

**SFI Audit Action Plan
BC Timber Sales – Cariboo-Chilcotin Business Area**

2011 External Audit (SFI) June 13 – June 16, 2011.

Non-conformity	Description of Issue(s)	Root Cause	Proposed Corrective Action(s)	Responsibility	Due Date	Done Date	Progress	KPMG comments
PRI-SFIS-025-NC-A3-01 This has remained as an open finding	SFI element 13.1 requires the organization have a process for developing and implementing action plans to address weakness in the management system. While action plans are developed in response to audit findings, the audit identified a weakness in relation to the timing of implementation of the action plan for the internal audit. The internal audit identified ongoing issues related to the implementation of the fuel handling procedures which indicated that the actions implemented in relation to the previous external audit findings (PRI-SFIS-025-NC-A2-04) were ineffective. As a result, BCTS developed a new action plan which is currently in progress. However, the audit found that: <ul style="list-style-type: none"> the timeline related to this action plan lacks a sense of urgency given the continuing evidence of issues related to non-compliance with legal requirements for fuel tanks, and lacks decisive actions. <ul style="list-style-type: none"> Development of action plans with decisive actions and reasonable timelines-OPEN 	The 2011 Internal Action Plan was to show how TCC had progressed in regards to timelines and decisive actions. Unfortunately the 2011 Internal Action Plan was not completed prior to the External Audit. TCC had 3 Audits within a 6 week period, therefore, TCC wasn't able to complete the action plan.	Action Plans to be completed and submitted to the Auditor for approval within 30 days of the date of the closing meeting.	CSO	July 16, 2011	July 16, 2011	Sent to KPMG July 8, 2011	Based on the progress listed to-date in the 2010 internal audit action plan, significant progress has been made to achieve greater compliance. There was not enough evidence to show progress as the 2011 Internal Action Plan had not been completed.
SFI: PM 3.4 (ISO - 4.4.6) -	The standard requires that implementation of best management practices be monitored. While the field audit did not identify issues related to water quality, review of a sample of BCTS harvest inspections indicated that the BCTS inspections were not assessing the implementation of LPC self-inspections which is a significant element of the monitoring process (A85271, A86339-1, A79998-4). (tentative NCmin).	Staff failing to assess the implementation of LPC self inspections. Staff not fully aware of BCTS Client Self Inspection Report (CHK-011)	Supervisors of all teams to confirm that BCTS staff are assessing the implementation of LPC self-inspections. This is achieved by; Supervisors reviewing the BCTS Client Self Inspection Report (CHK-011) with their staff, focusing on completeness and correctness.	All Supervisors (Business, Planning, Timber & Silviculture)	August 29, 2011	August 29, 2011	Aug 15 CSO provided a presentation to QSFT explaining this item.	

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<u>SFI: PM 20.3</u> <u>(ISO - 4.6) -</u>	The most recent management review was completed on April 16, 2010 and covered off EMS/SFM requirements for 2009. Although the management review identified a number of action items, including adjusting the schedule to July to align with the provincial process, no assessment has been made regarding the implementation of the action items. (tentative NC).	The Local Template (provided by the province) does not have a section identifying a Review of Action Items from Last management Review. The Provincial Template includes this section.	<ol style="list-style-type: none"> 1. Bring this to the attention of the Certification Officer for Provincial change and / or. 2. TCC makes corrective changes to the Local Template in order to bring TCC into compliance. 	CO / CSO	August 29, 2011		Discussion with CO week of June 23/11 and Jun 30/11. This is a local Template. Therefore this is a local issue. Discuss again with CO July 7 CSO will provide CO a draft for possible provincial release	

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