

INSTRUCTIONS: Indicate on line opposite each statement the rating using the following system, N/A - not applicable; X - fully satisfactory; 0 - needs improvement. Circled items are to be numbered for specific reference on page 1.

I. AREAS OF ADMINISTRATIVE RESPONSIBILITY

1. **PREPAREDNESS** - The measure of how an individual prepares for administration of a timber sale contract.
 - a. Knowledge of sale preparation from inception through award (sale prep. and recon. notes, EA, appraisal, prospectus, etc.).
 - b. Knowledge of prior records and inspections of sale inherited from another SA.
 - c. Properly equipped to do the job.
 - d. Knowledge of sale area prior to operation.
2. **OBJECTIVES/PURPOSE** - Understands what sale is supposed to accomplish in terms of resource development, use and protection.
 - a. Clear understanding of expected end results (a mental picture of what area should look like when logging is completed.)
 - b. Feedback given to planning and preparation so problems are not perpetuated.
3. **PROTECTION OF RESOURCE VALUES** - Knows what EA issues and concerns are and manages sale activities accordingly. Resource values are protected.
 - a. Gives information to silviculturist and other resource specialists so continuity is maintained.
 - b. Need for specialist assistance recognized and requested.
 - c. Forest Service activities coordinated with sale operation.
 - d. Response and follow-up given as needed.
4. **RECORDS** - Clear and concise reporting (not a diary) of sale activities (approval, agreements, designation, acceptance, non-compliance, etc.).
 - a. Case folders are complete and orderly.
 - b. Needed written agreements, schedules, and plans are current and satisfactory.
 - c. Provides record of accepted work as well as work needed.
 - d. Modification and changes used when necessary and executed in a timely manner.
 - e. Person signing agreements, schedules, plan and correspondence is so authorized.
5. **SAFETY** - Safety attitude and approach used in dealing with the public and the purchaser. Demonstrates concern for personal and subordinate's safety.
 - a. Considers public, personal, subordinate's, or other observers' safety in and around active operations.
 - b. Adequate Job Hazard Analysis developed, documented and emphasized (including H. & S. C.)
 - c. Safety training provided HI or other subordinate.
 - d. Proper administration of all safety related provisions.

II. AREAS OF CONTRACT RESPONSIBILITY WHERE SPECIFIC RESULTS ARE EXPECTED -

- Inspects purchaser for compliance and redeems Forest Service contractual responsibility in the following areas.
1. **PAYMENTS (B4.0)**
 - a. Provides accurate and timely information for preparation of TSSA.
 - b. Payments are current and balance sufficient (and not excessive.)
 - c. Assures Timber Sale Statement of Accounts are accurate.
 2. **TRANSPORTATION FACILITIES (B5.0) (BMP)**
 - a. Roads substantially complete prior to hauling.
 - b. Road maintenance, including end of season maintenance, is adequate.
 - c. Alternate facilities used by agreement.
 - d. Snow removal done as required.
 - e. Designated roads and trails kept open.
- OPERATIONS (B6.0)**
3. **IMPROVEMENTS (B6.2)**
 - a. Improvements constructed as approved.
 - b. Improvement removal is acceptable.
 - c. Protection of improvement as required is adequate.
 - d. Land survey monuments adequately protected.
 - e. Historical sites and T & E species adequately protected.
 4. **CONTROL OF OPERATION (B6.3)**
 - a. Purchaser's supervision adequate.
 - b. Timing and performance of FS work adequate.
 - c. Operations progressing in workmanlike and orderly manner. Timely balance/progress of completed (accepted) work and in reasonable conformance with plan of operations.
 - d. Proficiency demonstrated in effectively managing the sale administration job.
 - e. Able to recognize and anticipate problems.
 - f. Adjustments made to assure accomplishment of desired results.

CONDUCT OF LOGGING (B6.4)

5. **LAYOUT (BMP)**
 - a. Plan for logging an area is developed and used, including temporary roads, landings, skid roads, skid trails, skyline corridors, and falling lead.
 - b. Layout agreed to in advance and properly located on the ground.
 - c. Temporary roads agreed to in advance and properly located.
6. **PELLING AND BUCKING**
 - a. Damage to leave stand minimized.
 - b. Breakage minimized.
 - c. Limbing done in accordance with contract.
 - d. Trees felled to designated lead, in openings, or within felling area.
 - e. All designated trees felled.
 - f. Stage logging performed where needed.
 - g. Directional felling done where required.
 - h. Log lengths varied to secure greatest utilization.
 - i. Stump heights meet specifications.

7. SKIDDING AND LOADING (BMP)

- safety related provisions.
- a. Specified method of skidding or yarding used.
 - b. Planned locations used.
 - c. Controls tractors and other equipment to reduce damage to resources.
 - d. Rigging properly done.
 - e. Damaged trees marked prior to completion of skidding to a landing and Purchaser is advised.
 - f. Marked damaged trees removed.
 - g. All utilizable logs removed.
 - h. Dozer blades and arches used only in authorized areas.

8. STREAMCOURSE PROTECTION (C6.5) (BMP)

- a. Streamside Management Zone protected.
- b. Streamcourses free of debris.
- c. Culverts and bridges used as needed.
- d. Equipment crossing and entering SMZ only at approved locations.
- e. Stream flow restored as required.

9. EROSION PREVENTION AND CONTROL (B6.6) (BMP)

- a. Erosion control work designated and purchaser advised.
- b. Erosion control work adequate and on schedule.
- c. Special erosion control work completed.
- d. Purchaser maintenance of erosion control structures is adequate.

10. SLASH DISPOSAL (B6.7).

- a. Slash disposal done as required by contract and slash plan.
- b. Removal or burial site selection is adequate and used as agreed.
- c. Cull material pulled inward from exterior boundaries of clear cutting units.
- d. Yarding unutilized material adequate.

11. SCALING & ACCOUNTABILITY (B6.8)

- a. Log accountability meets standards.
- b. Scaler information form properly completed and used.
- c. Branding and painting meets standards.

12. FIRE PRECAUTION AND CONTROL (B7.0)

- a. Prevention and suppression equipment in place and in satisfactory condition.
- b. Fire foreman and patrolman designated and on sale area as required.
- c. Fuel clearance adequate.
- d. Patrolman is trained and doing job.
- e. Purchaser communication compliance.

13. PERFORMANCE AND SETTLEMENT (B9.0)

- a. Purchaser advised of non-compliance items.
- b. Disputes are promptly and adequately handled.
- c. Proper use of breach procedure to obtain end result.
- d. Oral suspension of purchaser operation used as specified in contract. Written follow-up notification is adequate.
- e. Proper application of contract provisions to obtain end result.