

 Timber Legality & Traceability Verification (TLTV)	Doc. Number:	AD-TLTV-33-MY-01 (SAR)
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	Page:	1 of 46

SGS TIMBER LEGALITY & TRACEABILITY VERIFICATION (TLTV) STANDARD FOR MALAYSIA (SARAWAK)

This checklist presents the adapted Generic SGS TLTV Legality of Production standard for verification of Legality and Traceability in Malaysia (Sarawak) Guinea. This standard forms the basis for:

- Development of a regional standard and /or standard
- Scoping assessment (where necessary and appropriate)
- Verification assessment
- Surveillance assessment
- Information to stakeholders on the assessment criteria used by SGS GIS

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ADAPTATION OF STANDARD TO MEET REGIONAL, LOCAL AND COMPANY REQUIREMENTS AS WELL AS THRESHOLDS

The objective of adaptation of the Generic SGS TLTV Standard is to:

- i. identify any aspects or condition of the TLTV standard that may, in a particular instance, not be applicable or appropriate in the area in which the standard is to be used. If such an aspect or condition has been identified, the Company and SGS shall evaluate it for the purposes of verification which evaluation shall include discussions with the involved or affected parties.
- ii. identify any aspects of the Generic TLTV standard, which specify performance thresholds lower than the minimum legal requirement in the country concerned. If any such differences are identified the relevant thresholds shall be modified to ensure that they meet or exceed the minimum national requirements.
- iii. add specific indicators (with appropriate means of verification if required) and/or cross-references to the identified documentation to evaluate compliance with key requirements of the national and local forest laws, administrative requirements and multi-lateral environmental agreements related to the TLTV Principles 1 - 9.
- iv. take account of the national context within which the Company operates any aspect regarding legality in relation to forest management; timber processing; timber production; national environmental, social and economic perspectives; and relevant financial and trade requirements.
- v. ensure that the TLTV standard is applicable, appropriate and practical in the country concerned.

Note: Any adaptation may not reduce the implementation of the Generic TLTV Standard or lead to the application of a lower benchmark than the Generic TLTV Standard, be it directly or indirectly.

SGS GIS will in consultation with the local service provider, Company and/or any other relevant parties consent to such an adaptation. Such consent will be done having due regard to:

- i. SGS GIS knowledge of the indicators and means of verification that have been included in other adaptations of the Generic TLTV Standard and its feasibility;
- ii. The nature and extent of a particular adaptation and its impact on the scope and objective of the TLTV Standard.
- iii. Unique and contextual characteristics of each case.

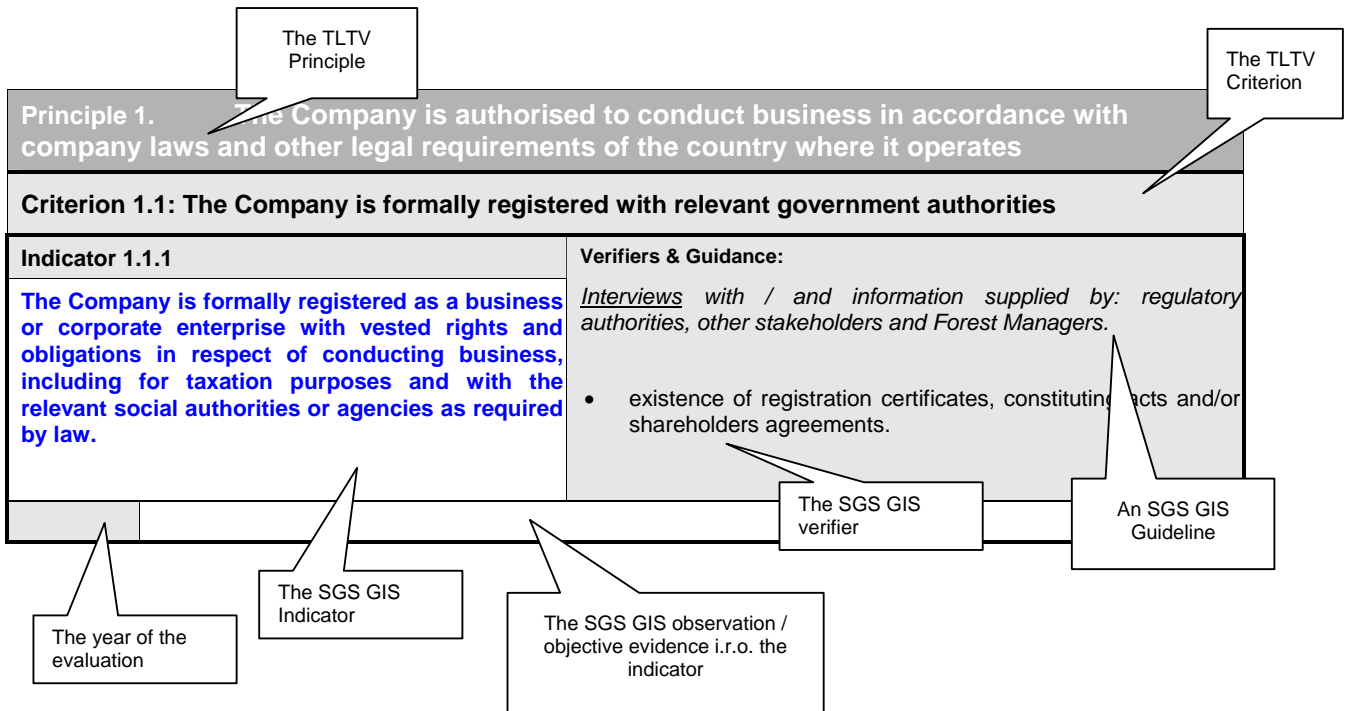
SGS GIS should be able to demonstrate that the requirements of the adapted Generic Standard are broadly in line with the requirements of the Generic TLTV Standard.

LAYOUT OF THE STANDARD:

The standard follows 9 Principles and 32 Criteria of Timber Legality & Traceability Verification (TLTV). This Standard is divided into 9 sections, each corresponding to one of the TLTV Principles with the Criteria listed underneath each Principle.

Each page of the Standard is divided into 3 columns. The standard also serves as the checklist that is used during an assessment and for every criterion the following is provided:

The SGS GIS Requirement:	
Indicator	This outlines the norm or indicators that GIS requires for compliance with the specific TLTV criterion. A potential source of information or evidence that allows an auditor to evaluate compliance with an indicator.
Verifiers	Verifiers are examples of what the SGS assessor will look for to ascertain if the specific norm or indicator has been met. This list is not exhaustive and the assessor may use other means of verifying the relevant indicator.
Guidance	Guidance assists the assessor in understanding the requirement of the specific indicator.



PRINCIPLE 1. THE COMPANY IS AUTHORISED TO CONDUCT BUSINESS IN ACCORDANCE WITH COMPANY LAWS AND OTHER LEGAL REQUIREMENTS OF THE COUNTRY WHERE IT OPERATES

Criterion 1.1 The Company is formally registered with relevant government authorities

<p>Indicator 1.1.1</p>	<p>Verifiers & Guidance:</p>
<p>The Company is formally registered as a business or corporate enterprise with vested rights and obligations in respect of conducting business, including for taxation purposes and with the relevant social authorities or agencies as required by law.</p>	<p><i>Interviews with / and information supplied by: regulatory authorities, other stakeholders and Forest Managers.</i></p> <p><i>Documentation Control of required legal documentation, policies, operational procedures and standards demonstrate compliance with requirements.</i></p> <p><u>Sarawak</u></p> <ul style="list-style-type: none"> • Registration with the Sarawak Timber Industry Development Corporation (STIDC) • Registration with the Registrar of Business (for sole proprietor or partnership) • Registration with the Companies Commission of Malaysia (for private Sdn. Bhd) / public (Bhd.) • Registration with Sarawak Forest Department (mill licence for manufacturing company, and Forest Timber Licence for company involving in timber harvesting) • Registration with social authorities (if applicable) • Legality of contractors or subcontractors (company policy, internal audits, contractors' agreements).
<p>Indicator 1.1.2</p>	<p>Verifiers & Guidance:</p>
<p>The Company is adhering to the requirements of relevant organizations including, where applicable, appropriate industry and trade bodies or councils.</p>	<p><i>Interviews with Managers and relevant operational staff.</i></p> <p><i>Documentation Control of required legal documentation, policies, operational procedures and standards demonstrate compliance with requirements.</i></p> <p><u>Is the company registered with relevant bodies and are they adhering to their obligations?</u></p> <ul style="list-style-type: none"> • Registration with applicable industry and trade bodies/councils. (registration certificates, membership certificates and any other relevant correspondence or documentation). • Are they complying with requirements of such bodies? <p>In Sarawak, most forestry/timber related companies are also members of the Sarawak Timber Association (STA).</p> <p>The company is required to comply with the requirements listed under Indicator 1.1.1.</p>

