

PUBLIC CERTIFICATION SUMMARY SECOND SURVEILLANCE AUDIT (SECOND CYCLE) ON NEGERI SEMBILAN FMU FOR FOREST MANAGEMENT CERTIFICATION

Certificate Number: FMC 002

Date of First Certification: 29 December 2009

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Certification Body:

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1 EXECUTIVE SUMMARY

SIRIM QAS International Sdn. Bhd. (SIRIM QAS International) is the oldest and leading certification, inspection and testing body in Malaysia. SIRIM QAS International provides a comprehensive range of certification, inspection and testing services which are carried out in accordance with internationally recognised standards. Attestation of this fact is the accreditation of the various certification and testing services by leading national and international accreditation and recognition bodies such as the Department of Standards Malaysia (STANDARDS MALAYSIA), the United Kingdom Accreditation Services (UKAS), the International Automotive Task Force (IATF), and the Secretariat of the United Nations Framework Convention for Climate Change (UNFCC). SIRIM QAS International is a partner of IQNet, a network currently comprising of 36 leading certification bodies in Europe, North and South America, East Asia and Australia.

This audit was conducted on the Forest Management Unit (FMU) at Negeri Sembilan or Negeri Sembilan State Forestry Department (hereafter abbreviated as NSSFD), from 2-4 Sep 2014, to assess the overall forest management system compliance against the *Malaysian Criteria and Indicators for Forest Management Certification (Natural Forest)* [MC&I (Natural Forest)] using the verifiers stipulated for Peninsular Malaysia.

The surveillance audit was conducted by a three-member team comprising Khairul Najwan bin Ahmad Jahari (Lead Auditor), Dr. Samsudin Musa (Auditor) and Mohd Razman Salim (Trainee Auditor).

Based on the findings of this audit, it was found that generally, the NSSFD had continued to comply with the requirements of the *MC&I* (Natural Forest). This audit has resulted in the issuance of two (2) Minor Non conformities and five (5) Opportunity for Improvements (OFIs).

2 INTRODUCTION

2.1 Name of FMU

Negeri Sembilan FMU

2.2 Contact Person and Address

Dato Ahmad Fadzil Abdul Majid (Director)
Negeri Sembilan State Forestry Department
Level 4, Blok C, Wisma Negeri
Jalan Dato' Abdul Malek

Tel: 06-7659849 Fax: 06-7623711

Email: fadzil@forestry.gov.my

2.3 General Background on the NSSFD

NSSFD comprised of 154,676.23 hectare whereas the administration of the FMU had been divided into two forest districts namely the East Negeri Sembilan and West Negeri Sembilan Forest Districts.

A map of the FMU showing the significant features of the forest is attached in Attachment 1.

2.4 Date First Certified

29 December 2009

2.5 Location of the Certified FMU

The FMU is located within 2° 29' N to 3° 5' N and 101° 49' E to 102° 35' E.

2.6 Forest Management System

The FMU had followed the principles of sustainable forest management (SFM) and the requirements of the Licence Agreement with the Negeri Sembilan State government. A Forest Management Plan (FMP) 2011-2015 had been completed and presented during this audit.

2.7 Annual Allowable Cut / Annual Harvest under the Forest Management Plan

For the Tenth Malaysia Plan, the Annual Allowable Cut (AAC) for the FMU had been set at 2,250 ha.

3 AUDIT PROCESS

3.1 Audit Dates

2 - 4 September 2014 (6 man-days)

3.2 Audit Team

Khairul Najwan bin Ahmad Jahari (Audit Team Leader)
Dr. Samsudin Musa (Auditor)
Mohd Razman Salim (Trainee Auditor)

3.3 Standard Used

Malaysian Criteria and Indicators for Forest Management Certification (Natural Forest) [MC&I (Natural Forest)] using the verifiers stipulated for Peninsular Malaysia.

