



**PUBLIC SUMMARY  
1<sup>st</sup> SURVEILLANCE AUDIT (1<sup>st</sup> CYCLE) ON  
KAPIT FOREST MANAGEMENT UNIT  
FOR FOREST MANAGEMENT CERTIFICATION**

**Certificate Number: FMC-NF 00118  
Date of First Certification: 11<sup>th</sup> June 2018  
Audit Date: 6<sup>th</sup> - 10<sup>th</sup> May 2019  
Date of Public Summary: 10<sup>th</sup> October 2019**

**Certification Body:**

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## EXECUTIVE SUMMARY

This surveillance 1 audit on the Kapit Forest Management Unit (hereafter referred as the Kapit FMU) was conducted on 6-10 May 2019 to assess the compliance of the overall forest management system of the Kapit FMU against the requirements of the *Malaysian Criteria and Indicators for Forest Management Certification (Natural Forest)* [MC&I (Natural Forest)] using the verifiers stipulated for Sarawak. The scope of this Surveillance 1 audit was limited to the Management of Natural Forest within the Permanent Reserved Forests and Stateland located in the Tanjong Manis Holdings Sdn Bhd – Kapit FMU (149,756 ha).

This surveillance 1 audit was conducted by a 3-member team comprising Ismail Adnan Abdul Malek (Lead Auditor), Mohd Razman Salim (Auditor), and Puteri Arlydia Abdul (Auditor).

Based on the findings of this surveillance audit, it was found that Kapit FMU had Kapit FMU continued to comply with the requirements of the MC&I (Natural Forest). This surveillance 1 audit had resulted in the issuance of 3 (three) minor Non Conformity Reports (NCRs) and 1(one) Opportunity for Improvement (OFI)

This public summary contains the general information on the Kapit FMU, the findings of the surveillance 1 audit and verification on stage 2 audit findings, NCRs raised as well as the decision on the certification of the FMU.

## 1 INTRODUCTION

### 1.1 Name of FMU

Kapit Forest Management Unit

### 1.2 Contact Person and Address

Mr Nelson Bijack James Chas

Designation : Forest Manager

No 6, Lot 9, Lorong Pedada 20A2,  
Jalan Pedada P.O. Box 1489 96008 Sibuluan  
Sarawak

Phone # : (+60-84) 312 299

Fax # : (+60-84) 349 813

### 1.3 General Background on the Kapit FMU

The Tanjong Manis Holdings Sdn Bhd – Kapit FMU is operating under the Forest Timber License (FTL) No. T/3491 issued to Tanjong Manis Holdings Sdn Bhd, a 100% subsidiary of Ta Ann Holdings Berhad issued on 12 June 2007 and will expire on 11 April 2021 (14 years). Kapit FMU (License T/3491) covers an area of 149,756 hectares via a letter from Sarawak Forestry Department (Ref: WPO.628.388 (ii)) dated 29 May 2017 to Tanjong Manis Holdings Sdn Bhd. Kapit FMU is located in the southern part of Kapit District and about 72% (108,489 ha) is located in the Baleh Permanent Forest Reserve while the remaining 28% (41,267 ha) falls under the Kapit Stateland. Kapit FMU lies between latitudes 1° 32' 4.4" N and 2° 00' 7.1" N and longitudes 112° 43' 45.8" E and 113° 20' 30" E. The Administrative centre of Kapit FMU is at Engkeramuh camp.

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

### 1.4 Date First Certified

11th June 2018

### 1.5 Location of the FMU

The FMU is located between latitudes 10 32' 4.4" N and 20 00' 7.1" N and longitudes 1120 43' 45.8" E and 1130 20' 30" E.

### 1.6 Forest Management System

The FMU had followed the principles of sustainable forest management (SFM) and the requirements of the Licence Agreement of the State government. A Forest Management Plan (2017 – 2022) was presented during this audit.

### 1.7 Annual Allowable Cut/Annual Harvest under the Forest Management Plan

The Annual Allowable Cut (AAC) was calculated at 77,538m<sup>3</sup>/year (16.13m<sup>3</sup>/ha) or not more than 4,907 ha/year on average for the 25 years of cutting cycle.

## 1.8 Environmental and Socioeconomic Context

An EIA for the proposed Timber Harvesting Operation in Kapit FMU under Forest Timber Licence (FTL) No. T/3491, Melekun and Sg. Yong, Kapit Division, Sarawak was conducted as required under item 2(i) of the First Schedule of the said Order (Section 11A (1) of the Natural Resources and Environmental Ordinance). The EIA report was submitted for endorsement to the Natural Resources and Environment Board (NREB) on 8th August 2017 and acknowledged by the NREB on 10th August 2017. The mitigation measures of the potential impacts on endangered, rare and threatened species of flora and fauna (ERT) and the need for biological corridors were stated in Chapter 6 - HCV Management and Monitoring of High Conservation Value (HCV) Assessment Report.

A Community Representative Committee (CRC), the “Gerempong Masyarakat Zon Melekun (GEMAZOM)” for Kapit FMU had been established to maintain continuous communication with local communities to resolve any issues that were raised. The CRC is a member of the SFM Liaison Committee, chaired by the Sarawak Forest Department to maintain communication between local communities, all relevant Government agencies and the FMU.

There was no commercial utilization of traditional forest-related knowledge and practices within Kapit FMU. However, the FMU has established an SOP titled ‘Compensation for commercial utilization of traditional forest related knowledge’ and also an SOP on ‘Management and monitoring of native forest – related traditional knowledge and special sites’ as guides for a fair and equitable compensation for the commercial utilization of traditional forest-related knowledge and practices of local communities (via the Community Representative Committee (CRC)).

## 2 AUDIT PROCESS

### 2.1 Audit Dates

*6-10 May 2019 / 15 auditor days*

### 2.2 Audit Team

1. Ismail Adnan Abdul Malek (Lead Auditor)
2. Mohd Razman Salim (Auditor)
3. Puteri Arlydia Abdul (Auditor)

The details on the experiences and qualifications of the audit team members are as in **Attachment 2**.

### 2.3 Standard Used

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

### 2.4 Stakeholder Consultations

A stakeholder notification was issued on March 2019 for a period of one month inviting relevant stakeholders to give comments on the FMU. However, there were no responses and comments received from the stakeholders on Tanjong Manis Holdings Sdn Bhd – Kapit FMU during the period.

### 2.5 Audit Process

The audit was conducted primarily to evaluate the level of continued compliance of the Kapit FMU’s current documentation and field practices in forest management with the detailed of the standard of performances (SOPs) listed in the MC&I (Natural Forest), using the verifiers stipulated for Peninsular Sarawak.