Criterion 1.2 The Company is a legitimate operator in the forestry business	
<p>Indicator 1.2.1</p> <p>The Company holds statutory rights appropriate to operate in the forestry/timber sector.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews</i> with Sarawak Forestry and Timber Industry Authorities, Forest Managers and other relevant stakeholders.</p> <p><i>Documentation Control</i> of required legal documentation, policies, operational procedures and standards demonstrate compliance with requirements.</p> <p>Operating in Forestry /Timber Sector:</p> <ul style="list-style-type: none"> • Does the company have a legal title to the land (title deed or contractual arrangement with land owner)? • Does company have authorisation to participate in forestry sector (Forest permit/licence or certificate from government)? See Verifiers under Indicator 1.1.1 • May the particular land on which it operates be used for forestry operations (Forest permit/licence or certificate from government)? In Sarawak the Forestry Authority grants Forest Timber Licence for forest area licensee. • Does any restriction exist in relation to land use (environmental, social, historical, contractual, other)? <p>In Sarawak, the statutory rights to operate in the forestry/timber sector are similar to the Verifiers of Indicator 1.1.1.</p>
<p>Indicator 1.2.2</p> <p>The Company's activities are not suspended as a result of administrative or judiciary action by any government or third parties.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews</i> with Government Authorities, Forest Managers and other relevant stakeholders.</p> <ul style="list-style-type: none"> • Dispute register (external, internal, stakeholder). • Validity of permits and authorisations. <ul style="list-style-type: none"> - Trade Licence (companies) - Forest Timber Licence (log exporters) - Sawmill/veneer/plywood licence • Evaluation of potential risk of suspension (payment of taxes, compliance with labour laws, respecting rights of local communities and compliance with environmental obligations) <p>In Sarawak, consultations with government departments such as the Sarawak Forest Department, Sarawak Forestry Corporation and Sarawak Timber Industry Development Corporation would be necessary.</p>

Indicator 1.2.3	Verifiers & Guidance:
The Company or its owners are not known as being associated with criminal activities.	<p><i>Interviews</i> with Government Authorities, Forest Managers and other relevant stakeholders.</p> <ul style="list-style-type: none"> • Dispute register (external, internal, stakeholder). • Media Statements/ Press Releases. • Any past and pending judicial action. • Consultation with relevant stakeholders, industry bodies and affected communities.
PRINCIPLE 2. THE COMPANY HAS THE NECESSARY APPROVALS OR AUTHORIZATIONS TO CONDUCT THE RELEVANT FORESTRY RELATED ACTIVITIES AT THE LOCATIONS UNDER VERIFICATION	
Criterion 2.1 The Company has legal access and harvesting rights to the forest land on which it operates	
Indicator 2.1.1	Verifiers & Guidance:
The Company has a legal title to the land on which it operates and to the forest resource.	<p><i>Interviews</i> with Management, Governmental authorities and other relevant stakeholders.</p> <p><i>Document review:</i> title deeds, lease agreements, forestry authorisations.</p> <p><u>Two aspects need to be considered separately:</u> (1) The company has a legal right to the land on which it operates & (2) The company may use the land for the purpose it intends to use i.e. forestry:</p> <ul style="list-style-type: none"> • Title deeds, lease agreements, Concession documents, government authorisations for forestry operations. • Where obligatory and relevant, the Company has consulted with interested parties as appropriate. <p><i>Note: All aspects contained in relevant documentation must be verified with the position on the ground (in the field)</i></p> <p>In Sarawak, forests could be classified either as: (i) permanent forests (PF) which refers to forest reserves, protected forests and communal forests constituted under Sections 14, 33 and 40 respectively of the Forests Ordinance (Cap. 126); (ii) forests on State Land (SL) which refer to all forest lands in the State other than a forest reserve, protected forest, communal forest, Government reserve and planted forest as constituted, established or defined in the Forests Ordinance (Cap. 126); and (iii) forests on Alienated Land (AL) which refers to any land held under a 'document title' as defined in Section 2 of the Land Code (Cap. 81).</p> <p>The company must obtain the legal right to the land and to use the land for forestry purpose i.e. obtain Forest Timber Licence to operate in PF and SL, and an Occupational Ticket (OT) Licence in AL.</p>

Indicator 2.1.2	Verifiers & Guidance:
The land is dedicated to logging under clear and legal land classification and tenure conditions.	<p><i>Interviews with Management, governmental authorities, local communities & stakeholders.</i></p> <p><i>Document review: title deeds, lease agreements, forestry authorisations, policy, procedures, agreements and relevant contracts.</i></p> <p><i>Note: As far as possible, aspects contained in relevant documentation must be verified with the position on the ground (in the field)</i></p> <p>Refer to Verifiers under Indicator 2.1.1.</p>

Indicator 2.1.3	Verifiers & Guidance:
<p>The Company holds the necessary access rights to relevant activity areas both inside and outside permit.</p>	<p><i>Interviews with Management, governmental authorities, local communities & stakeholders.</i></p> <p><i>Document review: lease agreements, servitudes, forestry authorisations, policy, procedures, agreements and relevant contracts.</i></p> <p>Such activities would include activities both inside permit or outside permit. Consideration must be given to aspects such as public roads, construction, concessions within a greater area owned by another (third party or state). Transporting across similar conditions, etc.</p> <ul style="list-style-type: none"> • See specific verifiers for Sarawak under Indicator 2.1.1. • Consideration must be given to land lease for mill or camp site outside the concession area, or temporary log yards outside concession area, plus access roads through other areas. • Where obligatory and relevant, the Company has consulted with interested parties as appropriate.

Criterion 2.2	The Company has obtained the necessary approvals for its forest and other related operations
Indicator 2.2.1	Verifiers & Guidance:
<p>Where relevant and obligatory, the Company has carried out forest inventories and has received due official approval for it.</p>	<p><i>Interviews with staff & governmental authorities</i></p> <p><i>Document review: inventories, data-bases, authorisations, policy & procedures.</i></p> <p>In Sarawak, a Field Instruction for 10% Sampling (Enumeration) is carried out:</p> <ul style="list-style-type: none"> • Enumeration is done by licensee and checked by Sarawak Forestry Corporation • For certified area, a 100% tree tagging for trees to be harvested is carried out (PF) • For non certified area, the standard 10% enumeration is carried out

Indicator 2.2.2	Verifiers & Guidance:
Where obligatory, the Company has developed a forest management plan and has received due official approval for it.	<p><u>Interviews</u> with staff & governmental authorities</p> <p><u>Document review:</u> inventories, data-bases, authorisations, policy, procedures & maps.</p> <ul style="list-style-type: none"> In Sarawak, the forestry company is required to prepare a Forest Management Plan which shall be approved by the Sarawak Forestry Corporation.

Indicator 2.2.3	Verifiers & Guidance:
The Company demonstrates that the necessary environmental permissions are in place and valid.	<p><u>Interviews</u> with staff, governmental authorities and other relevant stakeholders.</p> <p><u>Document review:</u> authorisations, policy, procedures & maps.</p> <ul style="list-style-type: none"> Where obligatory, Environmental Impact Assessments (EIA) have been done and approved. Environmental authorisations include: <ul style="list-style-type: none"> ✓ Waste management (general, disposal sites, storage) ✓ Hazardous substances (chemicals used) ✓ Water management (Catchment areas, wetland delineation, water use, conservation, diversion) ✓ Biodiversity (endangered species, conservation) ✓ Indigenous forests (allowable species, amounts harvested, etc) Where obligatory and relevant, the Company has consulted with interested parties as appropriate. <p>In Sarawak, EIA is required to be conducted if: (i) the extraction area exceeds 500ha and has been previously logged, or (ii) the felling takes place in a water catchment area.</p>

Indicator 2.2.4	Verifiers & Guidance:
The Company has a valid harvesting licence/ permit.	<p><u>Interviews</u> with staff & governmental authorities</p> <p><u>Document review:</u> authorisations, policy, procedures & maps.</p> <p><u>Field Inspections:</u> Verify that current and previous harvesting locations are in line with licensing requirements.</p> <p>Aspects of the Forest Timber Licence to be considered:</p> <ul style="list-style-type: none"> Validity Time period (annual or other) Geographical location Amounts to be harvested Verify areas of operation(s) in field against permit Where obligatory and relevant, the Company has consulted with interested parties as appropriate. <p>In Sarawak, prior to commencing harvesting, the company must obtain a Forest Timber Licence, issued by the Sarawak Forest Department upon receiving approval from the Ministry of Planning and Resource Management.</p> <p><u>Note:</u> Quantities are verified under Principle 6.</p>

<p>Indicator 2.2.5</p>	<p>Verifiers & Guidance:</p> <p>Verifiers & Guidance:</p> <p><i>Interviews with: Staff & governmental authorities</i></p> <p><i>Document review: Documentation, correspondance & authorisations.</i></p> <p><i>Field verification: Listing activities that may be subjected to approval and cross checking them during document review.</i></p> <p>Aspects to consider:</p> <p>Where timber processing facilities are associated with the forest production, objective evidence must indicate that the Company has the relevant authorisation:</p> <ul style="list-style-type: none"> • Timber processing, • Chemical treatment, • Kiln drying, • Transportation, • Other industrial activities.
<p>The Company has the necessary approvals for ancillary and associated activities at the locations where it operates.</p>	
<p>Criterion 2.3 The Company can demonstrate that its approval(s) for forest and other related operations was (were) properly obtained</p>	
<p>Indicator 2.3.1</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, governmental authorities and other relevant stakeholders.</i></p> <p><i>Document review: Application documentation, correspondance & autorisations.</i></p> <p>Auditors must be placed in a position to verify this by either considering original and official documentation <u>or</u> certified copies of the same. Key considerations when evaluating the documentation include:</p> <ul style="list-style-type: none"> • Time periods (validity). • Conditions. • Originality of documents listed in 2.1.1 with the relevant authorities.
<p>Authentic and official documents are in place</p>	

