



**PUBLIC SUMMARY
SURVEILLANCE 4 AUDIT (4TH CYCLE) ON
NEGERI SEMBILAN FOREST MANAGEMENT UNIT
FOR FOREST MANAGEMENT CERTIFICATION**

**Certificate number: FMC-NF 00002
Date of First Certification: 27 September 2013
Audit Date: 26-28 July 2022
Date of Public Summary: 17 May 2023**

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EXECUTIVE SUMMARY

The Surveillance 4 audit for forest management certification on the Negeri Sembilan FMU was conducted from 26th to 28th July 2022. This was an audit conducted following the previous audit which was conducted on 11th-13th October 2021 on the overall forest management system and practices of the FMU against the revised requirements of the Malaysian Criteria and Indicators for Forest Management Certification [MC&I SFM] using the verifiers stipulated for Peninsular Malaysia.

The audit was conducted with the full cooperation of the Negeri Sembilan FMU by a three-member team comprising Mohd Annas Amin Bin Haji Omar (Lead Auditor), Khairul Najwan Bin Ahmad Jahari (Auditor), Azrul Ikhsan Mohamed (Auditor) and Ms Nadia Aqilah Binti Mohd Sofie (Observer)

The audit involved the verification of documentations and field visits and inspections. There were also consultations being held with relevant indigenous settlements within FMU.

In general, the findings of this Surveillance 4 audit have indicated that the Negeri Sembilan FMU had complied with most of the requirements of the MC&I SFM despite the issuance of two (2) Major NCR, ten (10) Minor NCRs and two (2) OFIs against the requirements of the MC&I SFM.

The FMU had submitted a proposed corrective action plan to address the NCRs and OFI raised during the Surveillance 4 audit by mail on 12 September 2022 which has been accepted by the audit team leader. The last evidence of corrective action taken for Major NCR was received on 31 October 2022 and has been accepted and closed on 31 October 2022 respectively. The Audit Team Leader after consultation with team members recommends that the certification of Negeri Sembilan FMU against the MC&I SFM be continued.

1.0 INTRODUCTION

1.1 Name of FMU

Negeri Sembilan Forest Management Unit

1.2 Organizational Information/Contact Person

Name: Tn. Hj. Saleh Awaludin

Designation: Director

Address: Negeri Sembilan State Forestry Department, Level 4, Blok C, Wisma Negeri, Jalan Dato' Abdul Malek, 70503 Seremban, Negeri Sembilan

1.3 General Background of the Forest Management Unit

The Negeri Sembilan FMU is managed by the Negeri Sembilan State Forestry Department (NSSFD). The NSSFD is committed to the management of the FMU on a sustainable basis. The administration of the FMU is divided into three forest districts namely the Negeri Sembilan Utara, Negeri Sembilan Timur, and Negeri Sembilan Barat Forest Districts.

The Negeri Sembilan FMU covers an area of 155,143.72ha. The forest area is situated approximately between Latitudes 2° 29' N to 3° 5' N and Longitudes 101° 49' E to 102° 35' E. It covers about 100 km and took about 1 hour of travelling time from Kuala Lumpur

A Forest Management Plan (FMP) covering the period from 2016 to 2025 had been written and presented during the audit. The Negeri Sembilan FMU continues to be managed on a sustainable basis with the inland forest area under a Selective Management System on a 30-year rotation period. As for the 12th Malaysia Plan (RMK12) (2021-2025) the AAC was set at 10,000 ha or 2000ha/year).

The certified FMU area consists mainly of Hill and Upper Hill Dipterocarp Forests with patches of Lowland Dipterocarp Forest which are currently protected mainly for research purposes.

1.4 Date of First Certified

27th September 2013

1.5 Location of the FMU

The FMU is located between 2° 29' N to 3° 5' N and Longitudes 101° 49' E to 102° 35' E. The map of the FMU is attached in **Appendix 1**.

1.6 Forest Management System

The FMU followed the principles of sustainable forest management (SFM). The inland forest is managed under a Selective Management System (SMS) on a 30-year rotation period. A Forest Management Plan (FMP) covering the period from 2016 to 2025 was presented during the audit. The FMP also provides maps specific to planned management activities and references to supporting documents that include Tables, Figures Charts, Graphs, Schedules, Budgets, SOPs and operation guidelines either as Annexes or Appendices.

1.7 Annual Allowable Cut / Annual Harvest under the FMP

During the 12th Malaysia Plan (RMK 12 - 2021-2025), the Annual Allowable Cut (AAC) was set at 10,000 hectares, equivalent to 2,000 hectares per year.

1.8 Environmental and Socioeconomic Context

The Macro Environmental Impact Assessment (MEIA) of the FMU had been completed in 2007 and was available during the audit. Sensitive areas were demarcated, mapped, and protected in specific conservative forest use categories. Such areas included high elevation areas (1000 m or higher) steep slopes (>40 degrees), riparian buffers. HCVF areas were identified, demarcated, mapped, and systematically protected. The FMU has indicated measures to mitigate the environmental impacts identified in the environmental impact assessment. Review of the FMP (2016-2025) indicated that mitigation measures had been incorporated in the FMP.

Logging operations are also undertaken in compliance with several guidelines and systems that ensure the environment is conserved. Selection of tree for felling is guided by the SMS which only allows trees above a cutting limit to be removed and ensures that sufficient advanced regeneration is retained to enable the forest to recover within a 30-year cutting cycle.

Since most of 'Orang Asli Reserve' is located at the peripheries of PRFs, the existing law does not prohibit Orang Asli's tenure right to enter the PFR including concession areas to collect non-forest products for their daily use. Orang Asli who had settled in the forest before it was gazetted as PRFs were also allowed to continue hunting and gathering in the PRFs and cultivating the areas that they had converted to farming before the PRF gazettelement.

Village representatives were briefed and consulted by the NSSFD officers together with the logging contractors before forest harvesting commence. The potential impact and villagers concern usually will be discussed during meetings. Burial site, water catchment areas, water supply sites and rivers used by local communities as well as non-forest products such as fruit trees and honey were protected as provisioned in harvesting regulations.

Issue of fair and equitable compensation for the commercial utilisation of traditional forest-related knowledge and practices of indigenous peoples was a non-issue for NSSFD. The FMU has the appropriate mechanism for fair and equitable compensations for commercialization. The FMU has established a Compensation Mechanism for Payment of Compensation to the Rights of Orang Asli Traditional Knowledge Commercialised by the Forestry Department "*(Mekanisma Bayaran Pampasan Kepada Hak Pengetahuan Tradisi Orang Asli yang Dikomersilkan oleh Jabatan Perhutanan)*).

