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CIRCULATION

This work instruction is issued on controlled basis to:

| S/NO. | DESIGNATION | COPY NUMBER |
|-------|------------------------------------------|-------------|
| 1 | Chief Executive (Forestry Commission) | 01 |
| 2 | Executive Director | 02 |
| 3 | Director, Operations | 03 |
| 4 | Manager, Grading and Inspection | 04 |
| 5 | Manager, Trade & Industry Development | 05 |
| 6 | Manager, Contracts & Permits | 06 |
| 7 | Manager, Finance | 07 |
| 8 | Manager, Human Resource & Administration | 08 |
| 9 | Management Representative (MR) | 09 |
| 10 | Area Manager, Sunyani | 10 |

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| Written by: | Name: Anthony Amamoo Eshun | Signature:  | Date: 20/10/2017 |
| Reviewed by: | Name: Joseph Henry Quansah | Signature:  | Date: 24/10/2017 |
| Approved by: Executive Director | Name: Dr. Ben Nathan Donkor | Signature:  | Date: 26/10/2017 |

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|----|------------------------------------------|----|
| 11 | Area Manager, Kumasi | 11 |
| 12 | Area Manager, Takoradi | 12 |
| 13 | Area Manager, Tema | 13 |
| 14 | Area Manager, Final Inspection, Takoradi | 14 |
| 15 | Area Manager, Jasikan | 15 |
| 16 | Area Manager, Akim Oda | 16 |
| 17 | Area Manager, Techiman | 17 |
| 18 | Area Manager, Sefwi Awaso | 18 |
| 19 | Area Manager, Samreboi | 19 |
| 20 | Area Manager, Bolgatanga | 20 |
| 21 | Area Manager, Assin Fosu | 21 |
| 22 | Area Manager, Accra | 22 |
| 23 | First Deputy Management Representative | 23 |
| 24 | Second Deputy Management Representative | 24 |

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1.0 PURPOSE

The purpose of these Work Instructions is to provide quantity and quality assurance for sliced veneer.

2.0 SCOPE

The Scope of application of this document is GI work instructions for inspection, measurement, surface area calculation and grading of quantity and quality assurance.

3.0 RESPONSIBILITY

Executive Director (ED) is responsible for setting out criteria for work instructions for quality assurance of sliced veneer.

Director, Operations (DO) is responsible for facilitating development of work instructions for Sliced Veneer inspection and ensure its application.




Manager, Grading and Inspection (MGI) is responsible for development of work instructions for sliced veneer and supervising its application.

Area Manager (AM) is responsible for supervising field implementation of work instructions.




Inspector of Timber (IT) is responsible for field application of work instructions for sliced veneer.

4.0 INSTRUCTIONS


| Claus e No | Activity | Responsibility | Related Documents |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|
| 4.0 | TOOLS REQUIRED Veneer caliper/ Micrometer screw gauge Moisture meter Magnifying glass Steel tape Electronic calculator | MGI/AM | |
| 4.1 | Receive request for inspection from Client together with supporting documents. | IT | TIDD-GI-F.18-02 |
| 4.2 | Inspection of empty Pallet | IT | |

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|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------|
| | Ensure surface of empty pallet is covered with sheets of rejected veneer and overlaid with polythene sheets. | | |
| 4.3 | Identify timber species of each flitch and reconcile with packing list | | EXT.TIDD-GI-MN.05 |
| 4.3.1 | <p>Conduct 100% inspection, measurement, and grading of content of each pallet from the tight side of all bundles in a flitch by randomly verifying and confirming:</p> <ul style="list-style-type: none"> a) <i>Moisture content</i> (%) across the grain of each sheet of veneer at a minimum of three points along the length of each veneer. b) <i>Thickness</i> (mm) at three equally spaced points along the length of each veneer sheet and record the minimum. c) <i>Width</i> (cm) across the grain and at mid length of each sheet of veneer. d) <i>Length</i> (m) along the grain at two sides and record the minimum. e) Measure the two diagonal lengths to determine the squareness of each sheet of veneer. f) Count to verify the number of sheets in each bundle. g) Feel the surface of each sheet of veneer to determine its smoothness. h) Observe the grains of the veneer sheets to determine the grain type and arrangement. i) Note veneer flatness, as observed from the sides of bundles/flitches. j) Observe defects on the sheets of veneer and note which defect is predominant in the flitch and assign a grade in accordance with Ghana Standard (GS). | IT | <p>EXT.TIDD-GI-STD.02</p> <p>TIDD-GI-F.21-02</p> |
| 4.4 | Fill veneer inspection form and record the thickness, width and length ranges (Minimum/maximum) as well as defects observed in the flitch. | IT | TIDD-GI-F.15-02 |

