



# **STRENGTH GRADING MANUAL**



# Introduction

Welcome to CATG and our Grading Manual.

Your Assessor will have issued you with this manual and fully outlined:

- **The main sections of the manual**
- **How to use the manual**
- **How to order CATG grading equipment**
- **How to record your company's grading activities**
- **How to handle complaints and disputes relating to CATG stamped timber**

This guideline has been put together to:

- **Provide you with all the details, rules and procedures to successfully run the CATG scheme and meet the requirements of EN14081 BS 4978, BS 5756 or EN 338**

Don't forget; if you need any further information please do not hesitate to contact CATG or myself on:

- **00 44 (0)1524 400632 – registered office**
- **00 44 (0)7941 536543 – my mobile number**
- **glennsharples@hotmail.com**
- **sales@catg.co.uk**

Once again, thank you for your custom and choosing CATG.

**Glenn Sharples**



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## About CATG

Certification and Timber Grading Limited is approved by the UK Timber Grading Committee and United Kingdom Assessment Service for the examination and licensing of visual strength graders and grading machines.

CATG provides licensing services to timber companies wishing to:

- **Visually grade softwoods to BS 4978 and EN 14081 and/or**
- **Visually grade hardwoods to BS 5756 and EN 14081 and/or**
- **Mechanically grade timber to BS EN 338 and EN14081**
- **Visually grade scaffold boards to BS 2482:2009**
- **Machine grade scaffold boards to BS 2482:2009**
- **CE marking to EN14081**

Our registered offices are at:

- **1 Gainsborough Ave, Morecambe, LA4 6DT**

The CATG administration team are:

- **Glenn Sharples, who will help you with all grading and timber matters**
- **Gail Sharples on administration issues**

Our assessors are:

- **Keith Wyatt** - Tel: 00 44 (0)7850 989649
- **Paul Phillips** - Tel: 00 44 (0)7834 593643

You can contact any of the above on our phone/fax number:

**00 44 (0)1524 400632**

Our offices are open:

- **9.00 – 5.00 Monday to Friday**

We also offer certification for:

**PEFC**  
**ISO 9001**  
**ISO 14001**  
**OHSAS 18001**



## The CATG Scheme

The CATG scheme has been developed to allow your company to grade timber to EN14081 BS 4978, EN 338 and/or BS 5756.

The CATG scheme provides a third-party ongoing certification services for your company's grading activities.

The scheme operates from January 1<sup>st</sup> of each year. However, you will only be invoiced for your assessment after it has been carried out.

Any company wishing to join or who are already on the CATG scheme must ensure its grader or machine operation(s):

- **Are in possession of a valid grading certificate issued by CATG or another recognised grading body**
- **Have had regular 6 or 12-monthly annual assessments by CATG or another recognised grading body**
- **Have not been absent from a recognised grading scheme for more than two years**



## The CATG Stamp

As a licensee of CATG you are allowed to use the CATG stamp on graded softwood and hardwood timber subject to the rules and procedures of this scheme and EN14081, BS4978, BS5756 and EN338.

You may use the CATG name in any brochures, sales materials and company literature subject to CATG's approval.

CATG reserves, in full, the rights to issue and recall the CATG stamp.

The CATG stamp and the rollers are issued to allow only licensed graders within the CATG scheme to show that strength graded timber meets the full requirements of the relevant standards.

The ownership of those stamps and rollers is held by CATG.

Only CATG can produce stamps bearing its name.

CATG will recall its rollers, certificates and stamps when:

- 1. A registered grader/operator leaves a company**
- 2. A suspension notice is issued to a grader/operator and/or company**
- 3. A company and/or grader/operator leaves the CATG scheme**
- 4. A company or grader/operator is failing to meet the requirements of the scheme**
- 5. A CATG stamp is altered or amended without CATG's authority**
- 6. A licensee and/or grader becomes bankrupt, insolvent or goes into receivership**
- 7. The CATG stamp is misused or misrepresented**

All rollers and stamps must be returned to CATG within 5 working days of a written request made by CATG.

If the rollers are not returned in this time they will be collected by CATG. The fee for this will be £189 + VAT.

Any grader/operator and/or company not happy with CATG's decision may appeal in writing to the:

- **CATG Governing Body at CATG's registered offices, and/or**

No grading may take place during the appeal and the decision of the appeal to the CATG Governing Body and/or UK Timber Grading Committee will be binding on all parties.