2.0 AUDIT PROCESS

2.1 Audit dates

The Surveillance 4 audit for forest management certification on the Negeri Sembilan FMU was conducted from 26-28 July 2022 / 9 auditor day(s). The Surveillance 2 audit plan is attached in **Appendix 4**

2.2 Audit Team

The audit team comprised of the following members:

1. Mohd Annas Amin Bin Haji Omar (Lead Auditor),
2. Khairul Najwan Bin Ahmad Jahari (Auditor)
3. Azrul Ikhsan Mohamed (Auditor)
4. Ms Nadia Aqilah Binti Mohd Sofie (Observer)

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

2.3 Standard Used

Malaysian Criteria and Indicators for Forest Management Certification [MC&I SFM] using the verifiers stipulated for Peninsula, Malaysia.

2.4 Stakeholder Consultations

Stakeholder notifications were issued in June 2022, inviting relevant stakeholders to provide comments on the FMU. The comments received from stakeholders can be found in **Attachment 6**.

2.5 Audit Process

The assessment was conducted as planned using the methodology described in Section 2.0. Findings against each of the MC&I SFM are reported below.

The audit was conducted primarily to evaluate the level of compliance of the FMU, current documentation, Standard Operating Procedures (SOPs) and field practices in forest management with the requirements listed in the MC&I SFM, using the verifiers stipulated for Peninsula, Malaysia.

For each Indicator, the auditors conducted either a documentation review, consultation with the relevant personnel of the FMU or stakeholders or field audit or a combination of these methods.

Depending on the level of compliance with the verifiers on a particular indicator, the auditors had reviewed and verified the degree of the overall compliance in the indicator before a finding was raised either a non-conformity report (NCR) (minor or major) or opportunities for improvement (OFI).

An NCR raised during the audit and categorized by the audit team as either major or minor is defined as follows:

(i) A major NCR is a non-compliance deemed by the Auditor to be critical and is likely to result in an immediate hazard to the quality or standard of forest management systems and practices in the FMU.

The FMU is requested to notify SIRIM QAS International Sdn Bhd (SIRIM QAS International) of the proposed corrective actions taken within one month from the last date of the audit. The corrective actions as notified by the FMU shall be verified by the Audit Team Leader or a member of the audit team within two months from the last date of the audit.

(ii) A minor NCR is a single observed lapse in compliance by the FMU with the MC&I

The FMU shall respond in writing to SIRIM QAS International within one month from the last date of the audit detailing the actions to be taken to address all minor NCRs. The effectiveness of the resulting actions taken by the FMU must be verified at the next surveillance visit.

iii) An OFI is a situation where the auditor has noted an area of concern on the capability of the forest management system to achieve conformance to the requirements of the MC&I but without sufficient objective evidence to support a non-conformity. The FMU shall submit a corrective action plan within three months from the last date of the audit. The closing of an OFI shall be made during the next surveillance audit.

2.6 Peer Reviewer

Not applicable for surveillance audit

3.0 SUMMARY OF AUDIT FINDINGS

A total of two (2) Major Non-Conformance Reports (NCRs), ten (10) Minor NCRs, and two (2) Opportunities for Improvement (OFIs) were raised to the Negeri Sembilan FMU against the requirements of the MC&I SFM during this surveillance 4 audit. The audit team examined all the proposed corrective action plans to address the NCRs and OFI raised during the audit by email on 31st October 2022 which has been accepted by the audit team leader.

The results of the audit findings showed that the audit objectives of the forest management have been fulfilled and the certification scope is appropriate to the Forest Management Certification of the Negeri Sembilan Forest Management Unit.

Based on the audit findings, it was found that the FMU had implemented the forest management certification effectively and in compliance with the requirements of the MC&I SFM (MTCS ST 1002:2021) standard.

The effectiveness of the corrective actions taken by the FMU to address the Minor NCRs and OFIs shall be verified by the audit team during the next surveillance audit.

The MC&I Standard consists of nine (9) Principles that encompass the necessary requirements for promoting sustainable forest management, including compliance with legislation and addressing social, environmental, and economic aspects. The following table provides an overview of the audit coverage of the FMU's activities and presents general findings regarding compliance (strengths) and noncompliance (weaknesses) of the Negeri Sembilan FMU with respect to the MC&I requirements.

Principle	Strengths	Weaknesses
<p>Principle 1 Compliance with Laws and Principles</p>	<p>The Negeri Sembilan FMU continued to maintain records of all the relevant national and local laws, regulations and policies related to forest management. The List of Laws, Regulations, Policies, International Agreement & Convention and Guidelines were included in the list for the new MC&I SFM.</p> <p>Consultation with forest officers at the State Office in Seremban and District Forest Officer during field inspection at active harvesting area Compt. 58 Kenaboi PRF [NU/01/04/2022], Compt. 31 Serting PRF [NT/01/03/2022], and closed areas in Compt. 32, Serting PRF [NT/01/03/2020] had demonstrated they have a general understanding and were found to be knowledgeable on the national and local laws and regulatory framework for forest management.</p> <p>All applicable and legally prescribed fees, royalties, taxes, and other charges were paid accordingly as per records verified during this audit. There were no changes during this audit.</p>	<p>A review of the document of Setul PRF found it was changed to State Land with warta No.687 by Pejabat Daerah & Tanah Seremban, and issues on conversion area to forest plantation because of encroachment from Orang Asli that managed by JAKOA and RISDA. These conflicts were not recorded in the documentation of conflicts between laws, regulations and MC&I's Principles and Criteria. Therefore, a Minor was raised against Indicator 1.4.1.</p> <p>During the site inspection of the active licence area No. NU-01-04-2022 Compt. 58 in Kenaboi PRF, it was noted that the sub-license of a Motograder driver was not included in the Licence Document, which is a requirement stated in Rule 32 of the State Forest Rule 1986. Therefore, a Minor NCR was raised against indicator 1.5.2.</p>

Principle	Strengths	Weaknesses
	<p>The forest managers were aware of all the binding international agreements on forest management</p> <p>The statement of commitment to forest management practices consistent with these principles and criteria can be accessed at; http://forestry.ns.gov.my/index.php/my/</p> <p>The audit found that the policies on a commitment to managing the forest consistent with the MC&I SFM had been communicated throughout the organisation and to the contractors. Training on the Awareness of MC&I SFM has been conducted on 27th-30th September 2021. Through the Interview with contractors and workers in the active logging area in Compt. 58 Kenaboi PRF [NU/01/04/2022], Compt. 31 Serting PRF [NT/01/03/2022], confirmed the briefing on forest policies has been communicated to them. Logging contractors were also aware of Principles and Criteria of the MC&I SFM Principles and Criteria of the MC&I SFM.</p>	
<p>Principle 2 Tenure and Use Rights and Responsibilities</p>	<p>Long-term tenure and the use rights to the land and forest resources had been clearly defined, documented, and legally established. Documents related to forest reserve gazettement and degazettement provisioned under the National Forestry Act 1984 had been compiled and kept in the NSSFD office.</p> <p>There was no record of any conflict on legal or customary tenure and/or forest use rights of the land or forest resources from the local non-aboriginal and/or Orang Asli communities living in the vicinity of the PRF during this audit.</p> <p>Mechanisms for resolving grievances including land claims had been developed by NEGERI SEMBILAN FMU and were made available to the auditors during the audit (Peninsular Malaysia Forestry Department Director-General's Circular No. 2, 2014 on the handling of complaints and grievances).</p> <p>The Negeri Sembilan FMU also affirmed that it will recognize, respect, and collaborate with holders of duly recognized legal or customary tenure or use rights, should any issue with regard to this, arise later. Evidence of the consultation session</p>	<p>There were no negative findings.</p>

