

ASL Sector Harvest Landing Reporting Instructions

The following is an explanation of the importance of having the landings sector report properly completed and turned in to the Resource Manager on a timely weekly basis.

- a. Information from sectors harvested is required from all harvesters for each day's harvest during the week.
- b. Every week, reports are generated based on weekly landings reported by each harvester and actual weights verified when landed at the plant.
- c. With this information, it will be possible to determine when the allowable harvest for each sector has been reached and close those sectors from further harvest activity for the remainder of the season.
- d. On a monthly basis and at the end of the harvest season the company scientist will review this information and be able to establish how much of the standing resource was removed from each sector and determine the expected harvest for the following season.
- e. It is very important for harvesters to fill-in all the required information on the report properly and accurately, as these reports are also used by accounting to determine harvester remuneration and for submitting landings to government.
- f. The accounting office will not issue a pay cheque if the landings report is not submitted on time, some of the required information missing or writing not legible.