898	Over: 0	KG

Truck: **PW2486**
 Source: PW060014 02011.000# 3008992
 Species: D Crown: 915
 Disp: N07000000
 Driver: 11000
 Loader: Operator
 Date In: 18-Mar-2020 10:29

I hereby certify that these forest products were cut from:
 Twp. 62 Rge 3 W. 4 Mer. under authority of Pw06203416281
 Disposition Number: NW16

ORIGINAL FOR RECEIVER SIGNED: [Signature] SUPERVISOR/DRIVER

Alberta FOREST PRODUCTS HAULING RECORD

SHIPPER/VENDOR: Vanderwell DATE: Apr 20/20
 RECEIVER: Alpac ADDRESS: SL
 HAULER: Vanderwell ADDRESS: Almarasca
 VEHICLE LICENCE: E26025 ADDRESS: SL **U006718172**

No. of Pieces	DESCRIPTION: PRODUCT SPECIES, DIMENSIONS	Volume		UNIT PRICE	\$ Amount
		bm <input type="checkbox"/>	m ³ <input type="checkbox"/>		
1	Chips PC07204524111 C11042 7026				
TOTALS		PIECES	VOLUME \$		

Truck: **C11042**
 Source: PC07204524111 Load#: 2022593
 Species: C Crown:
 Disp: CHIP
 Driver: 7026
 Loader: Operator
 Date In: 20-Apr-2020 09:42
 GR/GSS: 11520 KG Over: 0 KG
 Disposition: CHIP-CHIP-GREEN
 Yard: V322V

I hereby certify that these forest products were cut from:
 Qtr. Sec. Twp. Rge. W. Mer. M.
 under the authority of _____
 Disposition Number: _____ CUTBLOCK
 Signed: [Signature] SHIPPER OR VENDOR

ORIGINAL FOR RECEIVER

TM11220 Rev 2016-11 (TM)





ELECTRONIC “BARCODED” TM9 ‘s

These TM9’s are used by the permanent fleet and load’n hauls. They are completed and printed by the loader operator at the loader after a truck is loaded. The driver is responsible to review the ticket prior to leaving loader to ensure the following information is correct:

- Truck number
- Truck license number
- Destination
- Correct loader
- Loader man has signed ticket

Driver is responsible to ensure information is correct during weigh in process.

SCALEPASS APP “ELECTRONIC” TM9’s

These TM9’s are currently being used by the permanent fleet and load’n hauls. The information is entered by the loader operator after a truck is loaded and transmitted to a tablet used by the driver. After the TM9 is transmitted to the driver’s tablet, it is the driver’s responsibility to review the information prior to leaving the loader to ensure the information is correct:

- Truck number
- Truck license number
- Destination
- Correct loader

“J” AL-PAC ISSUED TM9’S

These TM9’s are issued to loaders by Al-Pac dispatch and are completed by the loader operator, but it is the responsibility of the driver to ensure ticket is correct prior to leaving loader and at weigh in.

- Truck number
- Driver number
- Truck license number
- Loader number
- Loader man signature





Alberta-Pacific Forest Industries
P.O. Box 8000
Boyle, Alberta
Canada T0A 0M0

TM9 Forest Products
Load Ticket

J000864699

Date: 07/24/2019
Month Day Year

Source I.D. FIA 0781024119 2911
Company Site Site Number Trailer Trailer Code Site Pin

Source Disposition and/or Legal Land Description

FMA9 100029 or

Destination Mill ALPAC

Destination address BOYLE

Species: Debitoul Conifer

Number of trees 100

Load Type Log Chk Hq

Form / TL / or CL37

AP Clean-up Yes No

AP Loader Number A142

AP Truck Number AP246

AP Driver Number 2452

Truck License # LG3990

Loader Signature: SIGNATURE

Driver Signature:

ORIGINAL FOR RECEIVER RECEIVER - WHITE VENDOR - CANARY TRUCK - PINK BOOK COPY - GOLDEN