Principle	Strengths	Weaknesses
	<p>with the local communities by the Negeri Sembilan FMU was sighted in the District Forestry Offices assessed during the audit. The data gathered were used in the process of ensuring that local community welfare was monitored and maintained. All the above were confirmed by the abovementioned community leaders interviewed during the audit and Map showing the location of settlements of local communities in and adjacent to the FMU titled “Hutan Simpanan Kekal – Kawasan Orang Asli” were made available including in the FMP – Lampiran 4: Peta Fungsi Hutan Negeri Sembilan.</p> <p>If there is forest harvesting in the FMU, local communities living in the periphery of the FMU were consulted before the commencement of such operations.</p>	
<p>Principle 3 Indigenous People’s Rights</p>	<p>The Negeri Sembilan state government recognizing the customary rights of indigenous people’s lands stated in the Act had agreed to the establishment of Orang Asli Reserves and Areas to be managed by the Department of Orang Asli Development (<i>Jabatan Kemajuan Orang Asli/JAKOA</i>) and the Orang Asli.</p> <p>The FMU’s forestry operations had not extended into the Orang Asli Reserves. As such, there was no record of the community delegating control of their rights with free, prior, and informed consent to the FMU management.</p> <p>Appropriate procedures for the identification and protection of sites of special cultural, ecological, economic, or religious significance to the Orang Asli had been established. Management procedure mechanisms had been put in place to ensure that these sites were identified and duly protected and the community’s right of access to these areas was provided for.</p> <p>There was no evidence to show that the Orang Asli’s traditional forest-related knowledge and practices in forest species or management systems had been used in forest operations. However, if such claims should arise in the future, the FMU has the appropriate mechanism for fair and equitable compensations for commercialization. Compensation Mechanism for</p>	<p>There were no negative findings.</p>

Principle	Strengths	Weaknesses
	<p>Payment of Compensation to the Rights of Orang Asli Traditional Knowledge Commercialised by the Forestry Department Title “<i>Mekanisma Bayaran Pampasan Kepada Hak Pengetahuan Tradisi Orang Asli yang Dikomersilkan oleh Jabatan Perhutanan</i>” was available.</p>	
<p>Principle 4 Community Relations and Workers’ Rights</p>	<p>Negeri Sembilan FMU provided sufficient support for training, retraining, local infrastructure, facilities, and social programs for departmental staff. The FMU has prepared an annual training program to assign their respective staff for refresher training. The audit team has verified the annual training program titled ‘Pelan Operasi Latihan (POL), Jabatan Perhutanan Negeri Sembilan for the Year 2022, letter ref PHN.NS.156/01/600-3/2(15). There is also a central training centre in Sungai Siput managed by JPSM with facilities for the training of state forestry departments’ staff. The Chairman of the Negeri Sembilan Branch of Peninsular Malaysia’s Malay Foresters Union (‘<i>Kesatuan Pegawai Hutan Melayu Semenanjung Malaysia Cawangan Negeri Sembilan</i>’ or KPPHM) interviewed in the Negeri Sembilan FMU Seremban Office, indicated that the NEGERI SEMBILAN FMU has provided ample and quality training programs for the support staff. Records of training (see Training File) were sighted, assessed and verified during the audit.</p> <p>There were records to confirm that people in communities living within or adjacent to the FMU were given preference for employment and contract works especially in the active harvesting areas.</p> <p>Being government employees, all the NSSFD’s staff had continued to enjoy the full benefits of medical care, SOCSO and the Employee Provident Fund. They were also fully aware of the Occupational Safety and Health Act, 1994, Employees’ Social Security Act, 1969 and Workmen’s Compensation Act, 1952.</p> <p>A management policy on safety and health of workers had been established on 15 August 2008 by the State Forestry Department as in the ‘<i>Dasar Keselamatan dan Kesihatan Pekerjaan Jabatan Perhutanan Negeri Sembilan</i>’.</p>	<p>A management policy on the safety and health of workers had been established on 1st September 2021 by the State Forestry Department as in the ‘<i>Dasar Keselamatan dan Kesihatan Pekerjaan Jabatan Perhutanan Negeri Sembilan</i>’, However, the annual accident report (JKKP 8) has yet to be submitted for the year 2021 to DOSH. Thus, an OFI for indicator 4.2.1 was raised.</p> <p>During the audit, it was observed that the Negeri Sembilan FMU had not appointed a safety and health officer, leading to inadequate management of safety and health practices. Therefore, Minor NCR was raised against Indicator 4.2.2</p> <p>During the audit, it was identified that the Negeri Sembilan FMU did not have records of Safety and Health Committee Meeting minutes for the year 2022, due to the absence of a Safety and Health Officer. Additionally, during a site visit to compartment 31, Serting PRF (NT/01/03/2022), it was noted that the maintenance records for 2 excavators and 3 bulldozers were also not available. Thus, Minor NCR was raised against Indicator 4.2.3.</p> <p>Evaluation through consultations, the social impact of forest operations directly affecting communities, and the people and groups directly affected by the forest operations did not have access to information on the results of the social impact evaluations. During the consultation with the Pengerusi MPKK, Kampung Jerjak, Padang Lebar, it was found that the affected communities did not have access to information on the results of the social impact evaluations. Furthermore, it was found that the form used for evaluating the social impact of forest operations for</p>