3.4 Stakeholder Consultations

A one-month stakeholder consultation was conducted beginning on October 2014 to solicit feedback from stakeholders on the compliance of the NSSFD to the requirements of the MC&I (Natural Forest). The comments by the stakeholders and responses from the audit team are shown in **Attachment 2.**

3.5 Audit Process

The audit was conducted primarily to evaluate the level of continued compliance of the FMU current documentation and field practices in forest management against the MC&I (Natural Forest), using the verifiers stipulated for Peninsular Malaysia.

For each Indicator, the auditors had conducted a documentation review, consultation with the relevant personnel of the FMU or stakeholders or field audit or a combination of these methods. Depending on the compliance with the verifiers for a particular indicator, the auditors then decided on the degree of the overall compliance against the indicator and decided whether or not to issue a major or minor NCR or an OFI.

Consultations were held with the contractors and workers operating within the FMU. Meeting was also conducted with the management representatives and the forest rangers based at the FMU.

4 SUMMARY OF AUDIT FINDINGS

The general findings of audit on the compliance of the FMU against the principles of the MC&I (Natural Forest) are as follows:

PRINCIPLE	STRENGTHS	WEAKNESSES
Principle 1	NSSFD has complied with applicable federal, state and local laws and administrative requirements.	More effective and preventive measures were needed to control and reduce the incidences of encroachment in the FMU. More frequent patrolling and control of access roads were needed to reduce
	All applicable and legally prescribed fees, royalties, taxes, and other charges was paid accordingly as per records verified during this audit.	such incidences. Additional forest reserve signboard plates could be erected at strategic locations with the FMU such as besides the roads leading into PRFs. The Forest Monitoring
	The provisions of all binding international agreements applicable to NSSFD was respected as per audited standard requirement.	using Remote Sensing (FMRS) needs to be more effective in detecting illegal encroachment at the FMU level. It was found that the FRMS is slow in uploading and imageries used are not up to date. The competency of staff to
	Conflicts between laws, regulations and audited standard was evaluated for the purpose of this certification requirement, on case by case basis, by the auditors and the involved or affected parties.	utilize the system needs to be enhanced.
	Forest managers had demonstrated long-term commitment to adhere to these audited standard.	

Principle 2	Long-term tenure and the use rights to the land and forest resources has been clearly defined, documented and legally established.	No negative findings found during the audit.
Principle 3	The legal and customary rights of indigenous peoples to own, use and manage their lands, territories and resources was recognised and respected.	No negative findings found during the audit.
	Out of the 256 Orang Asli villages in	

the state of Negeri Sembilan very few were actually located within or adjacent to the FMU boundary. These included Kg Langkap Kg (Berembun PRF), Guntur (Pelangai), Kg Air Runtuh, Kg Air Lerek and Kg. Pulasan (Senaling Inas). The communities had been consulted prior to harvesting activity planned near their villages by the NSSFD.

level the "Mailis At the state Mesyuarat Kerajaan Negeri" (MKN) has decided on 27 July 2011 to gazette for Orang Asli settlement living on PRF land but subject to specific conditions; namely, the Resab Simpanan Orang Asli, must be continuously occupied for 30 years, has basic facilities (water, electric and road access). а functionina "Jawatankuasa Keria Kampuna' (JKKK), etc., and recognition by the state JAKOA, with the said land being free from all claims by any groups. The area involved must also be limited to housing, with the exclusion of orchards, farms and other nonhousing uses. UPEN was appointed as the coordinator. JAKOA has since been requested undertake to detailed survey of affected areas for gazetement process by the state.

This issues of gazetement of Orang Asli settlement, vis-à-vis the PRF, has been addressed through Mesyuarat Penyelarasan Bagi Pewartaan Tanah (13 Perkampungan) Orang Asli Yana Berada Di Dalam Hutan Simpan Bil 2/2014. As such no conflict was recorded since the last recertification audit (2013) and the department was found compliant with the Aboriginal Peoples Act, 1954 (Sections 2, 3, 6, 7, 8, 10, 11, 12 and 19). No local community land was encroached upon by FMU activities.

Principle 4

NSSFD operations has maintained and enhanced the long-term social and economic well-being of local communities and forest workers.

