



ASSESSMENT FORMS

to be used in

Assessing Legal Timber

Using

Principles and Criteria of
Myanmar Timber Legality Assurance System

Yangon, 2017

Instructions in using the Assessment Forms

Acronym

1. AAC - Annual Allowed Cut (Teak and other hardwoods in number of trees and estimated volume)
2. CF - Community Forest
3. FD - Forest Department
4. FME - Forest Management Enterprise (organization)
5. FPIC - Free Prior Inform Concert
6. MONREC - Ministry of Natural Resources and Environmental Conservation
7. MTE - Myanmar Timber Enterprise
8. NF - Natural Forest
9. PPF - Protected Public Forest
10. PTC - Private Timber Company
11. RF - Reserved Forest
12. RIL - Reduced impact Logging
13. SOS - Standing order for Subornments of MTE

The assessment forms are to be used by assessors in assessing legal timber using the Principle Criteria and Indicators (P, C&I) set in Myanmar Timber Legality Assurance System. The scope of the assessment will be limited to assurance of legal timber from Myanmar exported to international Markets. The assessment will be conducted by evaluating the current documentations, field practices and communication with interested parties or individuals related to harvesting, transportation, processing and trade against all verifiers of each indicators to assess the level of compliance with the requirement of the P, C&I. The various sections of the Assessment Forms are explained below.

Header row

The header row of the Assessment Forms repeats the wording of the principle.

"Assessment"

For each Indicator, the assessor needs to carry out a document review (**D**), communication or consultation with interested parties (**C**) and/or a field assessment (**F**) as indicated immediately after the word "**Assessment**" in the Assessment Form.

"Criterion", "Indicators", "Verifiers" and "Score" boxes

This section is intended to be used as a checklist to record compliance with the requirements of the P, C&I based on the verifiers. If a particular verifier has been assessed and found to be complied completely with, or to some extent, the score obtained should be written in the Score box in accordance with the scoring system mentioned before.

"Observations and recommendations"

This section is intended to be used by the assessor for noting comments, findings of the assessment and degree of compliance with each verifier of respective indicator.

"Means of assessing compliance"

This section gives additional guidance on the type of assessment that is recommended for the Indicator.

"Assessed by"

The assessor should initial this box to indicate the completion of the assessment of the Indicator.

"Score"

For each Indicator, the assessor should identify the degree to which each verifier has been complied with. Depending on the compliance with all verifier for a particular Indicator, the assessor should allocate a score based on the degree of overall compliance in the Indicator. Based on average scores obtained for all verifiers of a particular indicator, the assessor should decide on major corrections, minor corrections and recommendations for each verifier, where relevant. Then assessor has to record the average score in the Score (1-5) box under the initial of assessor box.

Scoring System

Score	General Performance Description	Major correction, Minor correction Recommendations
5	Outstanding performance (Complete compliance)	No corrections; no recommendations
4	Favorable performance (Substantial compliance)	No corrections; recommendations optional
3	Satisfactory performance (Satisfactory compliance)	Minor corrections; optional
2	Weak performance, Improvement is still needed	Major corrections optional; Minor corrections required
1	Extremely weak Performance; strongly Unfavorable or data lacking (no evidence of compliance)	Major corrections required
N/V	Not an applicable Indicator	No corrections or recommendations

Cover sheet of Legal Timber Assessment Forms

Name of Forest Management Enterprise –FME (FD, MTE, PTC or Individual, CFUG)	
Address	
Responsible in-charge of MTE	
Species, Volume and specification	
Reason for Assessment	
Lead Assessor	
Members of Assessment team	
Date and duration of assessment	

**Assessment forms to be used in assessing legal Timber against Principles and Criteria of
Myanmar Timber Legality Assurance System**

Principle 1: Right to harvest

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
<p>1.1 Forest Management Enterprise (FME) shall have an approval related to Species, number of trees and areas to be harvested from the forest Department (FD).</p>	<p>1.1.1 Availability of documents related to permission of timber harvesting practice in the natural forest and /or the plantation established by FD or Private Timber Company(PTC) or Individual and Community Forest(CF) established by Community Forest User' Group (CFUG)</p> <p>Species, number of trees and estimated volumes</p>	<p>To check the following respective documents of each FME to verify that they have a valid permission from FD to harvest timber.</p> <p><u>For Myanmar Timber Enterprise (MTE)</u></p> <p>1(D). The State Timber Board Act, 1950</p> <p>2(D) Forest Law (1992), Ch-VI: Permission for Extraction of Forest Produce, Paragraph No. (18-A)</p> <p>3(D). Organization of State Timber Board by order No 134 in 1984 of Ministry of Agriculture and Forests.</p> <p>4(D). Permission for timber harvesting from Natural Forest issued by Ministry of Natural Resources and Environmental Conservation (MONREC)</p> <p>5(F). Areas to be harvested approved by FD</p> <p>6(D) Annual Harvesting Contract between Extraction Agency(MTE)</p>	

		and District Forest Office (FD)	
Observations, Assessment and Recommendations			
Means of assessing compliance Documents and fields assessments related to above mentioned verifiers of each FME shall be assessed and /or conducted	Indicator 1.1.1 Assessed by (initial of assessor)		
	Score (1-5)		