Principle	Strengths	Weaknesses
	<p>Inspection of Mantin Nursery found the First aid boxes were provided. All fire extinguishers are in good condition and are inspected annually. Demarcation of hazardous areas and provision of guidelines for storage and handling of hazardous materials were verified at active harvesting areas in Compt. 58 Kenaboi PRF [NU/01/04/2022] and Compt. 31 Serting PRF [NT/01/03/2022], including Mantin forest nursery.</p> <p>During the inspection Mantin Nursey has provided found the emergency eye wash and pictogram for PPE were adequately provided at the mixing area. Therefore, OFI for Indicator 4.2.5 during the previous SA3 audit was satisfactorily closed.</p> <p>As Malaysia’s government servants, all Negeri Sembilan FMU staff are guaranteed the right to freely organise into a union of their own choice. NSSFD staff, being public sector employees, were members of CUEPACS, the public sector employee’s union. The Malay uniformed support staffs were also members of their own union, namely, Peninsular Malaysia’s Malay Foresters Union (<i>Kesatuan Pegawai-Pegawai Hutan Melayu Semenanjung Malaysia/KPHMSM</i>). The right to organise and undertake collective bargaining leading to agreements was provisioned in the CUEPACS and KPHMSM membership.</p> <p>Appropriate mechanisms exist in resolving grievances and providing the local community with fair and equitable compensation if they are negatively impacted by the FMU’s forestry operations. The NSSFD also provide on-line form for any complaint and comments through their webpage at: http://forestry.ns.gov.my/index.php/my/hubungi-kami/maklumbalas-aduan</p>	<p>Sebelum (Before) and Semasa (During) logging for Negeri Sembilan Timur and Negeri Sembilan Utara was still not standardized. Therefore, an OFI previous surveillance audit for indicator 4.4.1 was upgraded to Minor NCR.</p> <p>The employment contract for forest workers (Feller, Excavator Operator, and Bulldozer Operator) at active harvesting area for licence NT/01/03/2021, Compartment 31, Serting PRF does not include the minimum requirement under the Employment Act 1955, such as Permanent or Contract basis, date of payment of wages, sick leave, annual leave, rest days, holiday entitlement, provision for termination, and others. Thus, the previous Minor NCR indicator 4.3.3 was upgraded to Major NCR</p>
<p>Principle 5 Benefits from the Forest</p>	<p>The total budget allocated for 2022 was RM18.6 million consisting of development, management and cess. The total income collected by the NSSFD in 2022 (until June 2022) on royalties, fines and premiums was verified during the audit. The management of forests within the FMU is guided by the Forest Management Plan (FMP) for 2016-2025. The annual coupe for the FMU for RMK 12 (2021-2025) had been approved based on the</p>	<p>There were no negative findings.</p>

Principle	Strengths	Weaknesses
	<p>recommendation of the National Land Council on 8th September 2020 amounting to 2,000 ha a year.</p> <p>Management of the production forest follows the selective management system (SMS) where trees are selectively felled based on a cutting limit. The cutting limit is determined based on the growing stock estimated through a pre-felling inventory. This was verified at the active harvesting area in Compt. 58 Kenaboi PRF [NU/01/04/2022] and in Compt. 31 Serting PRF [NT/01/03/2022]</p> <p>A visit to the closed harvesting area in Compt. 32 Serting PRF (NT/01/03/2020) found the skid trails and log landing were planted with local species (e.g., Kekatong, Meranti Tembaga). The record of monitoring, inventory and treatment for planting in skid trail, and log landing as required under para 4.5 “Tanaman Mengaya” in Manual Perhutanan Jilid 111 has been maintained. Thus, the previous Minor NCR for Indicator 5.2.1 was closed.</p> <p>Timber was the main product extracted from the forest in the FMU. All harvesting operations were conducted follow the Guidelines for Reduced Impact Logging in Peninsular Malaysia and followed by post harvesting. The total area opened for logging in 2021 amounted to 1198.19 ha, and the total area opened for 2022 (up to June 2022) is only 361 ha.</p> <p>RIL procedures were followed in active and closed harvesting areas inspected, at the active harvesting area, Compt. 58 Kenaboi PRF [NU/01/04/2022], Compt. 31 Serting PRF [NT/01/03/2022] and closed areas in Compt. 32 Serting PRF [NT/01/03/2020]</p> <p>Regular training was conducted for the staff, contractors, and licensees on techniques of reduced-impact logging conducted on 7-10 June 2022. Consultation with workers indicated that they were aware of the regulations for directional felling.</p> <p>The FMU has demarcated the forest according to functional classes to enhance the value of forest services.</p>	

Principle	Strengths	Weaknesses
	<p>All areas above 1000 meters or with slopes exceeding 40 degrees are protected to reduce environmental impacts and conserve forests.</p> <p>The total area opened for logging in 2021 amounted to 1,198.19ha, and the total area opened for 2022 (up to June 2022) is only 361 ha. The areas opened for logging were significantly lower than the AAC.</p>	
<p>Principle 6 Environmental Impact</p>	<p>The Macro Environmental Impact Assessment (MEIA) of the FMU had been completed in 2007 and was available during the audit. The plan also raised environmental issues in forest management, particularly on measures to mitigate potential environmental impacts during harvesting through proper road construction. A review of the FMP (2016-2025) indicated that mitigation measures had been incorporated into the FMP.</p> <p>A listing of endemic and rare flora species especially those listed in the IUCN list had been included in the FMP (2016-2025).</p> <p>Guidelines for identifying and protecting ERT species including features of special biological interest, and Guidelines for establishing conservation and protection areas, in accordance with existing forest ecosystems protection requirements, were made available.</p> <p>Logging operations are undertaken in compliance with several guidelines and systems that ensure the environment is conserved. Selection of trees for felling is guided by the SMS which only allows trees above a cutting limit to be removed and ensures that sufficient advanced regeneration is retained to enable the forest to recover within a 30-year cutting cycle was verified at Compt. 31 Serting PRF (NT01/03/2022) and Compt. 58 Kenaboi PRF (NU/01/04/2022). Riparian buffers are protected and areas above 1000 meters and 40° slopes are also protected. Harvesting operations are also guided by an approved harvesting plan for the specified felling blocks.</p> <p>During the inspection of active harvesting areas in Compt. 58 Kenaboi PRF (NU/01/04/2022), Compt. 31 Serting PRF (NT/01/03/2022), and closed</p>	<p>During the site visit to the active harvesting area Compt. 58 Kenaboi PRF (NU/01/04/2022), Compt. 31 Serting PRF (NT/01/03/2022), and closed harvesting area at Compt. 32 Serting PRF (NT/01/03/2020), it was observed that the buffer strip demarcation along JT1 in licence area No. NU-01-04-2022 was not clearly marked with yellow paint. Therefore, a Minor NCR was raised against Indicator 6.5.4.</p> <p>During the site visit at Mantin Nursery, it was observed that the standard operating procedure for the use of fertilizers was not made available. Therefore, a Minor NCR was raised against Indicator 6.5.6.</p>

