

FRP Implementation/Communication Management System Document “A”

These systems apply to all forest roads in the Kamloops TSA.

Known Hazards

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| 1. Users not aware of the current procedures. | 4. Users not understanding the procedures. |
| 2. Users given the wrong information | 5. Procedures not being regularly updated. |
| 3. Users having out of date documents. | 6. Procedures not being regularly reviewed |

1. **FRP Document Control**

- All electronic FRP files will be distributed in Adobe.pdf format to prevent editing.
- Any incorporation of the procedures into other documents will be done by way of an image paste.
- FRPs will be in effect for one year from the date printed at the top of the document.
- All individual FRPs will be limited to a single page, minimum 12-point font.

2. **Direct Communications Plan For Known Road Users**

- Committee members will annually review and distribute the FRPs to their employees and contractor representatives who use the forest roads.
- Committee member contractors will annually review and distribute the FRPs to their employees and sub-contractors.
- Printed copies of the current FRPs will be posted and available at scale sites and the MoF District office.
- Reference to the FRPs will be included in all BCTS timber sale contracts.
- Reference to the FRPs will be included in all small-scale salvage licenses and road use permits issued by the Ministry of Forests

3. **Indirect Communications Plan For Other Possible Road Users**

- The current documents will be available to the public on-line at **TBA**. The web address will be included in the FRP documents
- A link to the web site containing the FRP's will be e-mailed annually to an extensive distribution list of agencies, club, associations, other possible road users and the local news media

4. **Annual Review and Update**

- All FRPs will be reviewed by the Committee each spring, and the documents updated by May 1st.
- During the review, the Committee will look for ways to improve or clarify the FRPs based on the monitoring program results and user feedback received from the previous year.
- The indirect user's e-mail distribution list will be updated.
- All Management Systems Documents and the Terms of Reference will be reviewed annually.

Follow the “3 C’s”:	<u>Courtesy</u>	<u>Common Sense</u>	<u>Concentration</u>
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