## Your Assessment

As part of the scheme and as required by EN14081, BS 4978, EN 338 and/or BS 5756 you must have a regular grader assessment:

- 1. Every 12 months for UK licensed companies and visual grader(s), or**
- 2. Every 6 months for machine grading operations**

If deemed necessary by CATG the frequency of such visits may be increased. This could arise due to complaints or problems relating to the timber graded by your company.

On each assessment visit the CATG Assessor will ask the grader(s) to:

- **Produce their grading records for the last 6 or 12 months**
- **Demonstrate the security of their rollers and grading equipment**
- **Grade a selection of timbers not less than 50 pieces**
- **Take moisture readings and average the result of those readings**
- **Carry out tests to the moisture meter to check its accuracy**
- **Answer questions relating to average moisture content, slope of grain, rate of growth, shape, fungi attack, insect attack, wane or knots**
- **Produce a knot plot and determine KAR and MKAR**
- **Demonstrate the correct stamping of timber**
- **Show that CATG certificated products are stored correctly**

CATG can amend or expand the annual assessment of any grader it feels necessary.

Following the annual assessment the Assessor may:

- 1. Issue your grader(s) with a new Grader guideline and Grading Card for the coming 6 or 12 months if the assessment was successful**
- 2. Issue your company with a non-compliance certificate requiring you and/or your company to correct any non-conformity under the scheme. A timescale for correcting the non-conformities will be given and a further visit required to ensure all non-conformities are corrected**

Reasons for non-conformity can include:

- **No moisture meter**
- **Poor grading skills and knowledge**
- **Faulty moisture meter**
- **No facilities to store graded timber**
- **No facilities to store failed timber away from graded stock**
- **Failure to keep accurate grading records**

If you or your company do not correct the non-conformities within the timescale given, you can be suspended from the CATG scheme.



### **3. Issue a suspension notice indicating that you and/or your company is failing to meet the requirements of the CATG scheme.**

Such a notice will mean that you and your company cannot supply CATG stamped timber. The grader's rollers and stamps will be held by CATG in this instance.

Reasons for suspension include:

- **Misuse of the CATG stamp and name**
- **Failure to correct a previous non-conformity issue**
- **No moisture meter**
- **No grading equipment**
- **Failure to pay CATG invoices**

You cannot grade or use the CATG stamp during a suspension.

### **4. Withdraw you and your company from the CATG scheme.**

Reason for this include:

- **Failure to correct non-conformity and suspension issues**
- **No moisture meter after many requests to provide one**
- **Misuse of the CATG stamp and name**
- **Poor grading activities**

CATG reserves the right to withdraw rollers and stamps if it feels it is necessary. If this happens you will be required to return your rollers and all documents to CATG. Alternatively, we can collect them from your company. This will cost £189.00 plus VAT.

Any company or grader who is not happy with CATG's actions can appeal to the:

- **CATG Governing Body at CATG's registered offices, and/or**

No grading can take place during an appeal and the decision of the CATG Governing Body and/or UK Timber Grading Committee will be binding on all parties.



## Site Inspections

If complaints or disputes arise relating to CATG stamped timber, CATG reserves the right to inspect that timber on your company's premises or on other sites.

CATG also reserves the right to inspect CATG stamped timber if requested by:

- **One of your customers in receipt of CATG stamped timber**
- **Anyone in receipt of CATG stamped timber from your company or graded by yourself**
- **A Building Control Officer or NHBC Inspector**
- **The UK Timber Grading Committee**
- **The CATG Governors**

If this is the case, CATG will carry out all site inspections of CATG stamped timber in order to determine that the stamped timber meets the full requirements of the CATG scheme EN14081, BS 4978, EN 338 and/or BS 5756.

As a licensee you are required to allow our Assessors access to CATG stamped timber at your site or at other sites.

You can be charged for the site inspection at a minimum cost of £650.00 + VAT per day.

Travel and accommodation expenses will be charged at cost.



## **Actions within the CATG Scheme Available to CATG**

After receiving a complaint and/or an unsatisfactory report or inspection, CATG may take one or more of the following actions:

- 1. Ask that a grader and/or company undertake training to improve their grading operations**
- 2. Arrange an assessment for all grading activities at your company**
- 3. Suspend any grader and/or company if feels necessary until any non-conformities are carried out**
- 4. Withdraw the right of any grader and/or company to grade timber within the CATG scheme**
- 5. Revoke any grader and/or company license from the CATG scheme**

Any grader and/or company can appeal against CATG's decision by writing to:

- The CATG Governing Body at CATG's registered offices, and/or**

No grading can take place during an appeal and the decision of the CATG Governing Body and/or UK Timber Grading Committee will be binding on all parties.