For each Indicator, the auditors had conducted either a documentation review, consultation with the relevant personnel of the FMU, local community 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 FMU's overall compliance with the indicator and decided whether or not to issue a major or minor NCR or an OFI which is defined as follows:

- (i) a major NCR is a non-compliance with the requirements of the MC&I (Natural Forest);
- (ii) a minor NCR is a deviation or a lapse in complying with the requirements of the MC&I (Natural Forest); and
- (iii) an OFI is a situation where the auditor has noted an area of concern on the capability of the forest management system to achieve conformance to the requirements of the MC&I (Natural Forest) but without sufficient objective evidence to support a non-conformance.

Consultations were held with the local communities in Rh. Braoh Ak. Tuba, Rh William Ubu in Sg. Sut, Rh Midin, Rh. Osmon and Rh Bundong in Sg. Kapit, Rh Lawan in Sg. Gaat and Rh. Manok, Rh Empawi in Sg. Yong. The audit team had also held meetings with Kapit Land & Survey Department and other govt agencies.

The coverage of this surveillance 1 audit is as shown in the surveillance 1 Audit Plan in **Attachment 4**.

The Kapit FMU had sent a corrective action plan to the audit team to address the minor NCRs which the audit team had reviewed and accepted them. The audit team had prepared an interim surveillance 1 audit report and sent it to the Kapit FMU for comment. A second draft surveillance 1 audit report which had incorporated the comments received from the Kapit FMU was then prepared.

### **3 SUMMARY OF AUDIT FINDINGS**

Based on the findings of this surveillance 1 audit, it was found that the Kapit FMU had continued to manage Kapit FMU in compliance with most of the requirements of the MC&I (Natural Forest). This surveillance 1 audit had resulted in the issuance of 3 minor NCRs and 1 OFI. The details on the NCRs/OFI's raised are shown in **Attachment 5**.

The audit team had reviewed and accepted the Kapit FMU proposed corrective actions to address the 3 minor NCRs. However, these corrective actions shall be verified by the audit team during the next audit.

Mechanism to resolve any conflicts and grievances was established through Communities Representatives Committee (CRC) and sighted SOP titled 'Communication with Natives'. There was no record of conflict and grievance from local communities based on stakeholders' interview and available records sighted at the FMU during this audit.

With regard to Criterion 6.10, there is no conversion of natural forest to plantation or other land use in Kapit FMU.

The audit team had recommended that the Certificate for Forest Management be maintain to the Kapit FMU.

The summary on the findings of the surveillance 1 audit on the Kapit FMU against the requirements of the MC&I (Natural Forest) are as follows:

Principle	Strengths	Weaknesses
<p><b>Principle 1 Compliance With Laws and Principles</b></p>	<p>The forest management of Kapit FMU had maintained records of all relevant national, local laws, regulations and policies related to forest management.</p> <p>The forest managers were found to be aware of all the binding international agreements also knowledgeable of the federal, state and local laws and regulatory framework.</p> <p>There were no conflicts documented between these Principles and Criteria, laws and regulations. The forest managers had expressed their willingness to participate in resolution of such conflicts if they arise.</p>	<p>Permit for diesel storage with capacity 36,000 liters at Sg. Engkeramuh base camp was not available during audit. Therefore a <b>Minor NCR MRS 01/ 2019 for Indicator 1.1.1</b> was raised.</p> <p>Joint identification and demarcation of Kapit FMU Northern external and community use area boundary for 2018 was not fully implemented. Therefore a <b>Minor NCR: (IAM 01 2019) against Indicator 1.5.1</b> was raised</p>
<p><b>Principle 2 Tenure and Use Rights and Responsibilities</b></p>	<p>All relevant documents of legal or customary tenure or use rights of the FMU were made available during the audit.</p> <p>Forest Timber Licence No. T/3491 issued to Tanjong Manis Holdings Sdn Bhd on 12 June 2007 and valid until 11 April 2021 which covered a total area of approximately 124,700 hectares was presented. This timber license (No. T/3491) has been revised to 149,756 hectares for the purposes of restructuring and SFM certification for timber license.</p> <p>Forest managers had continued to recognise, respect and collaborate with holders of duly recognised legal or customary tenure or use rights of the local communities.</p> <p>There were mechanisms in place at various levels for use to resolve disputes over tenure and use rights</p>	<p>There was no negative finding</p>
<p><b>Principle 3 Indigenous People's Rights</b></p>	<p>The relevant documents on the customary rights of indigenous peoples' lands were kept at Engkeramuh Base Camp office. Location of Settlement at Kapit FMU dated 7/06/2018 showed locations of longhouses and river within and adjacent to the FMU and the location of Shifting Agriculture (SA) sites.</p> <p>There were appropriate mechanisms in place for resolving conflicts with regards to tenure claims, use rights and other</p>	<p>There was no negative finding</p>

Principle	Strengths	Weaknesses
	<p>complaints. There was no record of conflict and grievance from local communities.</p> <p>The FMU has established an SOP titled 'Compensation for commercial utilization of traditional forest related knowledge' and also an SOP on 'Management and monitoring of native forest – related traditional knowledge and special sites' as guides for a fair and equitable compensation for the commercial utilization of traditional forest-related knowledge and practices of local communities (via the Community Representative Committee (CRC)).</p>	
<p><b>Principle 4 Community Relations and Workers' Rights</b></p>	<p>Kapit FMU, had provided training, retraining, local infrastructure, facilities and social program for all levels of its employees.</p> <p>The right of workers to benefits and protection at Kapit FMU was assured under applicable laws, i.e. Labour Ordinance 1952 (Sarawak, Cap 76), Employees Provident Fund Act 1991 and Employees' Social Security Act 1969.</p> <p>Management Policies on Safety and Health had been clearly established and implemented. Posters on Occupational Safety and Health Policy have been displayed at the store, camp office, workshop and store.</p>	<p>Refresher course has not been conducted as per Annual Training Plan 2018:</p> <ol style="list-style-type: none"> <li>1. Safety and Health Aspects of Forest Operations</li> <li>2. Dissemination of Law and Regulation</li> <li>3. Waste Management</li> <li>4. Conservation and Ecosystem</li> <li>5. Security (Patrolling etc.)</li> <li>6. Monitoring of Social, Ecological, Environmental, Economic Impact</li> <li>7. Implementation of Forest Management Plan</li> <li>8. Management of Employees Grievances</li> <li>9. Logs Chain of Custody (CoC) &amp; Field Training</li> <li>10. Forest Resource Assessment (FRA)</li> <li>11. Permanent Sampling Plot (PSP).</li> </ol> <p>Therefore a <b>Minor NCR LYD-01/2019 for Indicator 4.1.1</b> was raised.</p> <p>Forest managers shall maintain up-to-date safety records in compliance with all applicable laws and/or regulations covering health and safety of forest workers.</p> <p>Reporting of accidental to JKKP/DOSH can be further improved in timely manner as per NADOPOD Regulation 2004 (Regulation 5. Notification and reporting of accident and dangerous occurrence. - within 7 days). An <b>OFI for Indicator 4.2.4</b> is raised.</p>
<p><b>Principle 5 Benefits From the Forest</b></p>	<p>Investments and reinvestments in forest management at Kapit FMU included provisions for forest administration, research (scientific collaboration and</p>	<p>There was no negative finding</p>

