

U.S. ARMY WOOD PACKAGING MATERIAL SITE SELF-CERTIFICATION AUDITOR'S CHECKLIST

For use of this form, see DA PAM 700-32; the proponent agency is DCS, G-4.

SECTION I - WOOD PACKAGING MATERIAL (WPM) AUDITOR'S SITE CERTIFICATION

1. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE/RESOURCE IDENTIFICATION CODE:	2. SITE	3. LOCATION
4. I _____ hereby certify that the above named installation meets or exceed the requirements established in DOD 4140.01-M-1. As such this installation is authorized to certify WPM and apply the DOD WPM markings for export.		
5. AUDITOR'S SIGNATURE		6. DATE (YYYYMMDD)
7. NAME (<i>Last, First, MI</i>)	8. TITLE	9. ORGANIZATION
10. ADDRESS		11. DATE OF AUDIT (YYYYMMDD)

SECTION II - WPM FOCAL POINT

12. WPM FOCAL POINT INFORMATION OBTAINED FROM COMMAND WPM ADMINISTRATOR MATCHES WHO THE SITE SAYS IS THE DOD WPM PROGRAM FOCAL POINT? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>		
13. NAME (<i>Last, First, MI</i>)	14. TITLE	15. DEPARTMENT
16. ADDRESS	17. COMMERCIAL TELEPHONE NUMBER	18. DSN TELEPHONE NUMBER
	19. EMAIL ADDRESS	
20. Please answer the following questions:		YES
a. Is the WPM focal point assigned and appointed on memorandum by installation commander?		NO
b. Did the focal point demonstrate a working knowledge of the latest procedures? (If no, train the WPM focal point on latest WPM focal point specific operations and procedures at the beginning of the audit.)		
c. Does the installation WPM focal point maintain a daily log of raw lumber receipts?		
d. Does the installation WPM focal point properly enter lumber receipt data from receipt document into lumber receipt log?		
e. Does the installation WPM focal point maintain a daily log of cut and fabrication (C&F) work orders (W/Os)?		
f. Does the installation WPM focal point properly enter lumber usage data from C&F W/Os into lumber use log?		
g. Does the installation WPM focal point maintain a file of completed (logged) C&F W/Os?		
h. Does the installation WPM focal point have an inventory and monitor noncompliant WPM packaged items to ensure stock is issued within the continental United States?		
i. Comments:		
j. Overall WPM focal point evaluation:		GO
		NO GO

SECTION III - WPM TRAINING

21. Please answer the following questions:	YES	NO
a. Is there a site file containing the name and certificate of course completion for the Web-based nonmanufactured wood packing course?		
b. Is there a listing of the persons who have completed the course, their job title, and place of work? (Note: course is to be completed by each sawyer, fabricator, blocker and bracer, packer, crater, and their first line supervisors and team leaders.)		
c. Is there a current (within 2 years) copy of a naval supply systems command certificate of achievement for each person?		
d. WPM focal point has prepared local instruction training?		
e. WPM focal point provides initial local training and provides remedial training as required for installation personnel associated w/wood box operations?		
f. WPM focal point annotated training log?		
g. Comments:		
h. Overall WPM training evaluation:	GO	NO GO

SECTION IV - WPM REFERENCES

22. Please answer the following question:	YES	NO
Is there a loose-leaf binder containing the following WPM references at the site that is easily available for reading and reviews by all those who fabricate, repair, pack, and consolidate pallets loads, wooden boxes and crates, skids, and so on that may be used in international shipments?		
23. Please select all that apply		
a. International Standards for Phytosanitary Measures (ISPM) 15.		
b. American Lumber Standards Committee (ALSC), "Wood Packaging Policy," November 15, 2002.		
c. ALSC, "Wood Packaging Enforcement Regulations," November 11, 2005.		
d. National Wooden Pallet and Container Association (NWPCA), compliance memorandum, September 27, 2002.		
e. DOD 4500.9-R, Part V.		
f. Part 319.40, Title 7, Code of Federal Regulations.		
g. Memorandum of Understanding between the NWPCA and the U.S. Department of Agriculture Animal and Plant Health Inspection Service, November 16, 2005.		
h. DOD 4140.01-M-1.		
i. Local regulation or guidance manual: Are there local procedures for auditing and marking of wood as DOD Pest Free (without certified HT lumber markings)?		
j. Comments:		
k. Overall WPM training evaluation:	GO	NO GO

SECTION V - DOD WPM "PEST FREE/INTERNATIONAL PLANT PROTECTION CONVENTION" MARK STAMP CONTROL

24. Please answer the following question:	YES	NO
Does site use a DOD Pest Free or DOD International Plant Protection Convention (IPPC) stamp?		
25. Who is responsible for securing, handling, and use of the stamp(s)?		
a. NAME (Last, First, MI)	b. TITLE	
c. NAME (Last, First, MI)	d. TITLE	
26. Please answer the following questions:	YES	NO
a. Does site use a stencil to mark WPM products used in shipping?		
b. Does site have procedures for who can stencil marks (for example, have training)?		
c. Does supervisor/manager periodically audit markings?		
d. Does the supervisor/manager document when audits are done?		
e. Comments:		
f. Overall WPM mark and stamp control evaluation	GO	NO GO

