



GLOBAL FORESTRY SERVICES

Registered Office: 2446 N. San Gabriel Blvd., Suite #C, Rosemead, CA 91770, USA.
 Contact Address: C10-6E, Kiara 9, Jalan Kiara 3, Mont Kiara, 50480 Kuala Lumpur, Malaysia.
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Sarawak Audit Checklist / Report STLVS Principles 1 - 4

Licensee	
Contact Person	
Office Address	
Site Address	
Email	

Reference #	
Report Date Date of close out	
Telephone Fax	
Telephone Fax	
Approved By	

Statements of Compliance

GFS Statement #	
Issuance Date	Expiration Date

Assessment Details

Assessment dates	
Scope of Assessment	
Species	
GFS Lead Assessor	
GFS Assessor(s)	
Others	

OBJECTIVES:

- The objective of this checklist is to verify compliance to the Criteria listed in the Sarawak Legality Standard as defined by STLVS Principles 1-4 (Draft 07) for Sarawak dated **21 April 2017**.
- Compliance is defined when all applicable criteria are observed to be compliant. A **Minor Gap** to any indicator **does not** constitute non-compliance to a criterion. A **Major Gap** to any applicable indicator **does** reflect non-compliance to a criterion. Compliance for a criterion where multiple minor gaps are identified in indicators under the criterion **may** reflect non-compliance to the criterion.
- All issues identified under this standard shall be considered appropriate to the scale and degree of forestry operations undertaken by the parties under the agreement.

Document Control

GFS-FORM-006-STLVS-3.1	Title: STLVS P1-4 Checklist & Report	Issue: D07	Date: 21 Apr 2017
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Company Name / T/000 (LPF 000)



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Summary Information

Overview of Licensee

Social context

Scope of Assessment

- The scope of the evaluation is to verify compliance of **T/000 (LPF 000)** licensed to **Company Name** with the STLVS P1-4 Standard (Draft 07) 21 April 2017.
- Site evaluation to verify and report the level of compliance by **Company and contractors** to the standard in respect to each of the criteria within this report.
- Compliance is defined when the auditee demonstrates that the indicators consist of only minor gaps or no gaps against any applicable criteria of the standard. Non-compliance to the Sarawak Legality Standard occurs when the auditee does not demonstrate adequate compliance to a criterion.

Itinerary of Assessment

Date	Activities	GFS Staff	Mandays
Total			

Highlights of Assessment

Summary results:

(Major Gap = 0 / Minor Gap = 0 / Observations = 0)

GAPs: Assessment Date

GAP #	Type	Checklist	Description

**Note: Major Gap = Non-Compliance / Minor Gap = Minor Gap raised can be upgraded to a Major Gap if not adequately addressed by the date of the next surveillance visit.*

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Status of Outstanding GAPS

GAP #	Type	Checklist	Status	Description

Observations

Obs #	Checklist	Description

**Note: Observation raised can be upgraded to a Minor Gap if not adequately addressed by the date of the next surveillance visit.*

Highlights of Close out visit (if applicable)

Dates

Recommendations

End of Summary Report

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Principle 1. Right to Harvest

Criterion 1.1: License for Harvest - Legal rights to harvest shall be demonstrated by the Company or person(s) in respect to an approved licensed area with clearly defined and recognized boundaries.		<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
1.1.1. The Company shall be legally registered that includes the scope to carry out forestry or plantation activities.		
FINDINGS: a. Company registration. b. Valid Company Trade License. c. Registration Certificate of license holder with Forest Department Sarawak.		GAP #
1.1.2 For non-Company, the individual shall possess a valid land title or gazette Native Customary Rights (NCR) notification.		
FINDINGS:		GAP #
1.1.3 The Company or person(s) shall hold a valid Forest Timber License (FTL) and / or License for Planted Forests (LPF).		
FINDINGS:		GAP #