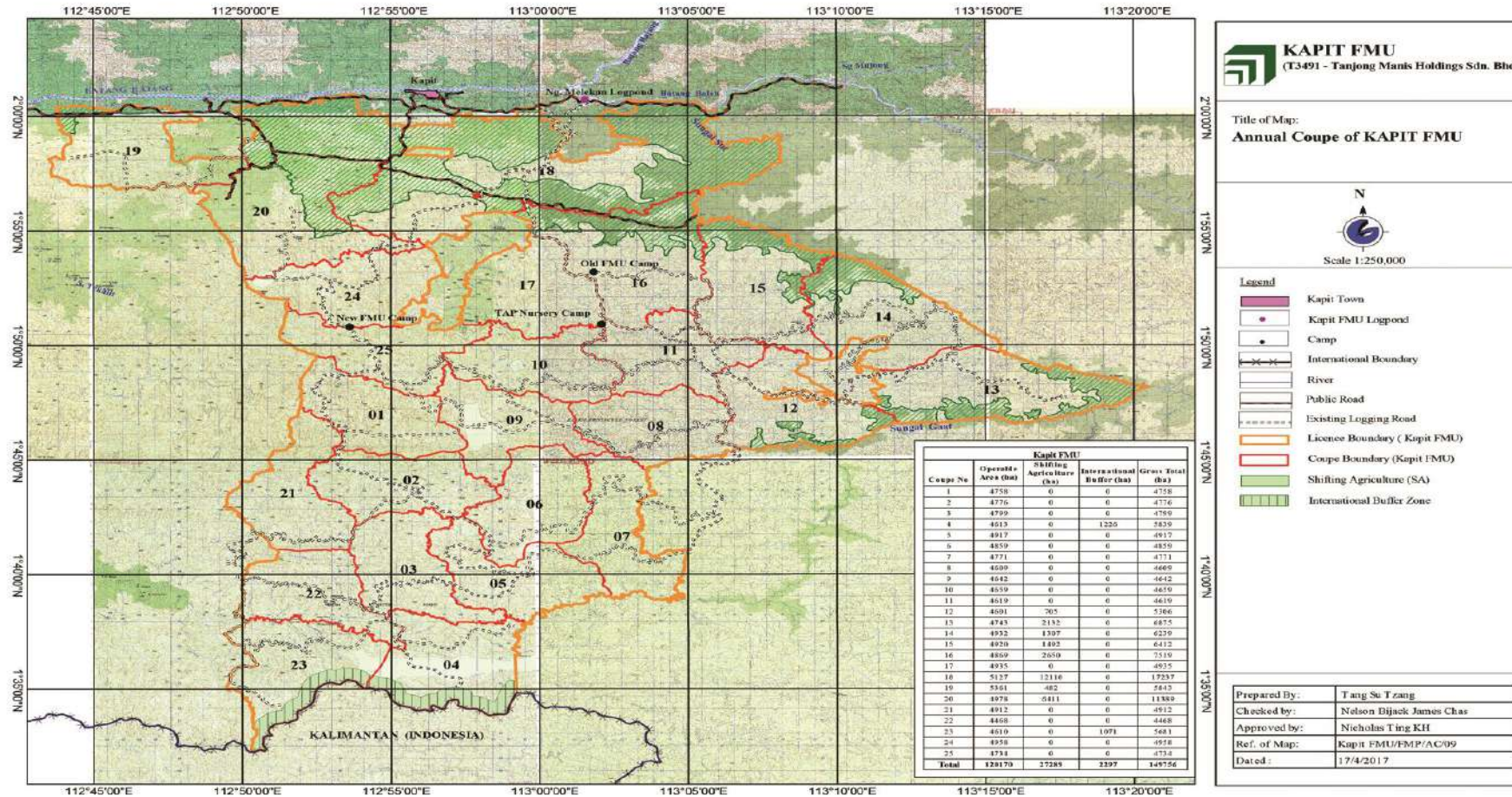


Principle	Strengths	Weaknesses
	<p>PSP), human resource development, protection (patrolling), economic (operating), conservation (HCV), environmental (EMR) and social aspects (CSR, compensation).</p> <p>The Annual Allowable Cut (AAC) was calculated at 77,538m<sup>3</sup>/year (16.13m<sup>3</sup>/ha) or not more than 4,907 ha/year on average for the 25 years of cutting cycle.</p> <p>Timber is the main product, no non-timber forest product harvested from the FMU.</p> <p>The harvesting activities followed established SOP which was based on the "Guidelines for Reduced and Low Impact Logging Systems in Forest Management Certification (Natural Forest); Second edition 2014", (Sarawak FD).</p>	
<p><b>Principle 6 Environmental Impact</b></p>	<p>An EIA for the proposed Timber Harvesting Operation in Kapit FMU under Forest Timber Licence (FTL) No. T/3491, Melekun and Sg. Yong, Kapit Division, Sarawak was conducted as required under item 2(i) of the First Schedule of the said Order (Section 11A (1) of the Natural Resources and Environmental Ordinance). Endorsement by the Natural Resources and Environment Board (NREB) on 8th August 2017 and acknowledged by the NREB on 10th August 2017.</p> <p>The Forest Management Plan had also incorporated an assessment of environmental impacts specific to potential impacts on endangered, rare and threatened species of flora and fauna (ERT), and the need for biological corridors in the FMU.</p> <p>There was continuous cooperation between forest managers, conservation organizations and regulatory authorities on implementing conservation and management activities.</p> <p>Harvesting is designed taking into consideration the need for the conservation of biological corridors and buffer zones as sighted at Sg Benuang and Sg Engkeramuh and their tributaries considered as features of special biological interest for wildlife.</p> <p>Hunting, fishing and collecting activities</p>	<p>There was no negative finding</p>