A fire extinguisher was made available at the temporary checking station (*Balai Pemeriksaan Sementara*). However, the fire extinguisher has been used and no maintenance/refill action was carried out. And re-inspection was not carried out since 3/12/2013

Principle 5	NSSFD operations has encouraged the efficient use of forests multiple products and services to ensure economic viability and wide range of environmental and social benefits.	No negative findings found during this audit.
Principle 6	A total of 3000 ha of Timber Latex Clone forest plantations have been zoned to be established in the FMU. To date a total 2,694.4 ha have been established in Triang FR, Johol FR and Senaling Inas FR since 2012. There were no new plantations established since the last audit.	Measures to mitigate the environmental impacts identified in the environmental impacts assessment was not adequately incorporated into the FMP. The implementation of harvesting procedures to protect the soil from compaction by harvesting machinery and erosion during harvesting operations did not fully adhere to the requirements of Guidelines for Forest Road 2010. Standard operating procedure on managing waste disposal has been established by management. However, the understanding of interviewed site worker (Pelangai PRF contractors and nursery Serting Ulu staff) on the
		management of contaminated soil/sand with spill of lubricant oil were not in accordance with the SOP.
		b) Based on interview with workers, some used engine oil had been sold to car workshop and small. However, record of disposal/selling and re-cycling of the used engine oil could not be verified by auditor.
Principle 7	Forest Management Plan (FMP) – appropriate to the tenure, scale and intensity of the operations – has been prepared, approved, implemented and updated. The long term objectives of management, and the means of achieving them, has been clearly stated.	No negative findings found during this audit.

Principle 8

The frequency and intensity of monitoring was determined by the scale and intensity NSSFD operations as well as the relative complexity and fragility of the affected environment. Monitoring procedures were consistent and replicable over time to allowed comparison of results and assessment of changes.

A summary of the results of monitoring indicators was made available in the NSSFD website for public information, yet the access through public computer or vice versa are tough due to slow receiver processing activities and can be further improve.

NSSFD has included the research and data collection needed to monitor forest management system.

Documentation was provided by forest manager to enable monitoring and tracking forest products from its origin (chain of custody).

The results of monitoring had been incorporated into the implementation and revision of the Forest Management Plan.

Principle 9

Forest managers has demonstrated that the forest management operations has been consider and protect the areas of high conservation value in NSSFD through the incorporation of HCVFs – applicable conservation attributes at respective area(s) within NSSFD that found to be consistent with specified precautionary approaches.

Annual monitoring was conducted to assess the effectiveness of the measures employed to maintain or enhance the applicable conservation attributes.

Forest managers shall consult the relevant stakeholder at defined interval period to maintain or enhance the identification of HCVF. During the assessment, it was found out that last consultation was made with *Jabatan Perancangan Bandar* and WWF in June and December 2013 and therefore there are possibilities that new option / alternative to further maintain or enhance HCVF area was left out for discussion and implementation.

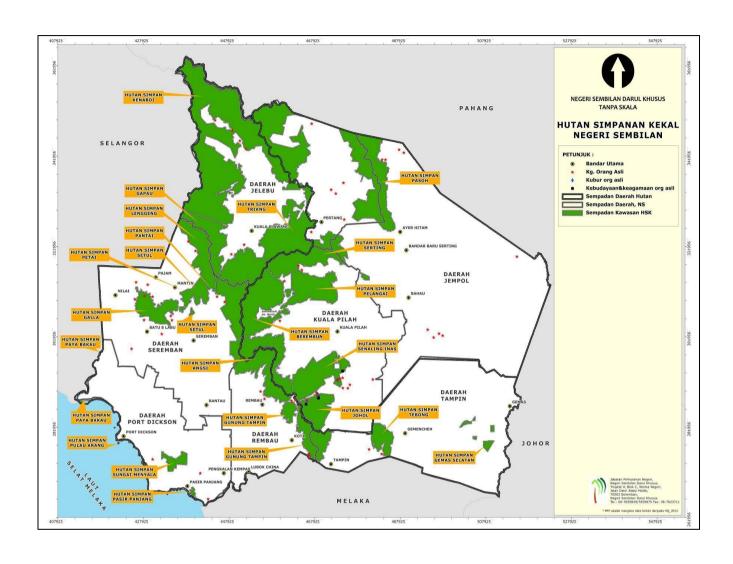
Based on the findings of this audit, it was found that NSSFD had continued to manage NSSFD in compliance with most of the requirements of the MC&I (Natural Forest). This audit had resulted in the issuance of two (2) Minor non conformities and five (5) Opportunities for improvements. The details on the Non conformities and Opportunities for improvements raised are shown in **Attachment 3.**