Principle	Strengths	Weaknesses
	<p>harvesting area at Compt. 32 Serting PRF (NT/01/03/2020), it was found the 32 species of fruit trees had been well protected during the logging activities. Consultation with the logging contractors indicated that they are aware of the need to protect fruit trees, trees in riparian areas, mother trees and untagged trees. Mother trees found to be damaged during logging operations were reported to the district forest office and measures to replace damaged mother trees with tagged trees for felling were implemented.</p> <p>The NSSFD had established cooperation with other government agencies especially the Department of Wildlife and National Park Peninsular Malaysia (PERHILITAN), Department of Aboriginal Affairs Malaysia (JHEOA), Department of Occupational Safety and Health (DOSH) and Forest Research Institute Malaysia (FRIM) as well as local universities.</p> <p>During the inspection of active harvesting areas at Compt. 58 Kenaboi PRF (NU/01/04/2022), Compt. 31 Serting PRF (NT/01/03/2022), and closed harvesting area at Compt. 32 Serting PRF (NT/01/03/2020), it was found that the implementation of harvesting procedures to protect the soil from compaction by harvesting machinery and erosion during harvesting operations generally adhered to the requirements of Forest Road Specifications. Length and slopes of Access Road and Skid trails are sighted in the active harvesting area at Compt. 58 Kenaboi PRF (NU/01/04/2022), Compt. 31 Serting PRF (NT/01/03/2022), and closed harvesting area at Compt. 32 Serting PRF (NT/01/03/2020), respectively. The presence of water bars on closed skid trails and silt traps presents on access roads (Jalan Tuju) to reduce soil erosion were evidence of MC&I compliance.</p> <p>Virgin Jungle Reserves (VJRs) had been established to ensure that representative areas of existing forest ecosystems were protected in their natural states for the conservation of part of the ecosystem. A total of 8 VJRs has been established in the FMU by the NSSFD with a total extent of 3,802 ha.</p>	

Principle	Strengths	Weaknesses
	<p>The policy on environmentally friendly non-chemical methods of pest management at NSSFD can be found in the FMP as well at headquarters office and forest district office.</p> <p>There was a chemical store for pesticides and equipment used for their application. Signboard and posters were available on the walls of the chemical store. The person who was responsible for handling the chemicals had been trained by the Department of Safety and Health on the correct chemical handling techniques.</p> <p>Training on chemical handling for the year 2021 has been planned to be conducted on 5-8 July 2021 titled 'Kursus Pengurusan & Penyelenggaraan Tapak Semaian'. Interviews with the nursery person in-charged and the chemical sprayer, they understood the safety procedure for handling pesticides at Mantin Nursery.</p> <p>The implementation for the reduction of the use of chemical pesticides titled '<i>Pelan Perancangan Penggunaan Racun di Tapak Semaian Mantin Tahun 2021-2025</i>' has been made available. Therefore, the previous OFI for Indicator 6.6.4 was satisfactorily closed.</p> <p>A standard operating procedure for managing waste disposal has been established by management. During the inspection of active logging sites, it was found the understanding of interviewed site workers on the management of contaminated soil/sand with a spill of lubricant oil was acceptable. It has been confirmed with the contractors during the site visit at active logging sites in Compt. 58 Kenaboi PRF (NU/01/04/2022) and Compt. 31 Serting PRF (NT/01/03/2022). No containers for non-organic waste were found being used in the harvesting sites. Fuel was mainly transported into the area to be used by the machinery.</p> <p>There was no application of biological control agents in the FMU.</p> <p>The FMU did not use or apply any exotic species in any silvicultural treatments. The guidelines for</p>	

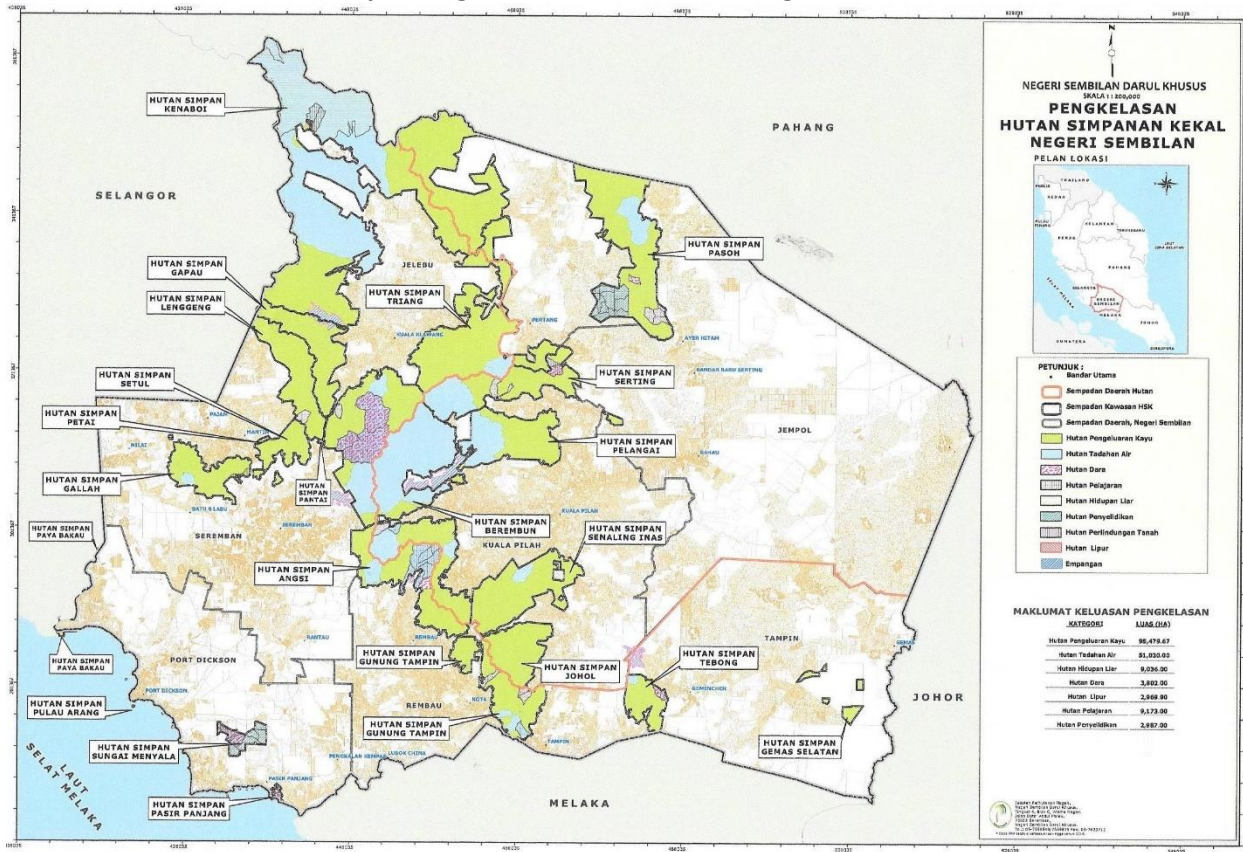
Principle	Strengths	Weaknesses
	<p>enrichment planting do not encourage the planting of exotic species.</p> <p>A total of 3,561 ha of Timber Latex Clone Forest plantations have been zoned to be established in the FMU as of September 2019 ‘Status Semasa Kelulusan Projek Ladang Hutan (TLC) dan Status Permit Penggunaan’. The approval of these conversions was verified in “Surat Kelulusan bil (1) dalam PHN.NS&M, 156/04/210/738T dated 13 March 2014”. The auditor also verified the social, environmental and economic cost-benefit analysis report.</p> <p>There was no afforestation of ecologically important non-forest ecosystems within the FMU. There were no cases of conversion of severely degraded areas within the FMU that was converted to other land uses. There was no afforestation of ecologically important non-forest ecosystems within the FMU.</p>	
<p>Principle 7 Management Plan</p>	<p>The Forest Management Plan (FMP) 2016-2025 was prepared by Negeri Sembilan FMU. The information and documents required by this indicator (a) to (j) were made available in the FMP 2016-2025.</p> <p>Adequate training facilities in the main campus of the Forestry Training School in Kepong, Selangor state, and off-campus complementary training centres for forest harvesting (Kuala Berang, Terengganu state), ecotourism (Sg. Menyala, Negeri Sembilan state) and forest nursery (Mantin, Negeri Sembilan state). The FMU has prepared an annual training program to assign their respective staff for refresher training. The audit team has verified the annual training program for 2022, titled “<i>Pelan Operasi Latihan Jabatan Perhutanan Negeri Sembilan Tahun 2022</i>”. A total of 12 courses and workshops have been planned to be conducted by FMU for the departmental staff until June 2022.</p> <p>A summary of the primary elements of the forest management plan 2016-2025 was made publicly available at: http://forestry.ns.gov.my/index.php/my/sumber/ringkasan-eksekutif.</p>	<p>During the surveillance audit, it was identified that the revision for the Forest Management Plan (FMP) 2016-2025 was not available. The revision should have included important aspects such as the consideration of risk and opportunities, fire prevention and control measures, and a clear description of stakeholder consultation processes. Thus, the previous Minor Indicator 7.2.1 raised was upgraded to Major NCR</p> <p>Every member of staff of the department undergoes a series of courses throughout their career and part of the requirements for their promotion and advancement. The courses given were on forest management, RIL technique, awareness of MC&I, etc. to enable them to implement the management plan. However, During the site audit at Compt. 31 Serting PRF (NT01/03/2022) and Compt. 58 Kenaboi PRF (NU/01/04/2022) it was found that the organisation chart and job description were not available. Interviews with the “kepala” of the contractors indicate that they are not aware of the requirements. Therefore, a Minor NCR was raised against indicator 7.3.1</p>