Criterion 1.2: Environmental Impact Assessment & Protection - The Company shall have an approved Environmental Impact Assessment (EIA) report to identify and protect environmental elements within the licensed area in accordance to the Natural Resources and Environment Ordinance, (NREO) 1993.		<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
1.2.1 For re-entry logging areas of more than 500 ha and/or within a gazetted water catchment area, the Company shall have an EIA approved by the NREB		
FINDINGS:		GAP #
1.2.2 Submission of quarterly Environmental Monitoring Report (EMR) to NREB.		
FINDINGS:		GAP #
1.2.3 Areas for protection of steep slopes and buffers for permanent streams along with habitat protection should be defined within the EIA as appropriate to the licensed area.		
FINDINGS:		GAP #

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1.2.4 Mitigation measures for sanitation and schedule wastes shall be implemented in accordance to EIA requirements.	
FINDINGS:	GAP #

Criterion 1.3 Forest Management Planning - The Company shall demonstrate planning of management and harvesting activities are approved by the relevant government authorities.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
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1.3.1 The Company shall have an approved General Harvesting Plan (GP) from FDS that clearly defines the harvesting sequence of the coupe and other general planning for the Forest Timber License area (if so required in the license documents).	
FINDINGS:	GAP #

1.3.2 Salvage logging for site preparation in LPF areas, the company requires approval of FDS and subsequently a DP/Road Plan and PEC issued by SFC.	
FINDINGS:	GAP #

1.3.3 GP Map of the FTL / LPF area shall clearly indicate land use (production, conservation, social, infrastructure, etc.) and be approved (if so required in the license documents).	
FINDINGS:	GAP #

1.3.4 The Company shall develop and have an approved Detailed Harvesting Plan (DP) / Road Plan that clearly defines total and net production areas along with areas for protection or conservation at the coupe level in accordance to an approved GP (if so required in the license documents).	
FINDINGS:	GAP #

1.3.5 All logging roads (main, secondary and feeder roads) shall be constructed in accordance to the approved DP / Road Plan and designed standards.	
FINDINGS:	GAP #

1.3.6 The Company shall have a valid Permit to Enter Coupe (PEC) prior to start harvesting activities within the harvest blocks for FTL. For harvesting of planted trees within LPF areas, the Company shall have an approved Tree Harvesting Plan, Annual Harvesting Plan (AHP) and a valid Permit to Harvest Coupe	
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(PHC).	
FINDINGS:	GAP #

1.3.7 Areas for protection and production shall be reflected in PEC maps to comply with an approved EIA report and be correct to ground conditions.	
FINDINGS:	GAP #

1.3.8 Short-term license areas shall have an approved PEC map.	
FINDINGS:	GAP #

Principle 2. Forest Operations

Criterion 2.1: Demarcation of boundaries and areas for protection - The Company shall clearly mark the boundaries of areas for protection within the licensed area for harvesting.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
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2.1.1 The Company shall identify, survey and demarcate the license boundary on the ground, according to regulations.	
FINDINGS:	GAP #

2.1.2 Areas prohibited from harvesting such as riparian zones, buffer zones, steep slopes, etc., shall be marked on the ground (where applicable).	
FINDINGS:	GAP #

2.1.3 Demarcation of block boundaries within the Coupe area shall be in accordance to the DP / Road Plan or PEC map for short-term licenses.	
FINDINGS:	GAP #

2.1.4 The Company shall develop and implement systems to protect the license area from illegal exploitation and/or encroachment such as:	
<ul style="list-style-type: none"> • Systems for entry and access control to concession - (e.g. entry gate registry) • Forest security and patrolling measures for encroachment, illegal logging and/or poaching - (monitoring schedule, personnel and training records) • Identification of illegal activities & reporting to authorities - (security records) 	
FINDINGS:	GAP #

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Criterion 2.2: Tree Enumeration – The Company shall ensure the volume and number of harvest trees are defined and located within each block for planning of extraction where applicable.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
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2.2.1 The Company shall conduct a 10% inventory for each block of all harvestable trees for FTL areas.	
FINDINGS:	GAP #