<p>Indicator 2.3.2</p>	<p>Verifiers & Guidance:</p>
<p>In obtaining such approvals, both the company and the relevant authorities correctly followed the appropriate procedures.</p>	<p><u>Interviews</u> with staff, governmental authorities and other relevant stakeholders.</p> <p><u>Document review:</u> Application documentation, correspondance & autorisations.</p> <p>Objective evidence must suggest that the acceptable procedures were followed in the issuing of such authorisation.</p> <p>The required documentation submitted by the Company to the authorities as part of the Company's application or request for such approval(s) was complete and presented the requested information correctly, and such information was found accurate on the basis of documentary verification (e.g. maps, calculations).</p> <p>In Sarawak, the following procedures apply:</p> <p><u>Application for right to harvest of forests:</u></p> <ul style="list-style-type: none"> • Approval from Ministry of Planning and Resource Management • Issuance of Forest Timber Licence by Forest Department Sarawak <p><u>Application for mill operation:</u></p> <ul style="list-style-type: none"> • Manufacturing company obtains mill licence from Forest Department • Company involved in manufacturing and processing of timber must be registered with Sarawak Timber Industry Development Corporation • Comply with terms and conditions of licence/registration • Payment of necessary fees
<p>Indicator 2.3.3</p>	<p>Verifiers & Guidance:</p>
<p>Information submitted to the authorities for the authorisations was factually correct.</p>	<p><u>Interviews</u> with staff & governmental authorities</p> <p><u>Field verification</u> on a sample basis</p> <p><u>Note:</u> This will mostly apply in cases of new authorisations and/ or applications. Done on sample basis.</p> <p>Auditors must for instance try and verify the factual correctness. If a particular mill in its application or submission claim that it will employ a few hundred, the auditor needs to assess whether it in fact employs as many.</p>

PRINCIPLE 3. THE COMPANY RESPECTS ITS SOCIAL OBLIGATIONS TOWARDS LOCAL COMMUNITIES, WORKERS, AND CONTRACTORS

Criterion 3.1 The company respects the rights of local communities

Indicator 3.1.1

The Company knows and respects the legal or customary rights of local communities within the allocated areas.

Verifiers & Guidance:

Interviews with representatives of local communities, staff (Management, Forest Managers and relevant operational staff), clients, governmental authorities and stakeholders.

Document review in order to ascertain whether the relationship with local communities has been formalised

Other aspects that can be considered are:

- Dispute register (external, internal, stakeholder).
- Have the rights been embodied in a formal company policy?
- Have they been included in the management policy?
- Contractual agreement with local communities (access rights, usage rights, benefit sharing, etc)
- Compensation paid where damaged is caused?

In Sarawak, the determination of customary rights of indigenous peoples is as per recognition given in the Second Schedule to Gazette Notifications constituting Protected Forests, Forest Reserves and Communal Forests.

Indicator 3.1.2

The Company respects its obligations towards the local communities.

Verifiers & Guidance:

Interviews with representatives of local communities, landowner companies, clan groups and individuals, staff (Management, Forest Managers and relevant operational staff), clients, governmental authorities and stakeholders.

Document review in order to ascertain whether the relationships with local communities are respected. Compliance can be checked.

Field visit: Existence and quality of claimed contribution to community.

- Concession agreement, forest management plan, harvesting plan, invoices of expenditures
- Dispute register (external, internal, stakeholder).
- Contractual agreement with local communities (access rights, usage rights, benefit sharing, etc)
- Newspaper/ employment advertisements (preference given to local communities)
- Other points to be considered that relates to local communities include contributions or assistance to training, schooling, development (social & economic), medical facilities/support within the local community

In Sarawak, the customary rights of indigenous peoples are as per recognition given in the Second Schedule to Gazette Notifications constituting Protected Forests, Forest Reserves and Communal Forests. Additionally, the Director of Forests can issue Permits, License or Authorization to the indigenous peoples to take forest produce for domestic use and not sale or barter. The Company is obliged to respect its obligations towards the local communities.

<p>Criterion 3.2 The Company respects the rights of workers as derived from relevant national or international regulations</p>	
<p>Indicator 3.2.1</p>	<p>Verifiers & Guidance:</p>
<p>The Company has formalised the relations with its workers in accordance with applicable regulations.</p>	<p><i>Interviews with staff, staff representatives (individuals, shop stewards or union) and representatives from management (Human Resources/Management), Labour Dept. officials and other relevant stakeholders.</i></p> <p><i>Document review: employment contracts, tender documents, service agreements, etc.</i></p> <p><i>Field: consultation with workers and contractors</i></p> <p><u>General:</u></p> <ul style="list-style-type: none"> • In some countries it may be a formal requirement to have an employment agreement in writing. • Is there any specific requirement(s) to contractors (i.e. tenders, preferential contractors, legal requirements)? • Contracts must be evaluated against the applicable laws and regulations. • Special consideration for temporary staff/ migrant/ women/ disabled/ minorities workers etc. • Procurement Policies versus actual position on the ground. <p><u>In Sarawak:</u></p> <ul style="list-style-type: none"> • The company is required to comply with the requirements as stipulated in the Labour Ordinance (1952). • The Company is to ensure the safety and health of its workers is in compliance with the stipulations of the Occupational Safety and Health Act (1994).

<p>Indicator 3.2.2</p>	<p>Verifiers & Guidance:</p>
<p>The Company respects legally prescribed basic working conditions</p>	<p><i>Interviews with staff, staff representatives (individuals, shop stewards or union) and representatives from management (Human Resources/Management), Labour Dept. officials and other relevant stakeholders.</i></p> <p><i>Document review: employment contracts, dispute registers, policies, procedures, etc. clock cards/hours logged</i></p> <p><i>Field visit: staff and contractors</i></p> <p>All jurisdictions prescribe minimum conditions of employment under which employees work. This is in line with International Human Rights Standards and Labour Standards. Such conditions include (not limited to):</p> <ul style="list-style-type: none"> • Minimum age of employment • Minimum wages • Working hours & leave (annual, maternity and paternity) • Compulsory day(s) per week (i.e. may not work more 5 or 6 days a week). • Health and Safety requirements (i.e. incident & accident records, Personal Protective Equipment, Frequency of accidents) • “Worker’s rights” (Freedom of association, right to join unions, collective bargaining rights) <p>Refer also to Verifiers under Indicator 3.2.1.</p>
<p>Indicator 3.2.3</p>	<p>Verifiers & Guidance:</p>
<p>The Company remunerates its workers in accordance with applicable legal requirements.</p>	<p><i>Interviews with staff, staff representatives (individuals, shop stewards or union) and representatives from management (Human Resources/Management), Labour Dept. officials and other relevant stakeholders.</i></p> <p><i>Document review: employment contracts, payslips, actual expenditures, etc.</i></p> <p><i>Field visit: Staff & Contractor (verify the actual pay tally with payslip)</i></p> <p>Aspects to consider:</p> <ul style="list-style-type: none"> • Minimum wage requirement (General or forestry specific) • Salary statements (Pay slips) • Timely payments? <p>Refer also to Verifiers under Indicator 3.2.1.</p>

Indicator 3.2.4	Verifiers & Guidance:
<p>The Company does not partake in unacceptable labour practices.</p>	<p><i>Interviews with representatives from management (Human Resources/Management) Labour Dept. officials and other relevant stakeholders. .</i></p> <p><i>Document review: contracts, service agreements, tenders, procurement policies, contractor's registration documentation on file with company etc.</i></p> <p>Aspects include:</p> <ul style="list-style-type: none"> • Child Labour • Forced labour • Sexual harassment • Unfair loan agreements • Working conditions • Living conditions <p>In Sarawak, the practices will have to be in compliance with the Labour Ordinance (1952).</p>
Indicator 3.2.5	Verifiers & Guidance:
<p>The company complies, where applicable, with its corporate social obligations to its workers</p>	<p><i>The Company implements social impact assessments and respects the rights of workers in relation to education, training and to socio-economic development.</i></p> <p><i>Field inspections</i></p> <p><i>Interviews with staff, staff representatives (individuals, shop stewards or union) and representatives from management (Human Resources/Management) Labour Dept. officials and other relevant stakeholders.</i></p> <p><i>Document review: employment contracts, payslips, actual expenditures, etc.</i></p> <p>Aspects relating to corporate social obligations include:</p> <ul style="list-style-type: none"> • Health issues (HIV/AIDS, diseases, assistance programmes, access to medical facilities etc.) • Skills development (Training and education) • Community projects • Other