Principle	Strengths	Weaknesses
	<p>were controlled and inappropriate activities were prevented.</p> <p>Management policy on the use of environmentally friendly non-chemical methods of pest management and avoiding the use of chemical pesticides were available in “Environmental Policy” signed by the CEO on 1st June 2016.</p> <p>The FMU has established SOP related to waste disposal such as Storage of scheduled waste, Handling of scheduled waste, Labelling of scheduled waste, Scheduled wastes spillage, Removal and disposal of solid waste and Storage, handling and disposal of hazardous goods.</p>	
<p><b>Principle 7 Management Plan</b></p>	<p>The Forest Management Plan (2017 – 2022) for Kapit FMU of FTL No: T/3491 dated 15 February 2017 approved on 17 April 2017 by Sarawak Director of Forestry was presented for verification during the audit.</p> <p>The Kapit FMU forest manager is aware of new scientific and technical information pertinent to the management of the natural forest.</p> <p>Management has conducted various internal training related to forest management and logging operation for their staff and sent workers for training by external agencies such as Sarawak Timber Association (STA) and Sarawak Forestry Corporation (SFC).</p> <p>Summary of Forest Management Plan has been prepared, implemented and made available to the public through website link as follows:  <a href="http://www.kapitfmu.com.my/fmp/">http://www.kapitfmu.com.my/fmp/</a></p>	<p>There was no negative finding</p>
<p><b>Principle 8 Monitoring and Assessment</b></p>	<p>The Kapit FMU complies with the regulatory monitoring procedures in accordance with relevant federal and state guidelines of the Forestry Departments and other relevant agencies.</p> <p>The FMU management has appropriately included all relevant information needed to monitor items listed in (a) to (e) of Criterion 8.2.</p> <p>For Kapit FMU, tracing the forest</p>	<p>There was no negative finding</p>

Principle	Strengths	Weaknesses
	<p>product (logs) from its origin, a process known as the “chain of custody”, leaving the certified area, was verified through selected records and relevant documents presented.</p> <p>Public summary of the forest monitoring indicators a) to e) is available at the website:  <a href="http://www.kapitfmu.com.my/monitoring/">http://www.kapitfmu.com.my/monitoring/</a></p>	
<p><b>Principle 9 Maintenance of High Conservation Values</b></p>	<p>Assessment on the presence of the attributes consistent with HCVF was found in the report entitled “Assessment of High Conservation Values Areas Within Kapit FMU”. dated for period of December 2015 – November 2016.</p> <p>The FMU has done consultative meetings with local communities during CRC Annual General Meeting (AGM) on 12 January 2019 which attended by 84 attendees including Temenggong, Pemanca, Tuai Rumah and longhouse representatives.</p> <p>Measures had been taken to demarcate, maintain and enhance HCVF attributes. It was also stated in FMU public summary at <a href="http://www.kapitfmu.com.my/hcv/">http://www.kapitfmu.com.my/hcv/</a></p> <p>Results and findings of the HCVFs monitoring activities has been incorporated into the Kapit FMU Forest Management Plan (2017 – 2022) and implemented on the ground.</p>	<p>There was no negative finding</p>

Map of Kapit FMU



## Experiences and Qualifications of Audit Team Members

Assessment Team	Role/Area of MC&I Requirement	Qualification and Experience
Ismail Adnan Abdul Malek	Assessment Team Leader / Forester	<p><u>Academic Qualification:</u></p> <p>Master of Forestry, University of British Columbia, Canada</p> <p><u>Work Experience:</u></p> <p>One year (1974-1975) experience as Sub Assistant Conservator of Forest at the Pahang Forest Department, involved with Forest Administration/Management and Enforcement. Next, seven years (1979-1986) experience as Forest Officer/Logging Superintendent at Syarikat Jengka Sdn. Bhd (SJSB), an integrated timber complex in Pahang. Responsible for Forest Licensing/ Administration, Forest Mapping, Road Construction and Logging Operations. Senior Lecturer at the Forestry Faculty, Universiti Putra Malaysia (UPM) from 1986 to 2014. Responsible for teaching and research in Forest Mensuration, Forest Survey, Forest Road, GIS/Remote Sensing and Forest Mapping. Responsible for academic supervision of more than 100 Bachelor/Master/Phd students in their research and thesis writing. Own research at UPM include various areas such as forest mapping using geo spatial tools, forest inventories, forest harvesting and forest management system (SMS). Also involved with consultancy works which include RPH development and Forest Mapping. Participate in organizing local/international seminars on Forestry areas. Published and presented research findings at seminars/conferences and journals. Currently as Auditor at the Food, Agriculture and Forestry /ion (FAF), SIRIM QAS International Sdn Bhd, since 2016. Involved in conducting assessments on forest management certification MC&amp;I (Natural Forest) &amp; MC&amp;I (Forest Plantations).</p> <p><u>Training / Research Areas:</u></p> <ul style="list-style-type: none"> <li>• Auditor Training Course on MC&amp; I (Natural Forest) and MC&amp;I (Forest Plantation V2), 9th-10th July 2015, SIRIM QAS International Sdn Bhd</li> <li>• ISO 14001:2004 Lead Assessor Training, 23rd-27th Nov 2015, SIRIM Training Services Sdn. Bhd</li> <li>• Training on Auditing Techniques, 26th January 2016, SIRIM QAS International Sdn Bhd</li> </ul>
Mohd Razman Salim	Assessor / Forester	<p><u>Academic Qualification:</u></p> <p>B.Sc of Forestry (Forest Production), University Putra Malaysia.</p> <p><u>Work Experience:</u></p> <p>Five years experienced as Research Officer at the Forest Research Institute Malaysia (FRIM) since 2007 in a various area such as ecological research for lowland and hill dipterocarp forest, Geographic Information Systems, forest inventories, forest harvesting and forest management system (SMS). Participate in organizing committee member, division level activities and projects. Coordinate</p>