Principle	Strengths	Weaknesses
		<p>A review of public summary of the primary elements found the following information yet to be included in the public summary:</p> <ol style="list-style-type: none"> 1. On consideration of risk and opportunities, 2. Fire prevention and control, 3. Description of stakeholders' consultation <p>Therefore, a minor NCR was raised against Indicator 7.4.1</p>
<p>Principle 8 Monitoring and Assessment</p>	<p>The Negeri Sembilan FMU continued to apply the procedures to monitor ecological, environmental and economic impacts through the use of monitoring Forms Borang A – D [A: <i>Infrastruktur</i> (Infrastructure), B: <i>Pengusahaan Hutan</i> (Forest Harvesting), C: <i>Alam Sekitar</i> (Environment), D: <i>Pengeluaran</i> (Output)] as required in the Director General's circulars and <i>Maklumat Kajian Impak Sosial Dalam Sektor Pembalakan</i> (Information on Social Impact Evaluation in the Logging Sector). The monthly monitoring records titled '<i>Laporan Bulanan dan Kemajuan Pengusahaan</i>' for active harvesting areas in Compt. 58 Kenaboi PRF (NU/01/04/2022), Compt. 31 Serting PRF (NT/01/03/2022), and closed harvesting area at Compt. 32 Serting PRF (NT/01/03/2020) was available for all sampled harvesting areas.</p> <p>Site inspection at Forest Checking Stations (i) BPH(S) Serting and (ii) BPH(S) Kenaboi, found that the tasks which include log measurement; species, removal pass issuance and update of the "<i>Buku Penandaan Pokok dan Kawalan Pengeluaran Hutan</i>" were in order. Tree stumps inspected from active license area no: NT01/06/2021 Compt. 30 Serting PRF and NU/01/04/2021 Compt. 88B Kenaboi were verified against the "<i>Buku Kawalan Pengeluaran Hutan</i>" and found the tree data were tallied and updated.</p> <p>The discussion session for the Implementation of the mid-term review of the Forest Management Plan (RPH) 2016-2025 was held on 26 October 2021. Following that, the Workshop for the mid-term review of the Forest Management Plan (RPH) 2016-2025 was held in December 2021 and the results from monitoring activities on HCVFs</p>	<p>The conduct of the internal audit, management review and continual improvement was not in accordance with APPENDIX A. Therefore, Minor during the previous audit of indicator 8.1.3 was upgraded to Major NCR</p>

Principle	Strengths	Weaknesses
	<p>and scientific research have been incorporated in the Forest Management Plan (2016-2025).</p> <p>Negeri Sembilan FMU has uploaded information on growth rates and composition changes of flora and fauna on the official FMU's website https://forestry.ns.gov.my.</p>	
<p>Principle 9 Maintenance of High Conservation Values</p>	<p>Consideration and protection of HCVF by the Negeri Sembilan FMU in their forest management are clearly stated in the FMP (2016-2025) that include items such as 'Objective of Management for HCVF', 'Management Strategy for HCVF', 'Plan for Management Activities' and 'Controlling There was no negative finding. Page 18 of 32 and Monitoring Mechanism'.</p> <p>A total of two HCVF areas have been gazetted in Negeri Sembilan FMU namely,</p> <ol style="list-style-type: none"> 1. The whole area of Sungai Menyala PRF (1,280.27 ha) because of unique forest type attributes, a coastal Lowland Dipterocarp Forest 2. Compt. 4 Setul PRF with 4ha area that has endemic species of Resak (<i>Vatica yeechongii</i>) 3. The new HCVF area in Compt. 31 Gunung Tampin PRF has been established due to the existence of endemic species of <i>Begonia tampinica</i>. <p>Continuous stakeholder consultation was made by the Negeri Sembilan FMU to consider and protect the HCVF areas, Sg. Menyala PRF and Compt. 4 Setul PRF. A letter dated 15th Dec 2017 [Ref.: PHNS. 156/01/101/400 Klt.2(53)] had been sent to the relevant stakeholders.</p> <p>There is clear statement in the FMP (2016-2025), measure to demarcate, maintain and/or enhance the HCVF areas in 6.4.2.7 <i>Aktiviti Pengurusan yang Dirancang</i> [pg 179] and in 6.4.2.8. '<i>Tatacara Kawalan Dan Pemantauan Kawasan</i>'. Demarcation of the HCVFs also made in the maps of the FMP.</p> <p>Site visits to the HCVF site hyper endemic species <i>Vatica yeechongii</i> indicated that the boundaries of the HCVF site were clearly marked and fenced, while HCV and PRF warning signage were available. No sign of encroachment was seen</p>	<p>The audit found management prescriptions to maintain and/or enhance HCV attributes for new HCV areas of endemic species of <i>Begonia tampinica</i> in Compt. 31 Gunung Tampin PRF was not available. Therefore, Minor NCR was raised against Indicator 9.3.1</p> <p>Measures taken to demarcate, maintain and/or enhance the HCV attributes for new HCV areas of endemic species of <i>Begonia tampinica</i> in Compt. 31 Gunung Tampin PRF was not publicly available on the website. The audit found the Management plan for newly identified HCV was not publicly available. Thus, an OFI was raised against Indicator 9.3.2.</p>