2.2.2 The FTL areas that are planning to conduct Reduced Impact Logging (RIL) and pursue Certification shall provide for 100% inventory of all harvestable trees in each block.	
FINDINGS:	GAP #

2.2.3 Harvest trees shall be identified; located and mapped to plan extraction in accordance to RIL guidelines and listed in the harvest plan where applicable.	
FINDINGS:	GAP #

Criterion 2.3: Control of Timber Production – The Company shall comply with regulations for harvesting of timber and log volume enumerated.	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
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2.3.1 Harvesting shall only take place within permitted harvesting blocks as endorsed in the PEC or PHC as appropriate.	
FINDINGS:	GAP #

2.3.2 Areas identified for protection (buffer zones, steep slopes, salt licks, etc) shall be protected and not be disturbed in accordance to approved DP/Road Plan and EIA requirements where applicable.	
FINDINGS:	GAP #

2.3.3 Trees within areas for protection (buffer zones; steep slopes, etc) shall not be felled.	
FINDINGS:	GAP #

2.3.4 Protected tree species shall not be felled unless with a written approval from the Controller of Wildlife.	
FINDINGS:	GAP #

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2.3.5 Trees harvested under RIL system shall be recorded under Tree Felling Records and should match the trees identified for harvesting in the enumerated list (where applicable).

FINDINGS:	GAP #
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2.3.6 The company shall comply with the log production volume limits approved by the Director of Forests (where applicable).

FINDINGS:	GAP #
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2.3.7 The company shall comply with diameter cutting limits as imposed in the license conditions. Trees below the cutting limits within proposed infrastructure development can be salvaged.

FINDINGS:	GAP #
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2.3.8 The company shall reserve a portion of log production from FTL areas as specified by the Director of Forests for local processing (as appropriate).

FINDINGS:	GAP #
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2.3.9 Logs extracted shall be numbered using Log Production Identity (LPI) tag by the Company and recorded in Daily Production Returns (DPR) for each permitted harvesting block (as appropriate).

FINDINGS:	GAP #
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2.3.10 The Company shall submit the Daily Production Return for all logs harvested (as appropriate).

FINDINGS:	GAP #
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2.3.11 The Company shall maintain records of log production in accordance to approved LPI numbers (as appropriate).

FINDINGS:	GAP #
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2.3.12 Logs used within the Coupe for infrastructure shall be measured and assessed for royalty payments as appropriate.

FINDINGS:	GAP #
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2.3.13 The Company shall emboss their property mark to both ends of all logs extracted (as appropriate).	
FINDINGS:	GAP #

2.3.14 The Company shall submit a Log Specification Form (LSF) specifying licence number, block number, Coupe number, log serial number, log dimension and species for royalty assessment (as appropriate).	
FINDINGS:	GAP #

2.3.15 The Company shall ensure that all logs extracted are assessed for Royalty, Premium and Cess as required in the License Conditions.	
FINDINGS:	GAP #

2.3.16 All logs shall be affixed with Royalty Assessment Tags (Log Serial Number) for inspection and marking with a Government Hammer Mark to account for payment of Royalty.	
FINDINGS:	GAP #

2.3.17 The Company shall maintain records of Removal Pass (Royalty) along with the associated Log Specification Form following inspection by SFC.	
FINDINGS:	GAP #

Criterion 2.4: Log Transportation – The Company shall ensure all logs are registered with SFC. Valid Removal Pass (Transit) must be accompanied for removal of logs from the licensed area to a designated location (mill or export point).	<input checked="" type="checkbox"/> Compliance <input type="checkbox"/> Non-Compliance
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2.4.1 The Company shall ensure that logs are inspected by HTSB at a registered Collection Distribution Center (CDC) for the issuance of Endorsement Clearance Certificate (ECC) prior to delivery of logs to local mills and export points.	
FINDINGS:	GAP #

2.4.2 The Company shall ensure logs for export are inspected by HTSB for issuance of an Export Clearance Certificate (ExCC) at the export point.	
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FINDINGS:	GAP #
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2.4.3 The Company shall ensure all logs are registered with SFC and maintain copies of SFC issuance of Removal Pass – (Transit) (RPT).

