

Record of Pre-Commencement Meeting – FC, Road, Rail and Sea Hauliers

Contract No.: Contract start date:

Meeting date and time: Contract End Date:

Contract Type: HQ Territorial FD Haulage Type: Road and/or Rail and/or Sea

Contact Names and Telephone Nos.	Name	Contact Tel. No.	Present at meeting
FC Contract Manager			<input checked="" type="checkbox"/>
FC Contract Supervisor			<input checked="" type="checkbox"/>
Haulage Contractor			<input checked="" type="checkbox"/>
Rail Representative			<input checked="" type="checkbox"/>
Sea Representative			<input checked="" type="checkbox"/>

Haulage Sub-contractors	Comments
List of haulage sub-contractors who will work on this Contract: <input checked="" type="checkbox"/>	

Dispatch procedure (Guidance Booklet No.8)	Comments
Contact FD address, contact name, tel no, fax & E Mail	Contact name(s):
FD address:	Tel. No E Mail:
Office hours for pre booking loads and PIN authorisation.	Fax No:
Special arrangements, e.g. out of hours procedure if FD local policy.	
Collection point(s) for conveyance notes (where applicable)	

Access & Egress	Comments
Agreed timber haulage routes apply (Note if yes) <input checked="" type="checkbox"/>	
Lorry access routes in forest discussed and agreed <input checked="" type="checkbox"/>	
Are there any Gross Vehicle Weight restrictions on the roads to be used?	
Maps and details of limiting features provided <input checked="" type="checkbox"/>	
Future road closures and haulage time limitations notified to the haulier <input checked="" type="checkbox"/>	
Has the road defects reporting procedures been discussed? <input checked="" type="checkbox"/>	

Health & Safety	Comments/Action/Other
Has Haulier provided copy of his risk assessment for timber transport? <input checked="" type="checkbox"/>	
Haulier provided with a copy of Forest Site Safety Rules? <input checked="" type="checkbox"/>	
RIDDOR reporting procedures agreed? <input checked="" type="checkbox"/>	
Standard prohibition & warning signs available to all drivers working under this contract? <input checked="" type="checkbox"/>	

First Aid	<input checked="" type="checkbox"/>
List of qualified First Aiders provided	<input checked="" type="checkbox"/>
Provision as FC First Aid Policy (numbers of First Aiders and Kits)	<input checked="" type="checkbox"/>
Comments Note arrangements for checking certificates	

Environment	Comments/Action/Other
Anti-Pollution equipment available in all vehicles working under this contract? <input checked="" type="checkbox"/> You will need to detail the following: <ul style="list-style-type: none"> ③ Responsibility for supply of pollution control equipment. ③ Location of pollution control equipment. ③ To have an understanding of FD or BU Pollution Control Plans. ③ Action to be taken in the event of an incident. 	

Method of Work agreed with respect to: Vehicles to be used:	Comments/Action
Haulage Contractor: Skeletal: Nos <input type="checkbox"/> Flat: Nos <input type="checkbox"/> Sub Contractor: Skeletal: Nos <input type="checkbox"/> Flat: Nos <input type="checkbox"/> Are vehicles fitted with audible warning devices? <input checked="" type="checkbox"/>	
What arrangements exist for siting and loading flats within the worksite? Vehicle recovery plan agreed? <input checked="" type="checkbox"/> Supplier of vehicle recovery service:	
Stacking: FE FWM: Responsibility of FWM / FE operator to provide a safe stack for loading discussed? <input checked="" type="checkbox"/> Hauler / Drivers: Responsibility of Hauler/Drivers to retain integrity of stacks after loading discussed ? <input checked="" type="checkbox"/>	

Rail Transport: Safety and Method of Work	Comments/Action
Will the haulier be moving timber to a rail facility (lineside) or depot? <input checked="" type="checkbox"/> (if answer is yes the rail representative must be present at the meeting) What arrangements exist between the rail representative and the haulier regarding: Lineside / depot safety? Quantities to be moved at any one time? Time limitations in supplying timber to lineside / depot? Forest road limitations with respect to the above?	

Sea Transport: Safety and Method of Work	Comments/Action
Will the haulier be moving timber to a sea facility (barge) or port? <input checked="" type="checkbox"/> (if answer is yes the rail representative must be present at the meeting) What arrangements exist between the sea representative and the haulier regarding : Barge / port safety? Quantities to be moved at any one time? Time limitations in supplying timber to barge / port? Forest road limitations with respect to the above?	

Top copy retained, 2nd copies provided to Hauler / Rail Representative / Sea Representative