Criterion 3.3 The Company only uses legally constituted contractors or subcontractors in its operations and protects the rights of its contractors' or subcontractors' workers	
Indicator 3.3.1	Verifiers & Guidance:
The Company formally requires that contractors and subcontractors used in its operations are legally constituted.	<p><i>Interviews with representatives from management (Human Resources/Management) and all relevant Government Authorities as required.</i></p> <p><i>Document review: contracts, service agreements, tenders, procurement policies, contractor's registration documentation on file with company etc.</i></p> <p>Aspects include:</p> <ul style="list-style-type: none"> • Evidentiary proof that contractor or subcontractor is a legal entity (Act of incorporation, registration documentation, tax certificates, employment related taxes etc) • Relevant documentation available / on file • Company policy relating to contractor/ subcontractor • Fairness and equitable distribution of contracts <p><i>Note: Contractors must meet the same requirements as the company under Indicator 1.1.1</i></p>
Indicator 3.3.2	Verifiers & Guidance:
The Company ensures that the rights of its contractors' or subcontractors' workers are respected.	<p><i>Interviews with representatives from management (Human Resources/Management) & staff and all relevant Government Authorities as required..</i></p> <p><i>Document review: contracts, service agreements, tenders, procurement policies, contractor's registration documentation on file with company etc.</i></p> <ul style="list-style-type: none"> • Evidentiary proof that workers rights are respected (employment related taxes paid, fair remuneration, freedom of association, working conditions, etc) • Relevant documentation available / on file • Monitoring and compliance (internal second party audits & corrective action) <p><i>Note: This indicator is similar to what is expected 3.2.1 & 3.2.2. It does, however, focus on the execution of the contractors and subcontractors as well as the monitoring component on the side of the audited company/ TLTV Client.</i></p>

PRINCIPLE 4. THE COMPANY COMPLIES WITH ITS ENVIRONMENTAL OBLIGATIONS IMPOSED BY LAWS, REGULATIONS AND OTHER RELEVANT NATIONAL AND INTERNATIONAL ENVIRONMENTAL REQUIREMENTS

Criterion 4.1 The Company respects areas where logging is prohibited or restricted

Indicator 4.1.1

The Company respects the integrity or the specific regime of protected areas where forest activities are prohibited or restricted on the basis of official land use planning and classification.

Verifiers & Guidance:

Interviews with staff, stakeholders and local communities.

Document review: authorisations, maps, policies and procedures.

Field visits: Where possible, the relevant requirements must be verified in field.

Auditors must be satisfied that proper consideration has been given to the issue of protected areas and that these issues have been incorporated into the management plan.

The company must further adhere to its management plan and relevant legal requirements. Such requirements include those relating to:

- Steep slopes,
- River /stream,
- Regeneration areas,
- Other.

In Sarawak, considerations of the above requirements are stipulated in the Forest Management Plan and General Harvesting Plan.

Indicator 4.1.2

The Company respects zones within the logging area where logging is prohibited or restricted on the basis of regulatory or agreed forest management requirements or plans.

Verifiers & Guidance:

Interviews with: Staff, stakeholders or local communities.

Document review: Authorisations, maps, policies and procedures.

Field visits: Where possible, the relevant requirements must be verified in field.

In Sarawak these zones are defined in the Forest Management Plan, General Harvesting Plan, and Detailed Harvesting Plan.

Criterion 4.2 The Company preserves biodiversity	
Indicator 4.2.1	Verifiers & Guidance:
<p>The Company protects, in addition to tree species addressed under Principle 6, endangered species (flora, fauna) as provided for under CITES.</p>	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Consideration must be given to species listed under CITES. Auditors must further be satisfied that proper consideration has been given to biodiversity preservation and that these considerations have been incorporated into the management plan. Issues connected to biodiversity and requirements may relate to:</p> <ul style="list-style-type: none"> • Preservation of ecosystems, • Bio-prospecting, • Endangered species, • Biological resources, • Control of alien & invasive species, • Other. <p>In Sarawak, the list of protected plant and animal species are contained in the Wild Life Protection Ordinance (1998) (First and Second Schedule), and The Forest Rules (1962) (Second Schedule). Generally, the list of these protected species is also included in the Forest Management Plan.</p>
Indicator 4.2.2	Verifiers & Guidance:
<p>The Company respects biodiversity as per specific requirements from the forest management plan or annual permit.</p>	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Although this indicator falls within the wider category of biodiversity, endangered species deserve specific conservation. Auditors must give consideration to the protection and legal requirements pertaining flora & fauna in a specific country and/or specific tree species in indigenous forests.</p> <p>In Sarawak, the list of protected and totally protected species are contained in the Wild Life Protection Ordinance (1998) (First and Second Schedule), and The Forest Rules (1962) (Second Schedule). Generally, the list of these protected species is also included in the Forest Management Plan.</p> <p><u>Also:</u> general awareness of the requirements and obligations under CITES should be assessed.</p>

Criterion 4.3 The Company minimizes negative environmental impacts	
<p>Indicator 4.3.1</p> <p>The Company complies with regulations referring to air.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Auditors must note that implementation can be at National, Provincial or local level.</p> <p>Permits are generally required when dealing with emissions. (i.e. mill, plant, etc).</p> <p>In Sarawak, there is a need for compliance with the requirements of:</p> <ul style="list-style-type: none"> • Natural Resources and Environment Ordinance (1993) • Natural Resources and Environment (Prescribed Activities) (1994).
<p>Indicator 4.3.2</p> <p>The Company complies with regulations referring to soils.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Auditors must note that implementation can be at National, Provincial or local level.</p> <p>Normally one will not find a single law dealing with soil. Consideration must be given to requirements contained in legislation dealing with:</p> <ul style="list-style-type: none"> • Biodiversity. • Conservation (framework legislation) • Pollution. • Waste and waste management. • Hazardous substances. • Water. • Other. <p>In Sarawak, there is a need for compliance with the requirements of the:</p> <ul style="list-style-type: none"> • Natural Resources and Environment Ordinance (1993) • Natural Resources and Environment (Prescribed Activities) (1994). • Procedures for identifying and demarcating sensitive areas for the protection of soil and water (1999). • Guidelines for forest road layout and construction (1999).

Indicator 4.3.3	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Permits are generally required for:</p> <ul style="list-style-type: none"> • Water use. • Water quality (pollution). • Planting. • Stream flow reduction. • Building dam/storage. • Diverting a water source. • Other. <p>In Sarawak, there is a need for compliance with the requirements of:</p> <ul style="list-style-type: none"> • Natural Resources and Environment Ordinance (1993) • Natural Resources and Environment (Prescribed Activities) 1994.
Indicator 4.3.4	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, policies and procedures.</i></p> <p><i>Field visit: Verification at ground level.</i></p> <p>Auditors must note that implementation can be at National, Provincial or local level.</p> <p>There normally exist specific measures dealing with chemicals. Such measures may be contained in a diverse set of legislation:</p> <ul style="list-style-type: none"> • Hazardous substances laws. • Transportation laws. • Agricultural resources laws. • Forestry laws. • Occupational health and safety laws. • Environmental (general, but more specifically aspects dealing with emergency incidents). <p>In Sarawak, there is a need for compliance with the requirements of the Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations (2000).</p>

Indicator 4.3.5	Verifiers & Guidance:
<p>The Company complies with regulations referring to noise.</p>	<p><u>Interviews</u> with staff, stakeholders and local communities.</p> <p><u>Document review:</u> authorisations, policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p> <p>Auditors must note that implementation can be at National, Provincial or local level.</p> <p>Noise requirements are normally contained in environmental laws (air pollution) as well as laws providing for health and safety.</p> <p>In Sarawak, there is a need for compliance with the requirements of the Environmental Quality Act (1974).</p>
Indicator 4.3.6	Verifiers & Guidance:
<p>The Company complies with regulations referring to energy.</p>	<p><u>Interviews</u> with staff, stakeholders and local communities.</p> <p><u>Document review:</u> authorisations, maps, policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p> <p>Auditors must note that implementation can be at National, Provincial or local level.</p> <p>Energy or aspects covering energy resources are normally covered by laws relating to:</p> <ul style="list-style-type: none"> • Energy in General. • Mining & mineral. • Petroleum resources. • Other. <p>Auditors must also consider service agreements at local level including any restrictions or limitations.</p>
Indicator 4.3.7	Verifiers & Guidance:
<p>The Company complies with regulations referring to waste.</p>	<p><u>Interviews</u> with staff, stakeholders and local communities.</p> <p><u>Document review:</u> authorisations, policies and procedures.</p> <p>Auditors must note that implementation can be at National, Provincial or local level.</p> <p>Waste is normally covered by waste specific legislation and covers aspects relating to the management of waste at company level, sorting the waste as well as its disposal.</p> <p>Specific aspects that auditors should consider are:</p> <ul style="list-style-type: none"> • Classification of waste and specific requirements of such waste. • Sorting of waste / recycling. • Sustainable waste management. • Waste disposal sites (permitting / authorisation). <p>In Sarawak, there is a need for compliance with the requirements of the Environmental Quality (Scheduled Wastes) Regulations (1989).</p>

