

THP REVIEW AUDIT PROGRAM

5459

(No. 3 June 1991)

The THP REVIEW AUDIT PROGRAM is intended to ensure that the application and enforcement of the statutes and rules pertaining to the submission, review, and approval of Timber Harvesting Plans (THPs) by the Department are being uniformly, consistently, and correctly applied throughout the state.

AUDIT INSPECTION

5459.1

(No. 3 June 1991)

Sacramento Headquarters staff of each Region to will conduct audit inspections:

- Improve uniformity of statutes and rule application within and between Regions.
- Identify statutes or rules that need modification to improve clarity and application.

The goal is to make at least one audit inspection each year for each Review Team and each Regional Office.

The audit inspection reports will be brief. A written report will be prepared for each inspection conducted. The reports will contain observations and findings, recommendations for improvement, and identification of issues needing clarification or follow-up.

The audit report will be submitted to the Deputy Director for Resource Management with a copy to the Region Chief.

If applicable and possible, preliminary recommendations of the audit inspector will be discussed with the Region/Unit before the inspection is concluded.

AUDIT INSPECTION TYPES

5459.2

(No. 3 June 1991)

There are three types of audit inspection.

TYPE ONE - REVIEW TEAM AND PREHARVEST INSPECTION 5459.2.1

(No. 3 June 1991)

These inspections are directed at staff who is involved in conducting preharvest inspections and managing review teams.

PREHARVEST INSPECTION AUDIT

Sacramento staff will accompany field staff on one or more preharvest inspections with the objective of evaluating the following:

- work done to prepare for the inspection,
- work done to document for the results of the inspection,
- communications between Region, Review Team, RPF, and Inspector,
- conduct of inspection.

REVIEW TEAM

Sacramento staff shall monitor and evaluate the preparations, the conduct, and the documentation of the activities of the Review Team.

Type I Checklist (not available in e-format) is for category one inspections.

TYPE TWO - REGION OFFICE

5459.2.2

(No. 3 June 1991)

These inspections are directed at staff who is involved in maintaining the Department's records for the review process and in making the final determinations on THPs.

The inspections will involve selecting THPs, generally at random, to conduct a complete examination of the documentation and processing in the Region.

Type II Checklist (not available in e-format) is for category two inspections.

TYPE THREE - COMPLAINT-DRIVEN

5459.2.3

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These audit inspections may be requested by a Unit, Region, Sacramento Headquarters, or may result from complaints and/or concerns from the public or other agencies.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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