		<p>and collaborate a long term ecological plot and inventory data about 25 years at the Pasoh, Negeri Sembilan with Negeri Sembilan Forestry Department, universities (local &amp; international) and NGOs. Published and presented research findings at the seminars and conferences. Currently as Auditor at the Food, Agriculture and Forestry Section (FAF), SIRIM QAS International Sdn Bhd, since 2013. Involved in conducting assessments on forest management certification [MC&amp;I (Natural Forest)] &amp; [MC&amp;I (Plantations)], MYNI of RSPO P&amp;C and other management systems on ISO 9001, 14001 and OHSAS 18001</p> <p><u>Training / Research Areas:</u></p> <p>Has attended and passed in the following training programmes:</p> <ul style="list-style-type: none"> <li>• Auditor Training Course on Malaysian Criteria and Indicators for Forest Management Certification [MC&amp;I (Natural Forest)] &amp; [MC&amp;I (Plantations)] organized by MTCC, 1-4 December 2013.</li> <li>• EMS 14001: 2004 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 18-22 March 2013.</li> <li>• OHSAS 18001: 2007 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 11-15 March 2013.</li> <li>• QMS 9001: 2008 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 4-8 March 2013.</li> </ul>
Puteri Arlydia binti Abdul	Assessor / Forester	<p><u>Academic Qualification:</u></p> <p>B.Sc of Forestry (Forest Production), Universiti Putra Malaysia.</p> <p><u>Work Experience:</u></p> <p>2015 onward – trainee auditor at the Food, Agriculture and Forestry Section (FAF), SIRIM QAS International Sdn Bhd for Forest Management Certification [MC&amp;I (Natural Forest)] &amp; [MC&amp;I (Plantations)], MYNI of RSPO P&amp;C, MSPO and other management systems e.g. ISO 9001 &amp; 14001</p> <p>2012 – 2015 Certification Administration Executive / Auditor and Coordinator for PEFC CoC, RSPO P&amp;C , RSPO SCC, RSPO RED, ISCC DE, ISCC EU with Intertek Certification International Sdn Bhd</p> <p>2011 – 2012 Project Research Officer at Transparency International Malaysia - research, coordinating &amp; implementation project requirements for forest governance integrity, liaise with external parties on matter arising and related to the project to forest governance integrity.</p> <p>2008 – 2011 Project Officer / Forester at Forest Plantation Development Sdn Bhd (wholly owned by MTIB) - auditing document/proposal for forest plantation softloan, field auditing for forest plantation (against Malaysian National Indicator for Forest Plantation, Environmental, HCVF, Land Title (legal assuring of land, land tenure, terms of land title , land boundary, land dispute and claims under encumbrances, dispute and process of negotiation and compensation) &amp; Company Act, Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer ) and mapping forest plantation.</p> <p>2007 – 2008 Forester / GIS Officer at Forestry Department Peninsular Malaysia (HQ) - handlings Geographic Information System (GIS) Database, Mapping Forest and facilitate GIS and Remote Sensing Training ('Human Resource Development in Geographic Information System and Remote Sensing for the Forestry Personnel of ASEAN Countries' August 2007.</p>

		<p><u>Training / Research Areas:</u></p> <p>Was attending and pass in the following training programmes:</p> <p>Auditor Training Course on Malaysian Criteria and Indicators for Forest Management Certification [MC&amp;I (Natural Forest)] &amp; [MC&amp;I (Plantations)] organized by MTCC, 9-10 June 2015.</p> <p>EMS 14001: 2004 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 18-22 May 2015.</p> <p>QMS 9001: 2008 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 19-23 March 2012 and New Revision 2015 on 21 September 2015</p> <p>Forest Plantation Management Training by Malaysian Timber Industry Board (MTIB), Forest Research Institute Malaysia (FRIM), and Forest Plantation Development Sdn Bhd, 19-21 March 2009</p> <p>Forest Plantation (for Rubber) Development &amp; Training by Malaysia Rubber Board, 24-26 November 2008</p>
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## Surveillance 1 Audit Plan

DAY	TIME	PROGRAM		
Mon 6 May DAY 1	8:00	<ul style="list-style-type: none"> <li>• Safety briefing by Safety officer and registration of PPE for guest – SIRIM, FDS, SFC and etc.</li> <li>• Opening remark by FMU</li> <li>• Briefing session by Forest Manager on progress of the forest activities.</li> <li>• Opening meeting</li> <li>• Evaluation of changes to the management of the FMU</li> <li>• Check on progress of planned activities aimed at enhancing the operation system</li> <li>• Check on complaints, stakeholder comments and follow-up actions with Government agencies and NGOs</li> <li>• Evaluate on internal audit and management review</li> <li>• Q&amp;A Session</li> </ul>		
	TIME	AUDITOR 1 (Ismail)	AUDITOR 2 (Razman)	AUDITOR 3 (Puteri)
	14:00	<ul style="list-style-type: none"> <li>• Documentation and records review:</li> <li>Principle 1</li> <li>Principle 5</li> <li>Principle 7</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation and records review:</li> <li>Principle 6</li> <li>Principle 8</li> <li>Principle 9</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation and records review:</li> <li>Principle 2</li> <li>Principle 3</li> <li>Principle 4</li> </ul>
	17:00	Review of Day 1 Findings by Audit Team Leader		
DAY	TIME	AUDITOR 1 (Ismail)	AUDITOR 2 (Razman)	AUDITOR 3 (Puteri)
		PROGRAM	PROGRAM	PROGRAM
Tue 7 May DAY 2	7:30	<ul style="list-style-type: none"> <li>• Inspection of pre-harvest Block 74 &amp; climber cutting activities</li> <li>• Inspection of harvesting block 66</li> <li>• Consultation with contractor and workers in active logging area – supervisor, EX &amp; TR operator, chainsaw and hookman.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection of post harvesting assessment area Coupe 1 Block 5</li> <li>• Inspection of Coupe boundary Coupe 1/25</li> <li>• Inspection of Silviculture Enrichment Planting PSP Plot C25 Blk 12</li> </ul>	<ul style="list-style-type: none"> <li>• Travel to Kapit</li> <li>• Interview with CRC members at Meligai Hotel</li> </ul>
	14:00	<ul style="list-style-type: none"> <li>• Inspection to external boundary (Pasin FMU)</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection of pre-harvest Block 39 &amp; climber cutting activities</li> <li>• Inspection of harvesting block 67</li> </ul>	<ul style="list-style-type: none"> <li>• Visit to Rh Braoh Ak Tuba, Sg Sut</li> <li>• Visit to Rh William Ubu, Sg Sut</li> <li>• Visit to Rh Midin, Sg Kapit</li> <li>• Overnight in Kapit</li> </ul>