Indicator 4.3.8	Verifiers & Guidance:
The Company complies with regulations referring to other safety risks to people and the environment.	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Applicable laws can include:</p> <ul style="list-style-type: none"> • Road Traffic Laws (i.e. Accidents) • Forest Laws (i.e. fires, fire or explosion at storage area/ warehouse/ mill). • Safety laws (accidents and incidents on site). • Other. <p>In Sarawak, there is a need for compliance with the requirements of:</p> <ul style="list-style-type: none"> • Environmental Quality Act (1974). • Natural Resources and Environment Ordinance (1993). • Natural Resources and Environment (Prescribed Activities) (1994).
Criterion 4.4 The Company takes adequate measures to prevent any unauthorised activities by third parties within or around the forest area under its control	
Indicator 4.4.1	Verifiers & Guidance:
The Company prevents or observes, identifies, and reports any illegal encroachment or conversion to other land uses by third parties.	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: agreements, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Actual implementation will rely on aspects such as:</p> <ul style="list-style-type: none"> • Guards/ security patrolling area • Monitoring mechanisms • Dispute/ incident register <p>In Sarawak, the bulk of land ownership remains with the State Government. It is the responsibility of the Company to report any illegal encroachment or other activities to the Sarawak Forestry Corporation for necessary follow-up action to be taken.</p>

Indicator 4.4.2	Verifiers & Guidance:
<p>The Company prevents or observes, identifies, and reports any illegal logging by third parties and any illegal processing of logs in the forest.</p>	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Actual implementation will rely on aspects such as:</p> <ul style="list-style-type: none"> • Guards/ security patrolling area • Monitoring mechanisms • Dispute/ incident register <p>Illegal logging should be read in the wide sense to include aspects such as felling, sawing, milling or even smaller use activities such as burning or the construction of boats/ canoes.</p> <p>Similar guidance as given under Indicator 4.4.1.</p>
Indicator 4.4.3	Verifiers & Guidance:
<p>The Company controls and monitors legal bush meat hunting or harvesting of non-timber forest products and prevents or observes, identifies, and reports any poaching.</p>	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Actual implementation will rely on aspects such as:</p> <ul style="list-style-type: none"> • Permit / authorisation system. • Guards/ security patrolling area. • Monitoring mechanisms. • Dispute/ incident register.
Indicator 4.4.4	Verifiers & Guidance:
<p>The Company prevents or observes, identifies, and reports any unauthorised cultivation, mining, and other activities.</p>	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Actual implementation will rely on aspects such as:</p> <ul style="list-style-type: none"> • Permit / authorisation system. • Guards/ security patrolling area. • Monitoring mechanisms. • Dispute/ incident register. <p>Note: Prospecting & mining must be licensed separately by Government.</p> <p>Similar guidance as given under Indicator 4.4.1.</p>

PRINCIPLE 5. THE COMPANY ADHERES TO REGULATIONS OF FOREST DECLARATIONS AND TAXES	
Criterion 5.1 The Company consistently submits its official declarations in a timely manner	
<p>Indicator 5.1.1</p> <p>Where applicable, the Company has submitted its pre-harvest planning declarations to the appropriate authorities within the prescribed time period.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and authorities.</i></p> <p><i>Document review: declarations and other relevant documentation.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Approved General Harvesting Plan • Approved Detailed Harvesting Plan <p>In Sarawak, the company is only allowed to commence harvesting activities if its harvesting plans have been approved, and that it has obtained the Permit to Enter Coupe (PEC) issued by the Sarawak Forestry Corporation.</p>
<p>Indicator 5.1.2</p> <p>Where applicable, the Company has submitted its production registers, declarations and statistics within the prescribed time period.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff and authorities.</i></p> <p><i>Document review: Declarations and other relevant documentation.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Enumeration data (permanent forest and state land) • Pre-felling Inspection Report • Log production record <p>In Sarawak, the enumeration for permanent forest and state land is done by the licensee and checked by the Sarawak Forestry Corporation.</p>

Indicator 5.1.3	Verifiers & Guidance:
Where applicable, the Company has submitted its import and/or export declarations to the appropriate authorities within the prescribed time period.	<p><i>Interviews with staff and authorities.</i></p> <p><i>Document review: Declarations and other relevant documentation.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none">• Time.• Appropriateness of the authority submitted to.• Correctness of submission (type, existence, absence, number). <p>In Sarawak, the company is required to submit:</p> <ul style="list-style-type: none">• For export, the Declaration of Goods to be Exported (Customs No.2 Rev.8/89) together with the associated supporting documents to STIDC.• For import of logs, an approval from the Ministry of Planning and resource Management, Sarawak• For import of sawn timber, plywood and veneer, the Declaration of Goods to be Imported (Customs No.1 Rev.9/2002) together with the associated supporting documents to STIDC.

Criterion 5.2 The company consistently settle due payments to the appropriate authorities in a timely manner	
<p>Indicator 5.2.1</p> <p>The Company has paid the applicable royalties, fees, and taxes relating to forestry and timber processing activities within the prescribed time period.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff and authorities.</i></p> <p><i>Document review: Relevant documentation.</i></p> <p><i>Field visits: The relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Prescribed time period (periods may be negotiated/ agreed) • Taxes must be paid in accordance with the declarations (/ to the correct amount on the basis of verifiable elements). • Paid to the appropriate authorities. • Existence <u>or</u> absence of payment. <p>In Sarawak, the applicable royalties, fees and taxes are stipulated in the following requirements:</p> <ul style="list-style-type: none"> • Forests Ordinance (1954) (Cap. 126) – <i>First Schedule</i> [Section 52 (2)]: Produce Taken Under Licence – Rates of Royalty and <i>Second Schedule</i> [Section 52 (5)]: Produce Taken Under Permit. • Forest Premium and Cess under Fourth Schedule of Forest Timber Licence. • Liquidated Damage under Fifth Schedule of Forest Timber Licence. • Wild Life Protection Rules (1998) – Second Schedule: Fees for Licence and Permit <p>Payments can be verified through the existence of:</p> <ul style="list-style-type: none"> • Royalty and Premium Bills. • State Treasury Receipts.
<p>Indicator 5.2.2</p> <p>The Company has paid the applicable import and export duties within the prescribed time period.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff and authorities.</i></p> <p><i>Document review: Proof of payments and relevant documentation.</i></p> <p><i>Field visits: The relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Prescribed time period (periods may be negotiated/ agreed) • Taxes must be paid in accordance with the declarations (/ to the correct amount on the basis of verifiable elements). • Paid to the appropriate authorities. • Existence <u>or</u> absence of payment.

Criterion 5.3 The Company's data, registers, accounts and official declarations accurately reflect its operations	
Indicator 5.3.1	Verifiers & Guidance:
Pre-harvest planning documents accurately reflect the Company's operations.	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: Pre-harvest planning documents, maps, policies and procedures.</i></p> <p><i>Field visits: The relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Enumeration data (pre-harvest inventories) • General Harvesting Plan (for whole licensed area) • Detailed Harvesting Plan (for individual coupe) • Forest Management Plan. • Field check of actual operations against approved plans.
Indicator 5.3.2	Verifiers & Guidance:
The Company's data, registers, official declarations and statistical statements accurately reflect its production and other operations and activities.	<p><i>Interviews with staff and stakeholders.</i></p> <p><i>Document review: registers, official declarations, statistical statements, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Logging, processing, purchase, import, removal, transportation, delivery, sale, and export (as applicable) operations and activities. • Geographical plans and maps. • Species harvested. • Amounts, volumes and dimensions of products.
Indicator 5.3.3	Verifiers & Guidance:
The Company has its annual accounts verified by a chartered accounting firm.	<p><i>Interviews with staff and the accounting firm involved.</i></p> <p><i>Document review: audited statements, reports, policies and procedures.</i></p> <ul style="list-style-type: none"> • Company annual report containing audited annual account

PRINCIPLE 6. THE COMPANY COMPLIES WITH FOREST HARVESTING REGULATIONS**Criterion 6.1 The Company has clearly identified authorised harvesting areas and positioned its planned forest activities in accordance with approved plans or regulations****Indicator 6.1.1**

The Company can show appropriate positioning and accurate mapping of designated areas and of proposed forest management activities in these areas.

Verifiers & Guidance:

Interviews with staff, stakeholders and local communities.

Document review: maps, policies and procedures.

Field visits: Where possible, the relevant requirements must be verified in field.

- Management plan, register, policies, maps, plans.
- Completeness.
- Accuracy.

In Sarawak, check the operations in field against the approved Forest Management Plan, General Harvesting Plan and Detailed Harvesting Plan.

Indicator 6.1.2

The Company identifies itself and its operations on the ground with the necessary approval(s) and in accordance with relevant requirements.

Verifiers & Guidance:

Interviews with staff, stakeholders and local communities.

Document review: maps, policies and procedures.

Field visits: Where possible, the relevant requirements must be verified in field.

In Sarawak, check the operations in field against the approved Forest Management Plan, General Harvesting Plan and Detailed Harvesting Plan.

Criterion 6.2 The Company's operations and activities are geographically implemented in accordance with approved plans**Indicator 6.2.1**

The Company can show accurate mapping of its forest management activities (at implementation stage).