The audit team had also verified the corrective actions taken by NSSFD to address the one (1) Major Non conformities and three (3) Opportunities for improvements which were raised during the previous audit whereas the corrective action verified to be implemented effectively and therefore was closed. The details on the verification on the corrective actions taken and the status of the Non conformities raised during the previous audit are shown in **Attachment 4.**

NSSFD had taken appropriate corrective actions to address the major Non conformities raised which had been reviewed and accepted by the audit team. Therefore, this major NCR had been closed out. NSSFD had also submitted its proposed corrective actions to address the minor Non conformities and Opportunities for improvements. The proposed corrective action plan had been reviewed and accepted by the audit team. However, these corrective actions shall be verified by the audit team during the next audit.

The audit team had therefore recommended that the Certificate for Forest Management awarded to NSSFD be maintained.

Attachment 1 Map of NSSFD



No	Stakeholder	Detail of Issue Raised	Comments by Audit Team Leader
1	Stakeholder 1	Environment Protection.	Environment Protection.
		A particular attention is drawn to criteria 6.5 all indicators under 6.5 must be carefully examined and evaluated both on records as well as in the field. Any noticeable evidences of poor performance by logging operators during and after harvesting operations against the requirement of the MC&I (Natural forest) must be noted and if the performance may jeopardize the sustainability of the resources the act by loggers must be penalized in form of NCR to FMU. From the past experience, the criteria 6.5 is the most critical and as one of the stakeholders to good forest management practices in the country, we would like to see improvements on harvesting practices by loggers and a serious commitment to implement RIL during harvesting operations. Logging roads are properly aligned and built with a consideration to minimize damage to the soil and cause less pollution to rivers. Over the years, we would like to see a tremendous progress and improvements made on logging operations that will cause less impact to the environment.	Harvesting operations in NSSFD are conducted according to the requirements of the Guidelines for Reduced Impact Logging in Peninsular Malaysia 2003 and the Forest Road Guidelines 2010 (Amended 2013) to reduce soil compaction due to use of heavy machinery and therefore to protect soil through minimizing erosion. The NSSFD also adequately briefed the contractor on RIL procedures prior to entry. All stages of road construction were monitored by departmental staff. This was confirmed by the contractor met during field inspection. Side drains, culverts, sumps, side berms and temporary log landings (<i>matau</i>) were constructed according to specifications. Logging residues were strategically placed to reinforce soil thus minimizing soil erosion and also to guide surface flow. Residues were placed into <i>matau</i> periphery and road berms However Minor NCR was raised under Indicator 6.5.1 during inspection of active harvesting area in Pelangai PRF. it was found that the implementation of harvesting procedures to protect the soil from compaction by harvesting machinery and erosion during harvesting operations did not fully adhere to the requirements of Forest Road Guidelines.
		Biodiversity Protection.	Biodiversity Protection.
		Besides HCVF as specified in Criteria 9.1, any attempt to conduct biodiversity assessment within FMU is very much appreciated and the effort by the manager to perform such task is commendable. The assessment of biodiversity is very much related to indicator 5.5.1 and 5.5.2 where sensitive areas and forest values and services are	The NSSFD had followed the established procedures for the protection of biological diversity especially ERT species as stipulated in the guidelines specified under the three volumes of Forest Manual 2003. The FMU had also identified 32 species of fruit trees that would be protected in all production forests as food sources for

conserved and protected.

animals.