## **Responsibilities**

The following list the responsibilities of each party.

### **Your responsibilities as a grader and/or manager on the CATG scheme**

As a licensee and/or grader of the CATG scheme you are required to:

- 1. Comply in full with the CATG scheme**
- 2. Comply in full with EN14081, BS 4978, EN 338 and/or BS 5756**
- 3. Make sure you grade timber to EN14081, BS 4978, EN 338 and/or BS 5756**
- 4. Make sure you take moisture readings every time you grade timber using a hammer-in probe with insulated needles**
- 5. Make sure you complete all grading records**
- 6. Report any complaints relating to CATG stamped timber to CATG**
- 7. Pay all charges and fees asked for by CATG in relation to grading assessments, grading equipment, site visits and roller collections**
- 8. Do not misuse the CATG stamp or name**

### **CATG's responsibilities**

To work with you and to ensure:

- 1. Carry out assessment on time**
- 2. That all strength graded timber using the CATG stamp meets the full requirements of EN14081, BS 4978, EN 338 and/or BS 5756 and the UK Timber Grading Committee's guidelines**
- 3. We provide you with all the support necessary for carrying out your grading activities**
- 4. We respond quickly to all requests for guidance**
- 5. We inspect all complaints relating to CATG stamped timber produced by your company**
- 6. We advise any of your customers who have technical questions relating to the CATG stamped timber**
- 7. We provide you with any changes to our scheme or EN14081, BS 4978, BS 5756 and/or EN 338**





# VISUAL GRADING RECORD SHEET

Date	Job/Order Number	Customer Ref.	Timber Graded		Sawn or Planed	Size and length	Grade	No. Passed	No. Rejected	M/c Readings		Grader(s) Number
			Species	Source/Mark						Av.	Max.	

Assessor .....

Date .....



# Machine Grading Records

As a machine operator, keeping records is an important part of the CATG scheme and must be carried out by all licensees and operators.

Every time you machine grade timber you must record all details for the order.

You must record the:

- Date
- Timber species
- Moisture content of the timber
- Timber size
- Grade – C16, C24, C27 or TR26
- Number of pieces graded
- Number of pieces rejected
- Number of pieces passed

See the example below on how to complete the record sheet.

## PRODUCTION RECORD SHEET (sample)

Date	30/4/05	1/5/05	2/5/05										
Species	R/W	E/W	R/W										
Moisture Content	19%	18%	17%										
JobNo/Customer	4761	4762	4763										
Sawn /Planed	47x200	50x150	75x175										
C16	√												
C24		√											
C27			√										
TR26													
Pieces Graded	120	170	250										
Machine Rejects	7	2	13										
Visual Rejects	2	3	2										
Number Passed	111	165	235										

### Machine settings & calibration

	Yes	No	Any Comments
1. Have you carried out the daily or shift maintenance calibration and testing?	<input type="checkbox"/>	<input type="checkbox"/>	.....
2. Is the machine working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	.....
3. Are all settings correct?	<input type="checkbox"/>	<input type="checkbox"/>	.....

### Operator/s details

Name													
Start Time													
Finish Time													



# PRODUCTION RECORD SHEET

Date												
Species												
Moisture Content												
Job No./Customer												
Sawn /Planed												
C16												
C24												
C27												
TR26												
Pieces Graded												
Machine Rejects												
Visual Rejects												
Number Passed												

	Yes	No	Any Comments
1. Have you carried out the daily or shift maintenance calibration and testing?	<input type="checkbox"/>	<input type="checkbox"/>	.....
2. Is the machine working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	.....
3. Are all settings correct?	<input type="checkbox"/>	<input type="checkbox"/>	.....

Name												
Start Time												
Finish Time												



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## Ordering Grading Equipment

You can order your grading equipment direct from CATG.

- **Rocker or roller grader stamps (full set with handle or just repeat marks)**
- **Timber Grading ink (liquid and pads)**
- **Solvent (for cleaning rollers/stamps)**

If you need any grading equipment, please email us on:

- **glennsharples@hotmail.com**
- **sales@catg.co.uk**

or call Gail on 00 44 (0)1524 400632

The grading equipment available is:

- **Grading Ink**
- **Rollers**
- **Moisture meter**

See website for further details or complete and fax the following order form.