Verifiers & Guidance:

Interviews with staff, stakeholders and local communities.

Document review: maps, policies and procedures.

Field visits: Where possible, the relevant requirements must be verified in field.

- Management plan, register, policies, maps, plans, legislative requirements.
- Appropriateness.
- Correctness.

In Sarawak, check the operations in field against the approved Forest Management Plan, General Harvesting Plan, and Detailed Harvesting Plan.

<p>Indicator 6.2.2</p>	<p>Verifiers & Guidance:</p>
<p>The Company can demonstrate delineation and demarcation of boundaries as prescribed by law.</p>	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Management plans, register, policies, maps, plans, legislative requirements. • Appropriateness. • Correctness. <p><i>Note:</i> The positioning and marking of boundaries may in some countries be dependant on remarkable features (e.g. road alignment, camps, bridges, log landings, etc)</p> <p>In Sarawak, boundary demarcation in the form of (i) under-brushing of boundary and (ii) marking of selected trees along boundary are carried out by the licensee and confirmed by the Sarawak Forestry Corporation.</p>
<p>Indicator 6.2.3</p>	<p>Verifiers & Guidance:</p>
<p>The Company can demonstrate in the field that all operations and activities are geographically implemented in accordance with approved plans or permit or regulatory requirements.</p>	<p><i>Interviews with staff, stakeholders, local communities and authorities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p><i>Note:</i> Specific consideration must be given that no logging takes place outside the boundaries of the authorised areas (blocks), on steep slopes or near water streams.</p> <p>In Sarawak, check the operations in field against the approved Forest Management Plan, General Harvesting Plan, and Detailed Harvesting Plan.</p>

Criterion 6.3 Felling strictly complies with species and trees as authorised, restricted or imposed by applicable international conventions, national or local regulations, and the management plan	
Indicator 6.3.1	Verifiers & Guidance:
The Company only harvests allowable species.	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • International (CITES requirements). • National legal requirements. • Permit/ authorisation requirements. <p>In Sarawak, the forest management system applied is that of a selective management system, where the Sarawak Forestry Corporation determines the cutting limits to be prescribed for the harvesting of dipterocarp and non-dipterocarp species. Generally, a higher cutting limit is prescribed for the dipterocarp species. Totally protected species are prohibited to be felled during harvesting.</p>
Indicator 6.3.2	Verifiers & Guidance:
The Company harvests, where applicable, specific species as required by law.	See Verifiers under Indicator 6.3.1

Indicator 6.3.3	Verifiers & Guidance:
The Company only harvests trees above the minimum allowable diameter for each species.	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Laws. • Permit. • Management plan. • Company controls (registers, data base, other). • Visit log yards & stumps in forest. <p>See also Verifiers under Indicator 6.3.1. Currently, the cutting limit prescriptions implemented in Sarawak are 60 cm dbh or greater for the dipterocarp species, and 45 cm dbh and greater for the non-dipterocarp species.</p>

<p>Indicator 6.3.4</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Characteristics would include:</p> <ul style="list-style-type: none"> • Seed tree. • Particular quality. • Monument tree. • Cultural significance. <p>See Verifiers under Indicator 6.3.1.</p>
<p>Criterion 6.4 The Company marks and records trees, stumps, and logs in accordance with relevant regulations</p>	
<p>Indicator 6.4.1</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations, maps, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Inventories, reports, maps, plans, policies, procedures, legal requirements. • Type marking, position, distance, characteristics, numbering. • Auditor must verify consistency and correctness of trees to be felled (pre-harvest plan) against trees felled (stumps) in field on sample basis. <p>In Sarawak, in general logs are traceable to the harvesting block level in the permanent forest and forest on state land, while for certified area, a 100% tree tagging for trees to be harvested is carried out and hence the logs are traceable to the stump.</p>

Indicator 6.4.2	Verifiers & Guidance:
<p>The Company applies a (post harvest) stump identification system consistent with applicable regulatory and/or traceability requirements.</p>	<p><i>Interviews</i> with staff, stakeholders and local communities.</p> <p><i>Document review:</i> authorisations, maps, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <p>Note: Indicator 6.4.2 does not apply in Sarawak as there is no legal or regulatory requirement for post harvest stump identification, especially in areas that are not certified.</p>
Indicator 6.4.3	Verifiers & Guidance:
<p>The Company applies a (post harvest) log identification (post harvest) system consistent with applicable regulatory and/or traceability requirements.</p>	<p><i>Interviews</i> with staff Forest Authority officials and local communities.</p> <p><i>Document review:</i> authorisations, maps, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <p>See comments under Indicator 6.4.2</p>
Criterion 6.5 The Company can prove that the quantity or volume of harvest is compliant with the authorised amounts	
Indicator 6.5.1	Verifiers & Guidance:
<p>The trees felled are those of the approved felling plans or, where applicable, the number of trees felled is compliant with the authorised amounts, for the time period, areas and species under consideration.</p>	<p><i>Interviews</i> with staff, stakeholders and local communities.</p> <p><i>Document review:</i> authorisations, maps, policies and procedures.</p> <p><i>Field visits:</i> A reasonable sample of the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Harvesting Plans. • Records. • Authorised amounts. • Authorised species. • Time periods. <p>In Sarawak:</p> <p>Verify the amount stated in the Pre-felling Inspection Report versus the actual production record.</p> <p>Also check Annual Allowable Cut (quotas) against monthly declarations.</p>

Indicator 6.5.2	Verifiers & Guidance:
The harvested volumes are compliant with the authorised amounts for the time period, areas and species under consideration.	<p><i>Interviews</i> with staff, stakeholders and local communities.</p> <p><i>Document review:</i> authorisations, maps, policies and procedures.</p> <p><i>Field visits:</i> A reasonable sample of the relevant requirements must be verified in field.</p> <p>[- in absolute or relative terms (e.g. quotas limiting production) -]</p> <ul style="list-style-type: none"> • Harvesting Plans. • Records. • Volume. • Authorised species. • Time periods. <p>Similar requirements as stated under Indicator 6.5.1.</p>
Criterion 6.6 The Company can prove that the abandonment of trunks or portions of trunks is consistent with applicable regulatory requirements	
Indicator 6.6.1	Verifiers & Guidance:
The Company can provide justification for the abandonment of trunks or portions of trunks or logs in the forest.	<p><i>Interviews</i> with staff, stakeholders and local communities.</p> <p><i>Document review:</i> authorisations, maps, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Records. • Frequency must be consistent with applicable regulatory requirements.
Indicator 6.6.2	Verifiers & Guidance:
The downgrading of logs as waste because of stocking exceeding the regulatory duration is compliant with applicable regulatory requirements.	<p><i>Interviews</i> with staff, stakeholders and local communities.</p> <p><i>Document review:</i> authorisations, policies, procedures regulatory requirements.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p>
Indicator 6.6.3	Verifiers & Guidance:
The Company applies identification system for abandoned trunks or portions of trunks or logs consistent with applicable regulatory requirements.	<p><i>Interviews</i> with staff, stakeholders and local communities.</p> <p><i>Document review:</i> regulatory requirements, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p>

PRINCIPLE 7. THE COMPANY COMPLIES WITH PROCESSING, TRANSPORT AND TRADE, REGULATIONS	
Criterion 7.1 The Company ensures that the processing, transport, and delivery of products to customers comply with relevant legal requirements	
Indicator 7.1.1	Verifiers & Guidance:
All the Company's activities are within the permitted scope of activity.	<p><u>Interviews with staff, stakeholders and local communities.</u></p> <p><u>Document review:</u> authorisations, policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p> <p>Auditors need to verify that all activities are consistent with the law and due approvals. Specific consideration can be given to field visits, sales invoices and stakeholder consultation.</p>
Indicator 7.1.2	Verifiers & Guidance:
The Company, where applicable, always obtains the due authorisations prior to removal and transportation of forest products.	<p><u>Interviews with:</u> Staff, stakeholders or local authorities.</p> <p><u>Document review:</u> Authorisations, policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p> <p>In Sarawak aspects to consider include:</p> <p><u>Licensed forest harvesting</u></p> <ul style="list-style-type: none"> • Approval from Ministry of Planning and Resource Management • Forest Timber Licence issued by the Forest Department Sarawak <p><u>Log transportation and export</u></p> <ul style="list-style-type: none"> • Valid Removal Pass issued by the Sarawak Forestry Corporation (SFC) • Endorsement Clearance Certificate (ECC) issued by Harwood Timber Sdn Bhd confirming logs for local processing to be delivered to local mills • Transit Removal Pass (TRP) issued by SFC • At the export point, inspection of logs for issuance of Export Clearance Certificate (ExCC) by Harwood Timber Sdn Bhd (as authorized under Section 67A (7)(a) of Forests Ordinance (Cap 126).