			<ul style="list-style-type: none"> <li>• Consultation with contractor and workers.</li> </ul>	
	17:00	Review of Day 2 Findings by Audit Team Leader		
DAY	TIME	AUDITOR 1 (Ismail)	AUDITOR 2 (Razman)	AUDITOR 3 (Puteri)
Wed 8 May Day 3	7:30	<ul style="list-style-type: none"> <li>• Travel to PoRM Inspection to PoRM</li> <li>• Travel to CDC</li> <li>• Inspection at CDC</li> </ul>	<ul style="list-style-type: none"> <li>• HCV 1.4 Critical Temporal Use Salt Lick</li> <li>• Fauna Monitoring Sites HCV 1.2 (Coupe 24)</li> </ul>	<ul style="list-style-type: none"> <li>• Visit to Rh Lawan, Sg Gaat</li> <li>• Visit to Rh Manok, Sg Yong</li> </ul>
	13:00	<ul style="list-style-type: none"> <li>• Travel to Sg Balang and south boundary to STIDC</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection to FRA/PSP plots SU43 Coupe 1</li> </ul>	<ul style="list-style-type: none"> <li>• Visit to Rh Empawi, Sg Yong</li> <li>• Visit to Rh Osmon, Sg Kapit</li> <li>• Visit to Rh Bundong, Sg Kapit</li> </ul> <p>Overnight in Kapit</p>
	17:00	Review of Day 3 Findings by Audit Team Leader		
DAY	TIME	AUDITOR 1 & AUDITOR 2 (Ismail & Razman)		AUDITOR 3 (Puteri)
Thu 9 May Day 4	7:30	<ul style="list-style-type: none"> <li>• Base camp inspection – diesel storage, lubricant store, SW store, workshop, housing, genset etc.</li> </ul>		<ul style="list-style-type: none"> <li>• Consultation with Kapit Land &amp; Survey Department and other govt agencies.</li> </ul>
	9:30	<ul style="list-style-type: none"> <li>• Document review and report</li> </ul>		
	13:00	Document review		Travel to Sg Engkeramuh camp from Kapit town
	17:00	Review of Day 4 Findings by Audit Team Leader		
DAY	TIME	PROGRAM		REMARKS
Fri 10 May DAY 5	8:00	<ul style="list-style-type: none"> <li>• Preparation of audit report and findings</li> <li>• Briefing to representative of FMU on the findings of audit</li> <li>• Closing meeting and presentation of finding of audit and discussion on folloe-up activities</li> <li>• Adjourn closing meetingTravel to Kapit town</li> </ul>		
	12:27	Travel back to Sibu from Kapit by Express boat		
	14:15	Check-in at Tanahmas Hotel		
DAY	TIME	PROGRAM		
Sat 11 May	8:30	Pick up auditor from Tanahmas Hotel		
	11:05	Auditors flight MH2715 travel back to Kuala Lumpur		

## Details on NCRs and OFIs Raised During this Surveillance 1 Audit and Corrective Actions Taken

Indicator	Specification Major/Minor/OFI	Detail Non-conformances	Corrective Action Plans Taken	Comments by Audit team
1.1.1 MRS 01 2019	Minor	<p>Records and availability of up-to-date applicable federal, state and local laws, and regulations and policies, in particular those related to forest management</p> <p><b>Finding:</b></p> <p>Storage of diesel without permit from related government authority agencies.</p> <p><b>Objective evidence:</b></p> <p>Permit for diesel storage with capacity 36,000 liters at Sg. Engkeramuh base camp was not available during audit.</p>	<ul style="list-style-type: none"> <li>The FMU site management has submitted application to the authorities concerned for the application of permit for storage of diesel at Sg Engkeramuh Base Camp.</li> <li>Attached are application to Balai Bomba dan Penyelamat Kapit for Permohonan Sokongan Perlesenan for Diesel Storage at Sg Engkeramuh Base Camp.</li> <li>Once surat sokongan has been obtained, the FMU shall apply from KPDNHEP for storage permit.</li> <li>Expected completed date 6 months.</li> </ul>	<p>The auditor has received and accepted the corrective action plan emailed on 29<sup>th</sup> May 2019;</p> <p>Corrective actions taken and evidence received were:</p> <ol style="list-style-type: none"> <li>Letter of application for Surat Sokongan Perlesenan for Diesel Storage at Sg Engkeramuh Base Camp to Ketua Balai Bomba dan Penyelamat kapit on 13<sup>th</sup> May 2019</li> <li>Letter of approval for diesel storage at Sg Engkeramuh camp from KPDNHEP is pending</li> </ol> <p><b>Status:</b></p> <p><b>Implementation and effectiveness of the corrective action will be verified during next audit</b></p>
1.5.1 IAM 01/2019	Minor	<p>Availability of legal provisions for the establishment and protection of the permanent reserved forest in the forest management unit (FMU)</p> <p><b>Finding:</b></p> <p>Joint identification and demarcation of Kapit FMU Northern external and community use area boundary for 2018 was not fully implemented</p> <p><b>Objective evidence:</b></p> <p>Verification of document and site inspection of SA areas found:</p> <ol style="list-style-type: none"> <li>Only Rh Ikau and Rh Bundong were consulted for Joint identification and demarcation of Kapit FMU Northern external</li> </ol>	<ul style="list-style-type: none"> <li>In the remaining of 2019, the FMU targeted to consult at least 3 settlements commencing from settlement located along Sg Sut as they are the directly affected local communities on our current harvesting operation in Coupe 1.</li> </ul> <p>In 2020 and onwards, the FMU shall progressively consult at least 4 settlements per annum</p>	<p>The auditor has received and accepted the corrective action plan emailed on 29<sup>th</sup> May 2019;</p> <p>The Tentative Schedule for consultation, identification and joint demarcation of Kapit FMU external and community use area boundary (2019 – 2022) was available which involved 14 local communities.</p> <p><b>Status:</b></p> <p><b>Implementation and effectiveness of the corrective action will be verified during next audit</b></p>