SECTION VI - DOD WPM DISCREPANCY CONTROLS

27. Does the WPM focal point --	YES	NO
a. Receive report of discrepancy?		
b. Prepare remedial plan of action to remedy discrepant shipment?		
c. Investigate cause of discrepancy?		
d. Prepare resolution plan of action to ensure cause of discrepancy is removed from process?		
e. Execute both plans of action and documents results?		
f. Comments:		
g. Overall WPM discrepancy controls evaluation:	GO	NO GO

SECTION VII - WPM FORMS

28. Form availability and entries	YES	NO
a. Site has log book(s) containing the forms for --		
1. Receipt lumber inspection/verification		
2. Fabrication/dunnage/repairs W/O or record		
3. Shipped material verification		

4. Monthly board footage usage		
5. Existing stock inspection/markings		
6. Site WPM audit documentation (monthly spot audits)		
7. Other:		
b. Please answer the following questions:		
1. Can maintainer of form logbook(s) explain how monthly board footage usage is determined or checked? (Review with maintainer how numbers were determined for previous months' data (receive, fabricate, store, and ship).		
2. Is there a management file/notebook that contains supply discrepancy reports, WPM audits, or other discrepancy reports written against the site for inadequate or improper WPM construction or marking?		
3. Are corrective action responses and action plans attached to each discrepant report?		
4. Have they been implemented?		
5. Comments:		
6. Overall WPM forms evaluation:	GO	NO GO
SECTION VIII - SITE WPM STANDARD OPERATING PROCEDURES		
29. Please answer the following questions:	YES	NO
a. Does site have WPM standard operating procedures (SOPs) for new receipts concerning new procurement and field returns (audits/inspections)		
b. If no, did you provide WPM basic receiving SOPs?		
c. Does site have WPM SOPs for stock in storage concerning inspections and marking?		
d. If no, did you provide WPM basic storage SOPs?		
e. Does site have WPM SOPs for repacks concerning stock remediation?		
f. If no, did you provide WPM basic repacking SOPs?		
g. Does site have WPM SOPs for shipping concerning WPM mark audit procedures?		
h. If no, did you provide WPM basic shipping SOPs?		
i. Does site have WPM SOPs for monthly onsite audit by supervisor/manager?		
j. If no, did you provide WPM basic monthly onsite audit SOPs?		
k. Comments:		
l. Overall WPM SOP evaluation:	GO	NO GO
SECTION IX - WPM ACQUISITION AND STORAGE		
30. Please answer the following questions:	YES	NO
a. Are all local purchases of lumber heat treated (HT) to ISPM 15 requirements?		
b. If no, do the local acquisition personnel ensure that HT lumber is annotated for box shop use?		

c. Is lumber segregated in storage based on HT status?		
d. Is the inventory controlled during storage?		
e. Does warehouse worker select lumber in accordance with first-in, first-out procedures?		
f. Overall WPM acquisition and storage evaluation:	GO	NO GO
SECTION X - ONSITE PHYSICAL/VISUAL INSPECTIONS		
31. In receiving, do installation CRP personnel --	YES	NO
a. Inspect incoming WPM for compliance?		
b. Segregate compliant and noncompliant WPM?		
c. Prepare a report of discrepancy on noncompliant WPM?		
d. Inspect raw lumber receipts for HT or methyl bromide markings?		
e. Provide a copy of the receiving document to the installation WPM focal point?		
32. In the wood shop --	YES	NO
a. Do personnel keep HT marked lumber/woods separated by at least 4 feet from nontreated woods?		
b. Do personnel have on hand inventory of all raw lumber?		
c. Do personnel maintain inventory control during staging prior to use?		
d. Do personnel select and cut HT lumber and properly annotate wood used on the C&F W/O?		
e. Do personnel fabricate box, crate, skid, or dunnage and mark w/DOD IPPC mark?		
f. Do personnel annotate C&F W/O that DOD IPPC marking was used?		
g. Does the shop foreman check and sign C&F W/O?		
h. Is the C&F W/O sent to WPM focal point?		
33. What are some of those markings?	34. How far apart on lumber?	
35. Please answer the following questions:	YES	NO
a. Are regular and WPM wood products (pallets, boxes, crates, skids, containers, and dunnage) made or assembled in one or more locations on the installation (for example, supply and maintenance)?		
b. Where?		
c. Obtain names of persons fabricating, repairing, assembling WPM products in the various areas, and compare names with site listing of those who are noted as WPM certified. Are any discrepancies noted?		
d. If yes, who?		

e. Is there a moisture meter available to audit WPM products in stock with date of pack markings less than 5 years? (Have one of the certified WPM packers/assemblers demonstrate how used and moisture recordings collected.)			
f. Inspect WPM wooden boxes fabricated by site personnel or local contracted out fabrication. Are WPM markings visible and readable?			
g. ALSC, NWPCA, or DOD markings/stencil?	h. Pallets - where are markings located?		
i. Boxes - where are markings located?	j. Skids w/boxes - where are markings located?		
k. Comments:			
36. Packing and preparation for shipment areas		YES	NO
a. Do packers pack box using blocking, bracing, or cushioning, nails box closed, and places item and WPM compliance (DOD IPPC) markings on box and dunnage if not already marked?			
b. Do packers understand and follow WPM procedures?			
c. Do packers prepare packaged item for delivery (bands, applies address and special handling labels, and so on)?			
d. Do forklift operators load finished packages into shipping container, truck, ship, or rail car?			
e. Overall WPM onsite physical/visual inspections evaluation		GO	NO GO
f. Other items of interest WPM auditor observed during visit:			
g. Other items of interest WPM auditor observed during visit:			
h. Observed Discrepancies:			