Information on endangered, rare and threatened species of forest flora and fauna also available for forest workers as the NSSFD has provide Malaysia Plant Red List and "Spesis Dipterokarpa Terancam di Semenanjung Malaysia" (Endangered dipterocarp species in Peninsular Malaysia) at the office

During the site visit to Pelangai PRF it was found the 32 species of fruit trees had been well protected during the logging activities. Consultation with the logging contractors indicated that they are aware of the need to protect fruit trees, trees in riparian area and untagged trees.

The NSSFD had established cooperation with other government agencies especially the Department of Wildlife and National Park Peninsular Malaysia (PERHILITAN), Department of Aboriginal Affairs Malaysia (JHEOA), Department of Occupational Safety and Health (DOSH) and Forest Research Institute Malaysia (FRIM) as well as local universities.

During the inspection at Pelangai PRF, it was found that posters of protected species have been displayed. Consultation with logging the contractors indicated that they were aware of the need to protect protected fauna and the workers are not allowed to do any hunting. There was no information on salt lick available in the FMU.

Community relation and workers right.

Community relation and workers right.

The annual training programmes to the local communities as specified in the indicator 4.1.1 must be given special attention during certification process. If possible the detail training programme must be tabulated as an evidence by the department to show their commitment to engage the local communities in managing the forest on a sustainable basis, where the Discussions held with the logging contractor in Pelangai PRF and the *kepala* or head of work crew showed that the workers employed comprised a mix of locals and outsiders. The former were mainly Malay villagers living in the vicinity. The outsiders were mostly experienced workers of various races who have loyally served the contractor over the years. The contractors also had log books to record the attendance

local communities gained much benefits from the training programme developed. of the workers at the training courses conducted by the NSSFD

Benefits from the forest.

Benefits from the forest.

We support the effort made to optimize the use of forest resources as highlighted in the indicators 5.2.1 and 5.3.1 we would like to see proactive participation bγ the department to estimate the annual allowable harvest of non-timber forest products, e.g. rattan although there are no indicators and verifiers for the product. The extraction of non-timber forest products is being licensed prior to timber harvesting and the availability of the resource can be estimated from Pre-F data inventory.

The National Forestry Policy clearly states the need to diversify products including the utilization of non-timber forest products. Legal provisions are provided for collecting non-timber forest products. The utilization of non-timber forest products by local communities was not hindered by issuance of "Form 4".

Suggestion for improvement.

Suggestion for improvement.

As in Criteria 8.2, research data compiled by Research Institutions (RI) and Universities must be utilized by managers to improve management practices within the FMU. The opportunity to utilized whatever research findings should be capitalized during the revision of the FMU 5 year management plan

The NSSFD have incorporated results from monitoring activities on HCVF and scientific research into the forest management plan during the midterm review (2011-2015).

Attachment 3 Non conformities and Opportunities for improvements Raised During this Audit and Corrective Actions Taken

Indicator	Specification Major/Minor/ OFI	Detail Non-Conformances	Corrective Action Taken	Verification by Assessor
Indicator 6.5.1 NCR #: SAM-1	Area/Location: Compartment 25, Pelangai PRF	The implementation of harvesting procedures to protect the soil from compaction by harvesting machinery and erosion during harvesting operations did not fully adhere to the requirements of Guidelines for Forest Road 2010. In the construction of one of the bridges inspected on the access within the active logging site in Compartment 25 Pelangai measures taken to prevent soil from being washed into the river was not adequate. It was found that there was no retaining walls constructed and the sump constructed was too small and insufficient to prevent loose soil from entering the river system.	The contractors had repaired the retaining walls for each bridges and maintenance of river side Training to all forest rangers and contractors, including licensees will be conducted to enhance the understanding on new requirement "Garis Panduan Jalan Hutan 2010 (pindaan 2013)".	Accepted by auditor. Verification on implementation will be conducted during next audit
Indicator 6.1.3 NCR #: SAM-2	Minor Area/Location: FMP	Measures to mitigate the environmental impacts identified in the environmental impacts assessment was not adequately incorporated into the FMP. The EIA report developed for the FMU has specified mitigation measures to reduce the impact of logging on the environment. These include soil erosion, air pollution, noise pollution, waste management, biodiversity conservation, socio-economic impacts, microclimate and HCVF. These mitigation measures have not been adequately included in the mid-term review of the FMP.	New mitigation measures will be included in the FMP in year 2015. Negeri Sembilan Forestry Department had conducted a meeting and made an agenda to include mitigation measures in the FMP in year 2015.	Accepted by auditor. Verification on implementation will be conducted during next audit.