Principle	Strengths	Weaknesses
	<p>during the site visit. The plants were found to be intact and undisturbed.</p> <p>Measures taken to demarcate, maintain and/or enhance the HCVF attributes are found on the website: http://forestry.ns.gov.my/index.php/my/sumber/mc-i/hcvf.</p>	

Map of Negeri Sembilan Forest Management Unit



Details of Auditors and Qualification

Names of Audit Team	Role	Qualification and Experience
Mohd Annas Amin Bin Haji Omar	Auditor/ Forester	<p>Academic Qualification: Diploma in Forestry, UPM B. Sc. In Forestry, UPM</p> <p>Work Experience: Six years as Assistant Forest Officer at Perak Forestry State Department in the year from 2013-2018. Main responsibility is Assisting District Forest Officers in administrative work, forest development and forest operations. Conduct forest Enforcement Team Activities such as The Prevention of illegal logging. Also appointed to be Investigative Officer</p> <p>Attended and pass the following training programmes:</p> <ul style="list-style-type: none"> • Program of MTCS Training Course (MC&I) in Kuantan (9-12 July 2018) • Lead Auditor ISO 9001, ISO 14001 & ISO 45001 Exemplar Global Certified (13-18 August 2018) • Auditor Training Course on MC&I Sustainable Forest Management: 18/08/2020 - 18/08/2020 • SMETA- Sedex Members Ethical Trade Audit (Awareness & Auditor Course) - 20/10/2021 - 21/10/2021 • MTCS Auditor Training Course: 09/07/2018 - 12/07/2018 • Lead Auditor Integrated Management Systems: (IMS) ISO 9001, ISO 14001 & OHSAS 18001/Iso 45001 13/08/2018 - 18/08/2018 • Coc Auditor Training: 19/12/2018 - 20/12/2018 • RSPO P&C 5-Day Lead Auditor Course: 09/03/2020 - 13/03/2020 • Training On Indigenous People:04/10/2021 - 04/10/2021 • FMC Workshop:23/11/2021 - 24/11/2021 • Audit Report Writing & NCR: 25/06/2018 - 25/06/2018. • MTCS Auditor Training Course: 09/07/2018 - 12/07/2018 • Culture Transformation Program: 04/04/2019 - 04/04/2019 • Workshop For MSPO SC: 22/08/2019 - 22/08/2019 • Calibration Workshop for RSPO Workshop P&C (Session 2): 28/01/2020 - 28/01/2020 • SIA Workshop:30/01/2020 - 30/01/2020
Azrul Ikhsan Mohamed	Auditor/ Forester	<p>Academic Qualification: Diploma in Agriculture, Universiti Putra Malaysia Kampus Bintulu Bachelor of Science with Honours (Plant Resource Science and Management), Universiti Malaysia Sarawak.</p> <p>Work Experience: Five years of Experience in the field of Forestry, 2 Years of Forest Plantation as Assistant Plantation Manager in Forestry Assets SDN BHD in the year from 2015 to 2017, and 4 Years in Natural Forest as Forest Manager in RELIWOOD SDN BHD in the year 2018 – 2021. Main responsibility is Assisting and</p>

		<p>Manage in the administrative work, forest development, and forest operations based on the MC&I SFM standard. Work closely with relevant stakeholders on the development of the Forest such as Enrichment planting, HCV collaboration, Improvement of the Reduced impact logging, and developing procedures.</p> <p>Training / Research Areas:</p> <ul style="list-style-type: none"> • Auditor Training Course on Forest Management Certification Under the Malaysian Timber Certification Scheme (MTCS) – (13th – 15th October 2021) • SIRIM LEAD AUDITOR COURSE INTEGRATED MANAGEMENT SYSTEMS (IMS) ISO 9001, ISO 14001 & ISO 45001 (LIMS02) – (25th – 29th October 2021)
<p>Khairul Najwan Ahmad Jahari</p>	<p>Audit Team Leader / Forester</p>	<p>Academic Qualification: B.Sc. of Forestry (Forest Management), Universiti Putra Malaysia.</p> <p>Work Experience: Currently serving as a Senior Lead Auditor at the Food, Agriculture, and Forestry Section (FAF) of SIRIM QAS International since 2009. Involved in conducting assessments for forest management certifications such as MC&I, MYNI of RSPO P&C, MSPO, MyTLAS, STLVS, and other management systems including ISO 9001, 14001, and OHSAS 18001.</p> <p>Formerly was appointed as a Research Officer in the Natural Forest Division of the Forest Research Institute of Malaysia (FRIM) in 2001. Responsible for conducting and coordinating research on the 8th Malaysian Plan Project. Producing technical reports, meetings, seminar, and conference reports, as well as quarterly physical and financial reports. Also involved in coordinating and participating in field work, multi-level meetings, seminars, conferences, and workshops. Additionally, contributed to other ongoing projects within FRIM as an organizing committee member, participating in division level activities and projects.</p> <p>Training / Research Areas: Auditor Training Course on Malaysian Criteria and Indicators for Forest Management Certification [MC&I (2002)] organized by MTCC, 30 March - 2 April 2009. EMS 14001: 2004 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 2-6 March 2009. OHSAS 18001: 2007 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 23-27 Feb 2009. QMS 9001: 2008 Lead Auditor Course organized by SIRIM Training Services Sdn Bhd, 16 – 21 Feb 2009.</p>