<p>Indicator 7.1.3</p> <p>The Company adheres to timber processing obligations or restrictions.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Documents: authorisations/restrictions, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Auditors must consider aspects such as:</p> <ul style="list-style-type: none"> • Installed processing capacity or quotas (e.g. company's commitment during the allocation process or in the management plan; % of processing) • Species (including CITES) (e.g. Ramin) • minimum recovery rate • Check Timber Permit for any landowner processing requirements
<p>Indicator 7.1.4</p> <p>The Company adheres to timber transport obligations or restrictions.</p>	<p>Verifiers & Guidance:</p> <p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations/ restrictions, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Auditors should consider aspects such as:</p> <ul style="list-style-type: none"> • Type of vehicle, authorized vehicles, drivers or contractors; • Night time interruption; • Compulsory itineraries; • Nationality of subcontractors; • Deliveries of log and other forest/timber products to processing units, storage areas, ports, or to the local market; • Necessary documentation. <p>Similar requirements as stated under Indicator 7.1.2</p>

Indicator 7.1.5	Verifiers & Guidance:
The Company follows export procedures and adheres to export obligations or restrictions.	<p><i>Interviews with staff, stakeholders and local communities.</i></p> <p><i>Document review: authorisations/ restrictions, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Auditors should consider aspects such as:</p> <ul style="list-style-type: none"> • Product quality, volumes (or quotas), for particular products/species or in total. • Chemical treatment or fumigation. <p>In Sarawak, the export procedures include:</p> <ul style="list-style-type: none"> • Confirm company is registered as a timber exporter with STIDC. • Submission of Declaration of Goods to be Exported (Customs No.2 Rev.8/89) together with supporting documents by company. • CITES documentation where necessary. • Verification of documents by STIDC. • Physical inspection of logs by SFC and Harwood Timber Sdn. Bhd. • Physical inspection of timber products, where applicable, by STIDC. • Issuance of Export Licence by STIDC. • Customs clearance.

Criterion 7.2 The Company ensures by suitable means that goods and services procured from third parties are covered by relevant assurances of legality	
Indicator 7.2.1	Verifiers & Guidance:
The Company has established purchasing specifications and procedures in line with legal requirements	<p><i>Interviews with staff, third parties, and stakeholders.</i></p> <p><i>Document review: policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Procedures. • Purchasing specifications. • Records of purchases and field visit verified against list of approved suppliers.

Indicator 7.2.2	Verifiers & Guidance:
<p>The Company has a system of evaluation, approval and management of its suppliers and supplies in place to ensure that goods (including timber) and services procured from third parties follow established purchasing specifications and procedures.</p>	<p><i>Interviews with staff, third parties, stakeholders and local communities.</i></p> <p><i>Document review: policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Policy / Procedures. • Records of legality of suppliers. • Maintenance/ revision of agreements.
<p>Criterion 7.3 The Company ensures that any losses during transport or processing are accurately reported and within acceptable limits</p>	
Indicator 7.3.1	Verifiers & Guidance:
<p>The Company ensures that losses during transportation are accurately reported and are within limits commonly accepted in this industry or set by relevant authorities.</p>	<p><i>Interviews with: Staff and contractors,</i></p> <p><i>Document review: Policies and procedures, reports</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Policy / Procedures. • Limitations and /or restrictions • Reports & registers
Indicator 7.3.2	Verifiers & Guidance:
<p>The Company ensures that recovery rates of processing activities are accurately reported and are within limits commonly accepted in this industry or set by relevant authorities.</p>	<p><i>Interviews with: Staff and contractors,</i></p> <p><i>Document review: Policies and procedures, reports</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Policy / Procedures. • Recovery rates and limitations. • Reports & registers.

PRINCIPLE 8. THE COMPANY MAINTAINS THE NECESSARY REGISTERS	
Criterion 8.1	The Company maintains a current register of relevant acts, regulations and codes of practice and communicates this within the company
Indicator 8.1.1	Verifiers & Guidance:
The Company maintains a register of applicable acts, regulations and code of practice that is complete.	<p><u>Interviews with staff.</u></p> <p><u>Document review:</u> register, policies and procedures.</p> <p>A legal register contains elaborate detail as to what is required from a particular company as well as the necessary authorisations and permits that the company needs to obtain.</p> <p>In Sarawak, a good point of reference of the applicable acts, regulations and code of practice is the Verifiers (Sarawak) of Indicator 1.1.1 of the <i>Malaysian Criteria and Indicators for Forest Management Certification [MC&I (2002)]</i> which is the standard for forest management certification of natural forests under the Malaysian Timber Certification Scheme (MTCS) operated by the Malaysian Timber Certification Council (MTCC).</p>
Indicator 8.1.2	Verifiers & Guidance:
The Company has a monitoring procedure in place which enables it to update the register regularly with any new or amendment of any relevant act, regulation or code of practice.	<p><u>Interviews with staff.</u></p> <p><u>Document review:</u> policies and procedures.</p> <p>The company must have a mechanism in place (external or internal) that allows it to monitor and update its register at least on an annual basis. An external mechanism may be in the form of the service of a consultant in which case consideration must also be given to the service agreement.</p>
Indicator 8.1.3	Verifiers & Guidance:
The Company distributes the register to relevant Company management staff and facilitates access to the corresponding acts, regulations and code of practice.	<p><u>Interviews with staff.</u></p> <p><u>Document review:</u> policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p>

Criterion 8.2 The Company maintains up to date dispute registers	
<p>Indicator 8.2.1</p> <p>The Company maintains an up to date register for legal disputes and administrative rulings.</p>	<p>Verifiers & Guidance:</p> <p><u>Interviews</u> with staff, stakeholders or local communities. <u>Document review:</u> register, policies and procedures.</p> <ul style="list-style-type: none"> • Dispute register (formal). • Register for administrative rulings incl. fines (formal). • Number of disputes. • Frequency of updating. • System of updating (adequacy).
<p>Indicator 8.2.2</p> <p>The Company maintains an up to date register for internal disputes with personnel.</p>	<p>Verifiers & Guidance:</p> <p><u>Interviews</u> with staff, stakeholders or local communities. <u>Document review:</u> register, policies and procedures.</p> <ul style="list-style-type: none"> • Dispute register (internal). • Number of disputes. • Frequency of updating. • System of updating (adequacy).
<p>Indicator 8.2.3</p> <p>The Company maintains an up to date register for stakeholder complaints.</p>	<p>Verifiers & Guidance:</p> <p><u>Interviews</u> with staff, stakeholders or local communities. <u>Document review:</u> register, policies and procedures.</p> <ul style="list-style-type: none"> • Dispute register (stakeholder). • Number of disputes. • Frequency of updating. • System of updating (adequacy).
Criterion 8.3 The Company retains copies of all declarations and payments made to relevant authorities	
<p>Indicator 8.3.1</p> <p>The Company keeps proofs/ records of submission of all its official declarations to the respective authorities.</p>	<p>Verifiers & Guidance:</p> <p><u>Interviews</u> with staff. <u>Document review:</u> Proof of submission and relevant documentation.</p>

Indicator 8.3.2	Verifiers & Guidance:
The Company keeps copies of all money transfers or payments, be it attached to official invoices or not, made to relevant authorities for its forest and other related activities.	<p><u>Interviews</u> with staff.</p> <p><u>Document review:</u> Proof of transfer and relevant documentation.</p> <ul style="list-style-type: none"> • Records of payments made.
PRINCIPLE 9. THE COMPANY HAS MANAGEMENT AND CHAIN-OF-CUSTODY MONITORING SYSTEMS IN PLACE WHICH ENSURE ADEQUATE CONTROL AND TRACEABILITY OF ITS PRODUCTIONS	
Criterion 9.1 The Company maintains auditable systems, appropriate to the scale and complexity of the operation, and organised for properly documenting its operations and fulfilment of its obligations	
Indicator 9.1.1	Verifiers & Guidance:
The systems allow the Company to manage operations separately for each forest management/ production unit.	<p><u>Interviews</u> with staff and other stakeholders where relevant.</p> <p><u>Document review:</u>, policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p> <p><u>Aspects to consider:</u></p> <ul style="list-style-type: none"> • What kind of system is in place? • How many management/production units exist? • Who is responsible for the system? • Is the functioning of the system monitored? • Is this system part of a multi-site? • Written procedures and work instructions implemented? <p><u>Note:</u> The Company has developed standard operation procedures covering the various operations involved.</p>
Indicator 9.1.2	Verifiers & Guidance:
The Company has designated in writing a responsible person to take full responsibility for the Company's compliance with all aspects of maintaining and monitoring the Chain-of-Custody.	<p><u>Interviews</u> with staff and other stakeholders where relevant.</p> <p><u>Document review:</u>, policies and procedures.</p> <p><u>Field visits:</u> Where possible, the relevant requirements must be verified in field.</p> <p><u>Sarawak</u></p> <ul style="list-style-type: none"> • Organization chart indicating the name and position of the Management Representative (MR) • Evidence of appointment of MR • List of responsibility and authority of the MR