Indicator 1.5.2 OFI#: 1	OFI Area/Location: NSSFD Seremban Office and Pasoh PRF Boundaries	More effective and preventive measures were needed to control and reduce the incidences of encroachment in the FMU. More frequent patrolling and control of access roads were needed to reduce such incidences. Additional forest reserve signboard plates could be erected at strategic locations with the FMU such as besides the roads leading into PRFs. The FMRS needs to be more effective in detecting illegal encroachment at the FMU level. It was found that the FRMS is slow in uploading and imageries used are not up to date. The competency of staff to utilize the system needs to be enhanced.	To be verified during next audit	To be verified during next audit
Indicator 4.2.3 OFI#: 2	OFI Area/Location: Forest Checking Station	A fire extinguisher was available at the temporary checking station (Balai Pemeriksaan Sementara). However, the fire extinguisher has been used and no maintenance/refill action was carried out. And re-inspection was not carried out since 3/12/2013.	To be verified during next audit	To be verified during next audit
Indicator 6.7.1 OFI#: 3	OFI Area/Location: Workers Camp and Serting Ulu Nursery	a) Standard operating procedure on managing waste disposal has been established by management. However, the site worker (Pelangai PRF contractors and nursery Serting Ulu staff) was not aware of the SOP.	To be verified during next audit	To be verified during next audit
		b) Based on interview with workers, some of used engine oil has been sold to car workshop and small quantity of it was kept at the store for the usage of chainsaw. However, record of disposal/selling and recycling of the used engine oil could not be verified by auditor.		

Indicator 8.5.1 OFI#: 4	OFI Area/Location: Negeri Sembilan FMU Seremban	A summary of the results of monitoring indicators was made available in the NSSFD website for public information, yet the access through public computer or vice versa are tough due to slow receiver processing activities and can be further improve.	To be verified during next audit	To be verified during next audit
	Office			
Indicator 9.1.1	OFI	Forest managers shall consult the relevant stakeholder at defined	To be verified during next audit	To be verified during next audit
	Area/Location:	interval period to maintain or enhance the identification of		
OE1#: 5		HCVF. During the		
OFI#: 5	Negeri Sembilan FMU Seremban Office	assessment, it was found out that last consultation was made with Jabatan Perancangan Bandar and WWF in June and December 2013 and therefore there are possibilities that new option / alternative to further maintain or enhance HCVF area was left out for discussion and implementation.		

Attachment 4 Verification on Corrective Actions Taken on Non conformities and Opportunities for improvements Raised During Previous Audit

