

Carolina Inspection Services, Inc.

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HEAT TREATED QUALITY CONTROL PROCEDURES FOR MANUFACTURERS PARTICIPATING IN THE WOOD PACKAGING MATERIAL (WPM) PROGRAM

**PURPOSE: TO CREATE A COMPREHENSIVE PROCESS FOR ENFORCING CIS'S
WOOD PACKAGING MATERIALS (WPM) QUALIY CONTROL PROGRAM
PRODUCERS.**

A Wood Packaging Material (WPM) manufacturer produces HT or KD/HT product by constructing HT and/or KD/HT lumber or components produced by and ALSC qualified primary lumber manufacturer, secondary manufacturer, remanufacture, or HT and/or KD/HT material produced by its own facility.

DEFINITIONS:

- Kiln Dried (KD) – lumber or used, previously assembled or repaired wood packaging material seasoned in a closed chamber by means of artificial heat to a maximum moisture content of 19% or less.
- Heat Treatment (HT) – lumber or used, previously assembled or repaired wood packaging material which has been placed in a closed chamber and artificial heat added until the lumber or packing achieved a minimum core temperature of 56° C or 133° F for a minimum of 30 minutes.

PROCEDURE

CIS Representative Shall:

1. Be familiar and execute the provisions of CIS's Quality Control Procedures for HT and/or KD/HT Wood Packaging Material Program (WPM).
2. Audit each HT or KD/HT WPM producer a minimum of 12 times per year (Generally once per month).
3. Address any circumstance or conditions that results in a non-conforming HT or KD/HT product.
4. Issue a report upon each HT, KD/HT or WPM audit.
5. Verify that the HT or KD/HT WPM producer has created and is maintaining an accurate and orderly file of all HT and/or KD/HT lumber or components. All materials must carry the HT or KD/HT stamp to be used in the construction of the WPM products.

6. CIS shall approve written procedures for facilities under the WPM quality control program.
7. Verify that each shipment of HT and/or KD/HT material received and shipped are accounted for and filed in an orderly fashion. The files will be divided into “received shipments” and “outgoing shipments” and will be separated by month. At each month’s end two accumulations will be noted by the WPM producer and placed into the file folder:
 - The month’s accumulations for received, or produced HT, KD/HT WPM and the month’s accumulation of outgoing HT, KD/HT WPM products.
 - The accumulation of the past six month’s incoming and outgoing HT and KD/HT WPM products.

NOTE: THE OUTGOING SHIPMENTS SHOULD NEVER EXCEED THE INCOMING SHIPMENTS OF HT, KD/HT PRODUCTS.

8. Verify that CIS quality WPM marks are used in a legible manner. When product is available, a reasonable sample shall be taken to ensure conformance.
9. Verify that CIS quality mark shall be placed on the WPM products properly. This mark shall be placed in a visible location on at least two opposite sides of the wood packing material product but are not required on each individual component piece of a wood packing material product.
10. Verify that CIS products (HT, KD/HT), to be used in the production of WPM program are to be separated in inventory from non-HT, non-KD/HT marked products.
11. Monitor the moisture contents on product that is marked KD/HT.
12. Verify that thermocouple holes have been sealed to restrict air flow. (heat treating facilities only)
13. Remove or cause to be removed any CIS quality marks placed on non-conforming products.
14. Qualify at least one person at each WPM producing plant to act as the WPM Supervisor.

Licensee’s Role:

1. Meet all requirements of the ALSC and CIS WPM Enforcement Regulations.
2. Mark complying WPM products with internationally accepted CIS quality mark according to the IPPC Standard.
3. Create and maintain an orderly filing system for Incoming HT and KD/HT products. The file shall also document the following:
 - Date of receipt of incoming material
 - Origin of incoming material
 - Size of lumber or components (thickness and, width – 2X4, 2X6, etc.)
 - Board footage per shipment

4. Create and maintain an orderly filing system for Outgoing finished WPM product. The file shall document the following:
 - Date of shipment
 - Size of WPM product (4 x 20 x 20 etc.)
 - Quantity of each shipment and conversion to total board footage per shipment.
 - Acknowledgement by WPM Supervisor that entire shipment is marked and conforms to IPPC Standard.
5. Create a monthly summary of quantity of HT and KD/HT materials received or produced quantity of WPM product shipped. All quantities are to be reported in board feet. These summaries will be filed in both the receiving files and the outgoing files.
 - ***Companies marking 100% of outgoing WPM products may maintain only the received HT, KD/HT log.***
6. Allow CIS Representative Access to HT, KD/HT and WPM files during routine audits.
7. Allow CIS to review HT, KD/HT and WPM material to verify legibility and conformance for HT, KD/HT and WPM markings.
8. Allow CIS access to Licensee's WPM records and facility minimum of once per month or 12 visits per year.
9. Allow CIS Representative to assist in training and selecting at WPM Supervisor from producer's staff.
10. Facilitate and give access to inventory for regular audits at mill or at destination.
11. Heat treating facilities shall seal all thermocouple holes.

The WPM Supervisor Shall:

1. Be familiar and willing to execute the provisions of CIS's Quality Auditing Procedures for WPM program.
2. Address any circumstances that may lead to non-conforming WPM products.
3. Create and maintain WPM quality control procedures and daily work sheets.
4. Create and maintain monthly production summaries.
5. Keep HT and/or KD/HT product separate from non-HT product.
6. Monitor moisture content on KD/HT material.
7. Monitor legibility of HT and KD/HT marks on WPM products.
8. Assist CIS Representative during routine audits.