FINDINGS:	GAP #
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2.4.4 Transportation of logs shall be accompanied with the Removal Pass – Transit (RPT), the associated LSF (Transit), along with a shipping pass or land transportation pass that are identified as STLVS Verified Legal as applicable.

FINDINGS:	GAP #
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2.4.5 The Company shall maintain copies of HTSB inspection report for logs arriving at mills in relation to the ECC and RPT.

FINDINGS:	GAP #
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Criterion 2.5: Worker Safety & Health – The Company shall ensure workers are legal; trained for their job function; and provide adequate safety, health and insurance as required.

Compliance
 Non-Compliance

2.5.1 The company shall keep and maintain a register of all employees.

FINDINGS:	GAP #
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2.5.2 The Company shall ensure non-resident workers are legally employed with valid work permits from Sarawak Immigration Department as applicable.

FINDINGS:	GAP #
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2.5.3 The Company shall pay insurance premium / contribution for all workers and SOCSO payments for Malaysian employees.

FINDINGS:	GAP #
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2.5.4 The Company shall establish a safety & health policy that is communicated to all workers

FINDINGS:	GAP #
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2.5.5 The Company shall ensure all workers are adequately trained according to their job function, safety and protective equipment. Training records of staff shall be maintained where available.

FINDINGS:

GAP #

2.5.6 The Company shall report to DOSH on accidents related to employment as well as to SOCSO and Department of Labour for claims where appropriate.

FINDINGS:

GAP #

2.5.7 The Company shall provide protective clothing and safety equipment appropriate for use in field operations.

FINDINGS:

GAP #

2.5.8 The Company shall ensure adequate precaution for workers' safety in the event of fire or other accidents.

FINDINGS:

GAP #

2.5.9 The Company shall provide basic accommodation and facilities for workers in the base camps.

FINDINGS:

GAP #

Principle 3. Statutory Charges

Criterion 3.1 : Royalty & Fees – The Company shall pay Royalty, Premium and Cess as specified in License Conditions for log production and associated fees.

Compliance
 Non-Compliance

3.1.1 The Company shall pay all applicable licensing fees and annual land rent in regards to FTL or LPF as appropriate.

FINDINGS:

GAP #

3.1.2 The Company shall pay all royalties, premium and Cess as specified in the License Conditions for all logs produced.

FINDINGS:

GAP #

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3.1.3 The Company shall maintain copies of the Removal Pass (Royalty) and payment receipts as records of royalty payment.

FINDINGS:

GAP #

Principle 4. Other User Rights

Criterion 4.1: Users' Right by Natives – The Company shall identify all local native communities with claims associated to the licensed area and have formal agreements in respect to forestry activities prior to logging operations.

Compliance
 Non-Compliance

4.1.1 Areas with gazetted Native Customary Right (NCR) under the Land Code shall be excised from the licensed area.

FINDINGS:

GAP #

4.1.2 Social Assessment is conducted that identifies all communities located within the license boundary to evaluate validity of NCR claims.

FINDINGS:

GAP #

4.1.3 Native rights shall be respected. - Forest area is free of third party disputed claims to use rights or ownership; or that a formal system to resolve such claims is in place that includes the following (as applicable).

- a. Agreement exists with each community regarding forestry activities and compensation
- b. Formal system of communication with communities exists.
- c. Formal system to resolve outstanding community claims and disputes.
- d. Forest areas that have outstanding valid NCR claims not covered under an agreement must not be harvested.

FINDINGS:

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APPENDICES

Gaps:

GAP#	Checklist	Description
Photo Evidence		

GAP#	Checklist	Description
Photo Evidence		

Gap Close-out:

GAP#	Checklist	Description	Description of Close-out
Photo Evidence			
Photo Before:		Photo Close-out	

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