Implementation of guidelines for forest roadingly-out and construction especially on drainage requirement. NCR #:	Indicator	Specification Major/Minor/ OFI	Detail Non-conformances	Corrective Action Taken	Verification by Assessor
Preventive action; NCR raised and the need to adequately address them.	Indicator 6.5.3 NCR #:	Major Area/Location: Compartment	guidelines for forest road lay-out and construction especially on drainage requirement. The construction of skid trails in Compartment 13 Angsi PRF. did not follow the specifications as in Garis Panduan Jalan Hutan 2010 (Guidelines for Forest Roads 2010). The side walls along the new skid trail 9/3 in the Compartment 13 Angsi PRF exceeded 0.6m in	A letter has been issued to the contractor to take serious precaution in demarcating and constructing the skid trail. Headman or his representative and the bulldozer driver must ensure that, the earthwork while constructing the skid trail must be kept to the minimum and the slope should not exceed 0.6m as stated in the "Garis Panduan Jalan Hutan 2010". Monitoring team of Forestry Department of Negeri Sembilan Barat has taken the action to regularly inspect all the newly constructed skid trails adhered to the "Garis Panduan Jalan Hutan 2010" and to ensure that the noncompliance raised by the Auditors will not be recurring. Failing to comply with the instruction, stringent action will be taken to the contractor such as issuing form 2 to stop forest harvesting until the action to improve the noncompliance has been taken. The skid trail that has been closed had been planted with the local species to	The corrective action was received on 18 September 2013. The auditors' has accepted the corrective and preventive action. The verification audit was conducted on 13 November 2013. The verification audit had found that the NSSFD had taken adequate correction actions to address the Major NCR raised during the previous audit conducted on 20-22 August 2013 concerning Indicators 6.5.3 on construction of skid trails. The NSSFD had also provided briefings and conducted discussions with relevant field staff and logging contractors concerning the Non conformities raised in the previous audit. Consultation with field staff had indicated that they are well
A comprehensive training				Preventive action; A comprehensive training	need to adequately

	,			
Indicator	OFI	There was no display on	workers of the forest harvesting license and field staff of the forestry department of Negeri Sembilan that is involved in monitoring forest harvesting activities. The training will include classroom lectures on "Garis Panduan Jalan Hutan 2010", good forest harvesting practices and field exercise on the implementation of the guidelines. The attendance will be made compulsory to all the workers and contractors. The Forestry Department of Negeri Sembilan will work together with the Forest Engineering Division of JPSM to conduct the training. Certificate will be issued to participants who had completed the scheduled training successfully.	Status: closed Monitoring Report
Indicator 6.2.5	OFI	There was no display on ERT species, such as posters issued by	A Letter has been issued to the contractor to display the poster and the action	Monitoring Report (Laporan Penguatkuasa) Dated
OFI #: 1	Area/Location:	PERHILITAN, on the notice board of the forest camp (kongsi) in Compartment 13	has been taken by the contractor to display the poster.	27.12.2013 for NB/01/06/2013 licence, Compartment
	Workers Camp, Compartment 13, Angsi PRF	Angsi PRF visited by the auditor.		13, Angsi PRF was verified.
	.5, 7 11901 1 111			Site visit to Page 19 of 20

				Compartment 25, Pelangai PRF shows the poster was displayed in the workers camp. Status: closed
Indicator 6.4.1 OFI#: 2	OFI Area/Location: Negeri Sembilan FMU Seremban Office	The records and maps of Virgin Jungle Reserves (VJR) were available in the FMP (mid-term) 2011-2015. However there was no map available for Seed Production Areas in Negeri Sembilan FMU NSSFD.	The map for Seed Production Area has been made available in the FMP	The map for Seed Production Areas in Negeri Sembilan is available in the NSSFD Office, and placed at office notice board. Each compartment at Kenaboi, Triang, Sungai Menyala and Pasir Panjang PRF was selected as seed areas. Status: closed
Indicator 6.7.1 OFI#: 3	OFI Area/Location: Negeri Sembilan FMU Seremban Office and Mantin Nursery	The Standard Operating Procedure (SOP) on waste disposal was available in "Langkah-langkah Pelupusan Bekas Racun Makhluk Perosak". However the SOP on recycling of liquid and solid non-organic waste was not available.	The SOP on re-cycling of liquid and solid non – organic waste has not yet been made available by JPSM. However those waste has been disposed in an environmentally and legal manner.	The SOP on recycling of liquid and solid non — organic waste are available. "SOP bagi Pelupusan Sisa pepejal dan Cecair bukan organic berdasarkan keperluan Kualiti Alam Sekitar" was verified at NSSFD Office at Seremban. Circular letter dated 25 Aug 2014 was verified from NSSFD to each District Timur and Barat. The SOP will used starting 1 Aug 2014.