		<p>and community use area boundary but the other longhouses at Sg Kapit, Sg Yong and Sg Balleh &amp; Sut were not consulted.</p> <p>2. Tentative schedule for joint identification and demarcation of Kapit FMU Northern external and community use area boundary for 2018 was not fully implemented</p>		
4.1.1 LYD-01/2019	Minor	<p>Forest managers provide appropriate support for training, retraining, local infrastructure, facilities and social programmes that commensurate with the scale and intensity of forest management operations.</p> <p><b>Finding:</b></p> <p>Refresher course has not been conducted as per Annual Training Plan 2018</p> <p><b>Objective evidence:</b></p> <p>Refresher course has not been conducted as per Annual Training Plan 2018:</p> <ol style="list-style-type: none"> <li>1. Safety and Health Aspects of Forest Operations</li> <li>2. Dissemination of Law and Regulation</li> <li>3. Waste Management</li> <li>4. Conservation and Ecosystem</li> <li>5. Security (Patrolling etc.)</li> <li>6. Monitoring of Social, Ecological, Environmental, Economic Impact</li> <li>7. Implementation of Forest Management Plan</li> <li>8. Management of Employees Grievances</li> <li>9. Logs Chain of Custody (CoC) &amp; Field Training</li> <li>10. Forest Resource Assessment (FRA)</li> <li>11. Permanent Sampling Plot (PSP)</li> </ol>	Implementation of any formal and informal training and retraining in the FMU based on the annual training plan that has been approved for 2019 shall be recorded.	<p>Record of formal and informal training and retraining on forest operations conducted at Kapit FMU in 2019 shall be verified to assess compliance</p> <p><b>Status:</b></p> <p><b>Implementation and effectiveness of the corrective action will be verified during next audit</b></p>
4.2.4	OFI	<p>Forest managers shall maintain up-to-date safety records in compliance with all applicable laws and/or regulations covering health and safety of forest workers.</p> <p>Reporting of accidental to JKKP/DOSH can be further improved in timely manner as</p>		Noted

		per NADOPOD Regulation 2004 (Regulation 5. Notification and reporting of accident and dangerous occurrence. - within 7 days)		
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**Corrective Actions Taken and Final Status on NCRs and OFIs Raised During Previous Audit**

Indicator	Specification Major/Minor/OFI	Detail Non-conformances	Corrective Action Plans Taken	Comments by Audit team
1.5.1 KN01/2017	Major	<p>Control of encroachment, illegal harvesting, hunting, and settlement, and other unauthorised activities in the FMU</p> <p><b>Finding:</b> The control measures of encroachment, illegal harvesting, and other unauthorised activities in the FMU were not sufficient.</p> <p><b>Objective evidence:</b></p> <ol style="list-style-type: none"> <li>1. During site inspection at Coupe 18, un-authorized activities were found in the FMU area. The area was encroached and planted with paddy and corn, and there were no records of action taken from the FMU manager.</li> <li>2. Site inspection of Northern Area of FMU found, there were no boundaries demarcation for both License Area and Shifting Agriculture Area (SA) as indicated in the General Harvesting Plan (GP) of Forest Timber License (FTL) T/3491 Kapit FMU (dated 15 February 2017)</li> </ol>	<ul style="list-style-type: none"> <li>• All shifting agriculture area within and/ or bordering FMU through ground assessment and also the procurement and interpretation of Satellite Image data for Kapit FMU shall be identified, based on the latest Satellite Imagery, FMU will update and zone community use area.</li> <li>• Monitoring schedule based on risk level shall be established and implementation of the monitoring plan</li> <li>• FMU shall consult with Community Representative Committee (CRC) on the identification measures needed to prevent further encroachment.</li> <li>• FMU shall report and consult Forest Department Sarawak on the issue of local encroachment into FMU</li> </ul>	<p>The auditor has received and accepted the corrective action plan emailed on 6<sup>th</sup> November 2017;</p> <p>Corrective actions taken were</p> <ol style="list-style-type: none"> <li>3. Identification of boundary between SA areas with licensed area in Coupe 18. through joint inspection with long houses representatives of Rh Ikau and Rh Edison conducted on 7<sup>th</sup> November 2017</li> <li>4. Kapit FMU - Post Forest Management Certification Surveillance 1 Audit meeting between (Kapit FMU/Sarawak FD) held on 10<sup>th</sup> November 2017. The issues on SA and encroachment into license T/3491 Kapit FMU were discussed and appropriate actions to be taken were agreed upon including CRC (Community Representative Committee) meeting and boundary demarcation.</li> <li>5. 3<sup>rd</sup> meeting of CRC held on 25<sup>th</sup> November 2017. The CRC included representatives of long houses within and in vicinity of Kapit FMU. The issue on SA boundary demarcation and related MC&amp;I requirements were also discussed. All CRC members agreed that boundaries within SA and FMU license area shall be demarcated. The CRC also recommended detailed discussion be held with the Long house where boundary demarcation was to take place</li> <li>6. Schedule of ground demarcation of external boundary of license T/3491 Kapit FMU with SA areas according to months in 2018 was established.</li> </ol>

				<p>7. Actual ground demarcation of T/3491 Kapit FMU boundary with SA areas of RH Ikau and Rh Achan starting 12<sup>th</sup> February 2018 (as scheduled)</p> <p>8. Discussion with Rh Bundong on SA boundary demarcation ( demarcation started on 13<sup>th</sup> February 2018)</p> <p><b>Status:</b></p> <p><b>Based on the corrective action plan received and evidence of implementation taken by Kapit FMU, the Major NCR is therefore closed.</b></p>
4.2.3 MN01/2017	Minor	<p><u>Appropriate safety and operational equipment in good working condition, including operational procedures, shall be made available to forest workers in the work place</u></p> <p><b>Finding:</b> Forest worker was not aware of the procedure in the work place.</p> <p><b>Objective evidence:</b></p> <p>During site inspection of the Kapit FMU workshop at Engkeramuh Base Camp on 24<sup>th</sup> October 2017, the auditor found an occurrence non-compliance; four oil containers with one of the container still has oil in it were kept in worker's personal tool storage which were clearly not in designated storage area.</p>	<ul style="list-style-type: none"> <li>• The refresher briefing on the handling fuel and oil had been conducted on 25<sup>th</sup> October 2017 and attended by twenty (20) persons (10-Mechanics, 2-Store Keeper, 3-Managers and 5-Officers). The refresher briefing stressed on proper place to store the personal fuel and oil containers, where the oil containers with oil in it must be placed in the designated storage area equipped with secondary containment</li> <li>• Refresher training for handling of fuel and oil has been planned for the year 2018</li> <li>• Containment area within the workshop areas for</li> </ul>	<p>The auditor has received and accepted the corrective action plan emailed on 6<sup>th</sup> November 2017;</p> <p>Corrective actions taken were</p> <ol style="list-style-type: none"> <li>1) conducted refresher briefing on the handling fuel and oil for Kapit FMU staff on 25<sup>th</sup> October 2017</li> <li>2) the allocation of area in the workshop for mechanics to store their oil containers</li> <li>3) Refresher training for handling of fuel and oil in 2018</li> </ol> <p><b>Status:</b></p> <p><b>Based on the corrective action plan received and evidence of implementation taken by Kapit FMU, the Minor NCR is therefore closed.</b></p>