Indicator 9.1.3	Verifiers & Guidance:
Policies and procedures have been defined in writing and are adequate.	<p><i>Interviews</i> with staff and other stakeholders where relevant.</p> <p><i>Document review:</i>, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Responsibilities? • Are the policies, procedures and work instructions still up-to-date? • Are subcontractors, third parties and other external parties covered? <p>In Sarawak, up-to-date documents containing procedures and/or work instructions to guide employees and subcontractors on the chain-of-custody requirements of the company should be made available.</p>
Indicator 9.1.4	Verifiers & Guidance:
Staff is qualified / trained.	<p><i>Interviews</i> with staff and other stakeholders where relevant.</p> <p><i>Document review:</i> records, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Definition of training requirements (which personnel need to know what?) • Training Register and Records. • Appropriateness / relevance • Frequency. • Experience. <p>In Sarawak, these Verifiers could be ascertained by the presence of up-to-date records on trainees and trainers, and through interview with staff to confirm training conducted.</p>
Indicator 9.1.5	Verifiers & Guidance:
Records and archives are kept safe (backup) and stored for an appropriate length of time.	<p><i>Interviews</i> with staff and other stakeholders where relevant.</p> <p><i>Document review:</i> records, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Record keeping mechanism / system. • Frequency/updating. • Are relevant records kept for at least 5 years? <p>In Sarawak, CoC companies are encouraged to maintain their records for a minimum period of five years.</p>

Indicator 9.1.6	Verifiers & Guidance:
Records and data systems are protected against security risks such as manipulation, misuse, and data loss.	<p><u>Interviews</u> with staff, stakeholders and other local communities where relevant.</p> <p><u>Document review:</u> policies and procedures.</p> <p>Aspects to consider:</p> <ul style="list-style-type: none"> • Protection mechanism • Risk evaluation if system is adequate
Indicator 9.1.7	Verifiers & Guidance:
Internal monitoring ensures proper functioning of the system and integrity of the data.	<p><u>Interviews</u> with staff and other stakeholders where relevant..</p> <p><u>Document review:</u> policies and procedures.</p> <p>Aspects to consider:</p> <ul style="list-style-type: none"> • Monitoring mechanism / system. • Frequency/updating. • Appropriateness. <p>In Sarawak, CoC companies are encouraged to conduct internal audits on its management systems.</p>
Criterion 9.2 The traceability system is complete	
Indicator 9.2.1	Verifiers & Guidance:
The internal product identification and production management systems in place allow to distinguish the different categories of verified/unverified products and to 'track and trace' the products effectively through all the production stages from a legal source to a legal destination, and/or from destination back to source.	<p><u>Interviews</u> with staff and other stakeholders where relevant...</p> <p><u>Document review:</u> policies and procedures.</p> <p><u>Field visits:</u> A reasonable sample of the relevant requirements must be verified in field.</p> <p>Aspects to consider:</p> <ul style="list-style-type: none"> • Identification or Segregation • Procedures • Records (suppliers' statements and certificates etc.) • Databases • Software <p><u>Note:</u> The company must maintain a system which describes the production cycle and the characteristics of every product sold (or batch/lot of products sold against the same order as the manufactured products) from the logging setup identified geographically up to the final destination/point of sale of the product.</p>

<p>Indicator 9.2.2</p>	<p>Verifiers & Guidance:</p>
<p>The systems in place provide or facilitate consistency checks and balances to reconcile input/ output/ stock volumes between all the production stages and product categories.</p>	<p><i>Interviews with staff and other stakeholders where relevant..</i></p> <p><i>Document review: policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <p>Aspects to consider:</p> <ul style="list-style-type: none"> • Reports. • Stock to date and recorded in the system. • Recovery rates/ Conversion ratios.
<p>Indicator 9.2.3</p>	<p>Verifiers & Guidance:</p>
<p>All (intermediate) products are included in the system from the stump to the point of sale/processing.</p>	<p><i>Interviews with staff and other stakeholders where relevant...</i></p> <p><i>Document review: policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • Procedure and records. <p><i>Note: special attention to be provided to intermediate stocks (e.g. recuperation, kiln) and losses.</i></p>
<p>Indicator 9.2.4</p>	<p>Verifiers & Guidance:</p>
<p>Critical control points are identified and properly managed to avoid mixing of verified and unverified products.</p>	<p><i>Interviews with staff and other stakeholders where relevant...</i></p> <p><i>Document review: records, policies and procedures.</i></p> <p><i>Field visits: Where possible, the relevant requirements must be verified in field.</i></p> <ul style="list-style-type: none"> • List of critical control points • Existence and efficiency of physical segregation or on-product marking and/or production by batch.

Indicator 9.2.5	Verifiers & Guidance:
Third party supplies and sales are recorded, controlled and monitored and legal ownership (back through the supply chain and forward to the buyer) is documented and can be proven.	<p><i>Interviews</i> with staff and other stakeholders where relevant.</p> <p><i>Document review:</i> records, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Records (Production, Products, Purchase, Sale, Stock). • Summaries of third party supply quantities • Evaluation of the risk of mixing at all the production stages. • Staff Awareness. • Verification that total quantity (1 year period and/or since the last audit) of <ul style="list-style-type: none"> - non agreed suppliers are less than 5% - agreed supplied complies with requirement of RD-10
Criterion 9.3 The Company manages the identification of verified legal timber properly	
Indicator 9.3.1	Verifiers & Guidance:
Labels, signs and marks (on- and off-product), where applicable, fulfil the relevant legality verification scheme's requirements.	<p><i>Interviews</i> with staff and other stakeholders where relevant.</p> <p><i>Document review:</i> records, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Product mark requirements (see RD-TLTV-10)
Indicator 9.3.2	Verifiers & Guidance:
The legality verification scheme's statement number is mentioned correctly on all invoices (SGS-TLTV/LP-XXXX).	<p><i>Interviews</i> with staff, stakeholders and other stakeholders where relevant.</p> <p><i>Document review:</i> authorisations, maps, policies and procedures.</p> <p><i>Field visits:</i> Where possible, the relevant requirements must be verified in field.</p> <ul style="list-style-type: none"> • Invoices. • Transport documentation • Records. • Statistics.
Indicator 9.3.3	Verifiers & Guidance:
Summaries of purchases, sales and stock are maintained distinguishing verified legal timber and other.	<p><i>Interviews</i> with staff and other stakeholders where relevant...</p> <p><i>Document review:</i> records, policies and procedures.</p> <ul style="list-style-type: none"> • 6-monthly summaries

Indicator 9.3.4	Verifiers & Guidance:
Off-site processing fulfils the same COC-requirements as mentioned above and is covered by a valid outsourcing agreement.	<i>Interviews with staff and other stakeholders where relevant...</i> <i>Document review: records, policies and procedures.</i> <ul style="list-style-type: none">• Outsourcing agreement• Policies, procedures, records, summaries, invoices etc.



APPENDIX LIST OF RELEVANT LAWS AND REGULATIONS IN MALAYSIA (SARAWAK)

Federal Laws

- Federal Constitution
- Customs Act, 1967
 - Customs (Prohibition of Export) Order 1998
 - Customs Duties (Exemption) Order 1988
 - Customs (Prohibition of Imports) Order 2006
- Employees' Social Security Act, 1969
 - Employees' Social Security (General Regulations), 1971
- Environmental Quality Act, 1974
 - Environmental Quality (Scheduled Wastes) Regulations, 1989
- Factories and Machineries Act, 1967
- Human Rights Commission of Malaysia Act, 1999
- Industrial Relations Act, 1967
- Occupational Safety and Health Act, 1994
 - Occupational Safety and Health (Use and Standards of Exposure of Chemicals Hazardous to Health) Regulations, 2000
- Pesticides Act, 1974
- Plant Quarantine Act 1976
- Trade Unions Act, 1959 (Act 262)
- Workmen's Compensation Act, 1952

State Laws

- Sarawak State Constitution
- Forests Ordinance, 1954 (Cap. 126)
 - Forest Rules, 1962
 - The Forests (Planted Forests) Rules, 1997
 - The Ramin Logs (Prohibitions of Export) Order 1980
 - The Ramin Shorts and Squares (Prohibition of Export) Order 1991
- Labour Ordinance, 1952 (Sarawak Cap. 76)

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- Land Code, 1958 (Cap. 81)
 - Native Courts Ordinance, 1992
 - Native Courts Rules, 1993
 - Natural Resources and Environment Ordinance, 1993 (Cap. 84)
 - Natural Resources and Environment (Prescribed Activities) Order, 1994
 - Sarawak Biodiversity Centre Ordinance, 1997
 - Sarawak Cultural Heritage Ordinance, 1993
 - Sarawak Timber Industry Development Corporation Ordinance 1973
 - Sarawak Timber Industry (Registration) Regulations 1999
 - The Timber Grading Regulations 1975
 - Sarawak Rivers Ordinance, 1993 (Cap. 4)
 - Water Ordinance, 1994
 - Wild Life Protection Ordinance, 1998 (Cap. 26)
 - Wild Life Protection Rules, 1998
 - All customary laws/adat laws codified under the Native Customs (Declaration) Ordinance, 1996, and any other established customs of the communities recognised and enforceable by the Native Courts under the Native Courts Ordinance, 1992 and the Native Courts Rules, 1993

Policies/Guidelines

- Statement of Forest Policy, 1954
 - National Policy on Biological Diversity, 1998
 - National Policy on Environment, 2002
 - A Master Plan for Wildlife in Sarawak, 1996
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