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| 4.5 | Repeat 4.3.2 - 4.4 for all flitches in a pallet to complete the inspection of a pallet. | IT | EXT.TIDD-GI-STD.02 |
| 4.6 | Ensure inspected pallet is overlaid with polythene sheets after packing and is firmly strapped. | IT | |
| 4.7 | <p>How to calculate the surface area of a flitch (m²)</p> <p>Area of a bundle (m²) = $\frac{W \times L}{100}$ x Pieces in bundle</p> <p>Where; W = Width (cm) L = Length (m)</p> <p>Therefore</p> <p>Area of Flitch (m²) = Sum of Area of bundles</p> | IT IT | EXT.TIDD-GI-STD.02 |
| 4.8 | <p>How to calculate area of veneer in a pallet</p> <p>Sum up Areas (m²) obtained in all flitches in the pallet.</p> | IT | |
| 4.9 | <p>Review of Consignment Input and Output Statement</p> <p>Review consignment input and output statement as prescribed in work instructions for consignment input and output statement.</p> | IT | TIDD-GI-WI.01-02 |
| 4.10 | <p>Review of Contract of Sale</p> <p>Review document covering the sliced veneer production to ensure:</p> <p>a) <i>Contract of Sale</i> is approved, valid (check expiry date) and not fictitious;</p> <p>b) <i>Contract specifications and other instructions</i> therein conform to established standards;</p> <p>c) <i>Contract number</i> tallies with that on Specifications Sheet;</p> <p>d) Information on <i>Specifications Sheet</i> conforms to contract requirements.</p> | IT | Contract of sale |

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| 4.11 | Fill veneer inspection form. | IT | TIDD-GI-F.15-02 |
| 4.11 | Analyse and validate Consignment input and output statement and endorse by signing. | IT | TIDD-GI-F.13-02 |
| 4.12 | Issue veneer inspection certificate in quadruplicate when satisfied with results. | IT | TIDD-GI-F.22-02 Specification sheet |
| 4.14 | Supervise stuffing of veneer into container, while noting pallet numbers loaded. | IT | TIDD-GI-F.15-02 |
| 4.15 | Reconcile quantity of veneers stuffed in the container with the veneer inspection certificates and the specification sheets. | IT | TIDD-GI-F.15-02 Specification sheets |
| 4.16 | Observe sealing of the container by staff of Ghana Revenue Authority (Customs Division) to ensure no foreign material is included. | IT | |
| 4.17 | Ensure container is fumigated as contract of sale may require. | IT | Contract of Sale |

5.0 REFERENCES:

EXT.TIDD-GI-STD.01: Wood and Wood Products -Specification and grading rules for Sliced Veneer

TIDD-GI-F.13-02 Consignment Input and Output Form

TIDD-GI-F.15-02 Veneer Inspection Form

TIDD-GI-F.21-02 Veneer Inspection Checklist

TIDD-GI-WI.01-02 Work Instructions for Consignment Input and Output Statement

TIDD-GI-F.22-02 Veneer Inspection Certificate

TIDD-GI-F.18-02 Inspection Request Form

TIDD-GI-F.19-02 Inspection Appointment Form




EXT.TIDD-GI-MN.05 The Tropical Timbers of Ghana

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6.0 REVISION STATUS

| STATUS | DATE OF REVISION | DOCUMENT CHANGE (S) |
|--------|------------------|---------------------------|
| 02 | October 20, 2017 | Change of document number |
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