			mechanics to store their oil containers shall be allocated	
4.3.1 IAM/02/2017	Minor	<p>Provisions for workers to freely organize into union of their own choice in accordance with ILO Convention No. 87.</p> <p><b>Finding:</b> Interviewed workers at Logging Area (Block 38, Coupe 15) were unaware of ILO Convention No 87 (on their rights to organise and join union).</p> <p><b>Objective evidence:</b></p> <p>1. Interviewed workers at Logging Area (Block 38, Coupe 15) were not informed of their right to organize and join Union of their choice.</p>	<ul style="list-style-type: none"> <li>A briefing session on company's Social Policy covering workers right to organize and join union of their choice. shall be conducted for workers who work and stay in forest area/block in Nov / Dec this year. Refresher Training shall be planned for 2018</li> <li>The briefing shall also cover all ILO Convention requirements under MC&amp;I standards</li> </ul>	<p>The auditor has received and accepted the corrective action plan emailed on 6<sup>th</sup> November 2917;</p> <p>Corrective action to be taken was:</p> <p>Interview with workers and employee has shown the awareness against ILO Convention No 87 (on their rights to organise or join union), hence, it was obvious that the provision for FMU staff and workers to freely organise or union of their own choice has been communicated from the FMU management to all personnel. Records presented showed Refresher briefing on company policy &amp; SOP Grievances and ILO Convention No 87, 98, 100 and 111 – had been given on 8 &amp; 9/03/2019.</p> <p><b>Status:</b></p> <p><b>Based on this, the Minor NCR raised on Indicator 4.3.1 is effectively closed.</b></p>
4.4.2 MRS 01/2017	Minor	<p>Forest planning and management practices shall consider and incorporate the results of such evaluations.</p> <p><b>Finding:</b> The FMU has yet to incorporate the results of latest SIA report in the FMP 2017-2022</p> <p><b>Objective evidence:</b> Results of evaluation from the latest SIA report (June 2017) has yet to be updated in the FMP 2017-2022 (the last revision of the FMP was on 15 February 2017).</p>	<ul style="list-style-type: none"> <li>A revision of FMP shall be conducted in the first half of 2018 to incorporate new information from latest EIA, SIA, sustainable AAC calculation based on FRA data collected and HCV monitoring report.</li> </ul>	<p>The auditor has received and accepted the corrective action plan emailed on 6<sup>th</sup> November 2017;</p> <p>Corrective action taken was</p> <p>1. Revision of the FMP which include evaluation results of the latest EIA, SIA, HCV monitoring and sustainable AAC calculations (based on latest FRA enumerations). The updated version of the Kapit FMU FMP (approved by SFD on 30 April 2019) was verified.</p> <p><b>Status:</b></p> <p><b>Based on this, the Minor NCR raised on Indicator 4.4.2 is effectively closed.</b></p>
6.2.4	Minor	<p>Forest managers shall <u>incorporate the results and findings of the HCVFs</u></p>		<p>The auditor has received and accepted the corrective action</p>

KN02/2017		<p><u>monitoring activities into the implementation and revision of the forest management plan.</u></p> <p><b>Finding:</b> The control measures on periodical patrolling of forest areas were not sufficient and not satisfactorily conducted</p> <p><b>Objective evidence:</b> Control measures such as Periodical Patrolling of forest area and closure of access to forest were not available in the Kapit FMU</p>	<ul style="list-style-type: none"> <li>• FMU shall conduct Periodical Patrolling of forest area as measures to control hunting, fishing and collecting activities.</li> <li>• Access road to forest area shall be closed after monitoring activities completed in coupe 14AR (expected in second half of 2018)</li> </ul>	<p>plan emailed on 6<sup>th</sup> November 2017;</p> <p>Corrective actions to be taken were</p> <ol style="list-style-type: none"> <li>1) Periodical Patrolling of forest area as measures to control hunting, fishing and collecting activities</li> <li>2) and closing of forest access to Coupe 14AR. Patrolling records were sighted.</li> <li>3) The FMU also has monitored and inspected of decommissioned feeder roads in Coupe 20 on 11 December 2018, in Coupe 24 on 27 November 2018. There is also external boundary monitoring schedule titled 'Kapit FMU External Boundary Monitoring Plan 2019' using helicopter and 4wd at spotted high-risk area.</li> </ol> <p><b>Status:</b></p> <p><b>Based on the evidence verified during the audit, therefore, the Minor NCR for Indicator 6.2.4 is satisfactorily closed</b></p>
7.1.1 IAM/01/2017	Minor	<p><u>Availability and Implementation of forest management plan</u></p> <p><b>Finding:</b> Availability and Implementation of forest management plan covering items (a) to (i).</p> <p><b>Objective evidence</b></p> <ol style="list-style-type: none"> <li>1. Schedule of Harvesting Locations (coupes), Pre-Harvesting activities (Coupes) and Post Harvest activities (Coupes) according to year in the FMP are not available.</li> <li>2. Information on "Coupe No/Year" in Table 3.2, "Coupe Area in Kapit FMU" in the FMP was not accurate.</li> <li>3. Revised Sustainable AAC based on FRA</li> </ol>	<ul style="list-style-type: none"> <li>• Once the data collection from FRA is completed in Dec 2017, analysis and calculation of sustainable AAC will be conducted using FORMIND growth simulation software within Jan / Feb 2018.</li> <li>• Revised Sustainable AAC will be updated in FMP once the analysis was completed within first half of 2018.</li> </ul>	<p>The auditor has received and accepted the corrective action plan emailed on 6<sup>th</sup> November 2017;</p> <p>Corrective actions taken were</p> <ol style="list-style-type: none"> <li>1. Using completed FRA data and FORMIND growth simulation software to analyse and calculate sustainable AAC for Kapit FMU.</li> <li>2. Update of FMP incorporating revised Sustainable AAC. The Forest Management Plan (2017 – 2022) for Kapit FMU of FTL No: T/3491 dated 15 February 2017 approved on 17 April 2017 by Sarawak Director of Forestry was presented for verification during the audit. The approved updated version of the FMP (dated 30 April 2019) was presented as</li> </ol>



		<p>plots analysis was not updated in the FMP.</p>		<p>evidence. A review of the updated FMP found that the plan had incorporated new information i.e. on FRA, SIA, HCV monitoring and others. All issues and requirements of Criterion 7.1. items (a) to (i) listed in Principle 7 below were also addressed;</p> <p><b>Status:</b></p> <p><b>Based on the corrective action and evidence presented, the Minor NCR raised previously is satisfactorily closed.</b></p>
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- End of report -