Comments by Stakeholders and Responses from Audit Team

No.	Stakeholder	Comments/Issues Raised	Response by Audit Team
1	MUNIRAH BIBI BINTI HAMSA Penolong Pengarah (Alam Sekitar/ Tanah/ Kesihatan) Unit Perancang Ekonomi Negeri (UPEN) Pejabat Setiausaha Kerajaan Negeri Sembilan	<p>Pengurusan, perancangan dan pembangunan melibatkan kawasan hutan untuk kemudahan serta keselesaan masyarakat adalah penting dalam jangka masa panjang. Walau bagaimanapun, FMU perlu mengimbangi dan memastikan pembangunan tersebut mematuhi semua undang-undang dan peraturan yang berkuatkuasa di peringkat persekutuan, negeri dan tempatan serta sejajar dengan keperluan perlindungan khususnya melibatkan kawasan CFS.</p> <p>Sekiranya berlaku sebarang tuntutan tanah oleh mana-mana pihak berkepentingan, FMU perlu memastikan tuntutan tersebut diurus berdasarkan mekanisma yang berpandukan kepada akta, arahan dan peraturan yang berkuatkuasa.</p> <p>FMU perlu sentiasa memastikan segala tindakan yang dilaksanakan tidak menafikan hak orang asal di kawasan yang terlibat selaras dengan lunas dan peruntukan undang-undang negara.</p> <p>FMU perlu memastikan semua pekerja diberikan latihan tatacara pengurusan hutan yang komprehensif dan berkala agar mereka sentiasa jelas dengan peraturan yang berkuatkuasa dan mematuhi segala peraturan yang telah dikuatkuasakan.</p> <p>Masyarakat dan pekerja juga hendaklah dijelaskan tentang hak mereka.</p> <p>Pemantauan keselamatan dan kebajikan mereka juga hendaklah sentiasa dilaksanakan.</p> <p>Penjanaan ekonomi daripada hasil hutan hendaklah dipantau dan diperkasa oleh FMU dari semasa ke semasa agar potensi hutan dapat diuruskan sebaiknya dan dapat memberi pulangan hasil kepada Kerajaan Negeri dan pada masa yang sama kepelbagaian biodiversiti di kawasan hutan tetap terpelihara.</p> <p>FMU hendaklah memastikan pemeliharaan hutan sebagai salah satu elemen penting dalam keseimbangan alam sekitar sentiasa dijaga. Sebagai contoh, hutan adalah entiti penting dalam keseimbangan karbon di kawasan bandar. Maka,</p>	Noted. All issues raised are included in Principle 1 to 9.

		<p>aktiviti yang dijalankan di kawasan hutan mestilah sejajar dengan hasrat tersebut agar tiada sebarang impak negatif terhadap alam sekitar.</p> <p>Pelan Pengurusan mestilah berlandaskan tempoh, skala dan intensiti operasi yang bersesuaian dengan keperluan. Pelan ini wajar dimaklumkan dan difahami oleh semua pihak yang berkepentingan.</p> <p>Pemantauan dan penilaian pengurusan hutan hendaklah sentiasa dilaksanakan agar setiap elemen dalam pengurusan hutan diambil tindakan dan mencapai tahap yang ditetapkan.</p> <p>Sebarang aktiviti di kawasan yang mempunyai nilai pemuliharaan yang tinggi hendaklah mematuhi segala peraturan yang berkuatkuasa dan dilaksanakan dengan langkah berjaga-jaga. Selain itu, pandangan dan nasihat daripada agensi-agensi teknikal dalam bidang berkaitan adalah satu keperluan sebelum pelaksanaan sebarang aktiviti di kawasan berkenaan.</p>	
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Surveillance 4 Audit Plan (2022)

DAY	TIME	PROGRAM		
Monday (25/7/2022)	5.00 pm	<ul style="list-style-type: none"> Travel from Kuala Lumpur to Seremban Audit team stay at Royale Chulan Hotel Seremban Briefing by Audit Team Leader on the audit plan 		
Day 1 Tuesday (26/7/2022)	8.30 am – 12.30 pm	<ul style="list-style-type: none"> Opening Meeting with representatives of FMU Briefing session by Forest Manager on progress of forest activities Evaluation of changes to the management of the FMU Check on progress of planned activities aimed at enhancing the operation system Check on complaints, stakeholder comments and follow-up actions with Government agencies and NGOs Check on verification for closing NCRs raised during the previous audit Evaluate on internal audit and management review Q&A Session 		
	2.00 – 5.30 pm	AUDITOR 1 (Annas)	AUDITOR 2 (Najwan)	AUDITOR 3 (Azrul)
		Documentation and records review <ul style="list-style-type: none"> Principle 1 – Compliance with Laws and Principle 5 – Benefits from the forest Principle 7 – Management Plan 	Documentation and records review <ul style="list-style-type: none"> Principle 6 – Environmental Impact Principle 8 – Monitoring and Assessment Principle 9 – Maintenance of High Conservation Value Forests 	Documentation and records review <ul style="list-style-type: none"> Principle 2 – Tenure and Use Rights and Responsibilities Principle 3 – Indigenous Peoples’ Right Principle 4 - Community Relations and Worker’s Right Interview with Chairman of KPPHMSM
		<ul style="list-style-type: none"> Review of Day 1 Findings by Audit Team Leader All auditors overnight in Seremban 		
Day 2 Wednesday		AUDITOR 1 (Annas)	AUDITOR 2 (Najwan)	AUDITOR 3 (Azrul)

(27/7/2022)	7.30 am – 8.00 pm	<ul style="list-style-type: none"> • Inspection of active harvesting area - (Compt.58 Kenaboi PRF)- Licence No. NU/01/04/2022 • Forest Checking Station – BPH (S) Kenaboi • Inspection of Nursery Tapak Semain Mantin. • Inspection of External Boundary Kenaboi PRF. 	<ul style="list-style-type: none"> • Inspection of active harvesting area – (Compt.31 Serting PRF- Licence no. NT/01/03/2022 • Forest Checking Station – BPH (S) Renj Jempol • Forest Plantation- Bukit Hijau Plantation (Triang PRF). • Inspection of closed harvesting area- (Compt. 17 Senaling Inas PRF). Licence no. NT/01/03/2020 • Site visit & consultations with local community & Orang Asli settlement adjacent to or affected by the harvesting area • Compt 31 Serting PRF NT/01/03/2022 • Kg Sg Jelutong 	<ul style="list-style-type: none"> • Inspection of active harvesting area – (Compt.31 Serting PRF- Licence no. NT/01/03/2022 • Forest Checking Station – BPH (S) Renj Jempol • Forest Plantation- Bukit Hijau Plantation (Triang PRF). • Inspection of closed harvesting area- (Compt. 17 Senaling Inas PRF). Licence no. NT/01/03/2020 • Site visit & consultations with local community & Orang Asli settlement adjacent to or affected by the harvesting area • Compt 31 Serting PRF NT/01/03/2022 • Kg Sg Jelutong • HCVF Kompt 4 HS Sentul.
		<ul style="list-style-type: none"> • Review of Day 2 Findings by Audit Team Leader • All auditors overnight in Seremban 		
Day 3 Thursday (28/July/2022)	8.30 am – 12.30 pm	AUDITOR 1 (Annas)	AUDITOR 2 (Najwan)	AUDITOR 3 (Azrul)
		<ul style="list-style-type: none"> • Continue documentation and records review. 	<ul style="list-style-type: none"> • Continue documentation and records review. 	<ul style="list-style-type: none"> • Continue documentation and records review
	3.00 – 5.00 pm	<ul style="list-style-type: none"> • Closing meeting 		

- END OF REPORT -