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
<p>1.2 The FME shall demonstrate compliance with the relevant laws and regulations relating to environmental obligation of a forest management activities, if any</p>	<p>1.2.1 Availability of instructions or procedure related to environmental management issued by both FD and MTE to the responsible in- charge of FME who will carry out timber harvesting practices , if any</p>	<p>To check the following respective instructions or standing orders related to environmental management to be followed by each FME to verify whether they follow or not in carrying out the timber harvesting activities.</p> <p><u>For Forest Department</u></p> <p>1(D).List of reserved trees not to harvest declared by Forest Department.</p> <p>2(D).Forest Department Notification No.583/94 “Wildlife species which are to be protected from extinction”</p> <p>3(D). Instructions related to trees not to harvest under the appendices of Convention on International Trade in Endangered Species (CITIES) of Wild Fauna and Flora.</p> <p>4(D). If any, Instructions related to trees not to harvest in Watershed Management Area</p>	

		<p><u>For Myanmar Timber Enterprise (MTE)</u></p> <p>1(D). Compliance with the requirements of MTE Extraction Manual, (Standing Order for extraction staff of MTE, Standing Order for Subornments- SOS and Reduced Impact Logging -RIL Guidelines.</p> <p><u>For Private Timber Company- PTC or Individual for timber harvesting from their Plantation</u></p> <p>1(D). Compliance with the issued by FD.</p> <p><u>For Community Forest User Group- CFUG for timber or other forest products harvesting from their Community Forest - CF</u></p> <p>1(D). Compliance with the instructions issued by FD.</p>	
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Observations, Assessment and Recommendations		
Means of assessing compliance Documents and fields assessments related to above mentioned verifiers of each FME shall be assessed and /or conducted	Indicator 1.2.1 Assessed by (initial of assessor)	
	Score (1-5)	

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
1.3 FME shall prove that plans related to timber harvesting activities are in place and approved respectively by relevant authorities	1.3.1 Availability of plans of each FME related to timber harvesting operation.	<p><u>For FD</u></p> <p>1(D). District Forest Management Plan (Production Working Circle, Plantation Working Circle, Local Supply /CF)</p> <p>2(D). AAC(Teak and hardwoods in number of trees and estimated volume) and delineated boundaries of the area to be granted for harvesting</p> <p>3(D).Selection Marking of Trees (Teak and Hardwoods) Reports and Selection Marking Note-books including maps</p> <p><u>For MTE</u></p> <p>1(D). Annual Operational Harvesting Plan for each extraction agency of MTE</p> <p>2(D). Approval of Harvesting Plan by MONREC and Cabinet.</p>	

Observations, Assessment and Recommendations		
Means of assessing compliance Documents and fields assessments related to above mentioned verifiers of each FME shall be assessed and /or conducted	Indicator 1.3.1 Assessed by (initial of assessor)	
	Score (1-5)	

Principle 2: Forest operations

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
2.1 FME shall clearly demarcate and delineate the area for timber harvesting according to instructions and procedures.	2.1.1 Availability of documents and maps related to demarcation of annual harvesting area and field assessment	<p>To check the following respective documents and field assessments related to annual timber harvesting area of each FME to verify that they have clearly demarcated and delineated the annual timber harvesting area -</p> <p><u>For FD</u></p> <p>1(D). Map showing RF, PPF, and PAS or Plantation</p> <p>2(D). Map showing working circle, felling series and approved annual coupe or area to be harvested for Natural Forests or Plantation</p> <p>3(F).Boundaries of harvesting area of natural forest or Plantation established by FD clearly marked on the ground</p> <p>4(F). Demarcating and repairing of boundary pillars</p> <p><u>For MTE</u></p> <p>1(D) Report of exploration of the area to be harvested called AC Report including Map showing positions of trees marked for harvesting (4 inch:1mile) and Marking Note Book of Teak and other Hardwood for felling handed over by FD</p>	

<p>Observations, Assessment and Recommendations</p>		
<p>Means of assessing compliance Documents and fields assessments related to above mentioned verifiers of each FME shall be assessed and /or conducted</p>	<p>Indicator 2.1.1 Assessed by (initial of assessor)</p>	
	<p>Score (1-5)</p>	

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
2.2 Selection marking for felling shall be made in accordance with prescribed procedures and instructions.	2.2.1 Availability of documents and maps related to selection marking for felling of teak and other hardwoods	To check the following respective documents related to selection marking of trees with prescribed girth limits in the area to be granted for harvesting. <u>For FD</u> 1(D). Report of Selection marking of trees in Natural Forest - NF or Plantation established by FD. 2(D). Marking Note Books of Teak and other Hardwoods for felling (Forest S-32).	
Observations, Assessment and Recommendations			
Means of assessing compliance Documents and fields assessments related to above mentioned verifiers of each FME shall be assessed and /or conducted		Indicator 2.2.1 Assessed by (initial of assessor)	
		Score (1-5)	

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
2.3 Felling and logging shall be made in accordance with prescribed instructions.	2.3.1 Availability of documents related to instructions of felling and logging of teak and other hardwoods and field assessments	<p>To check the following respective documents and field assessments related to felling and logging to verify that they have done/have been doing the timber harvesting activities in accordance with prescribed instructions.</p> <p><u>For FD</u></p> <p>1(D). Inspection report of the stumps in the harvesting/harvested area of NF or Plantation established by FD (Form-A for stumps inspection)</p> <p>2(D). Branding the royalty mark (Akauk) on logs and records of measurement of logs (S-18) for royalty assessment.</p> <p>3(D). Registers of acceptance statement for teak (Form-1), for hardwood (Form-2), for tops, lops, poles and posts (Form-2A) for royalty assessment at the township forest office</p> <p>4(D). Registers of consolidated acceptance statement for teak (Form-1), for hardwood (Form-2), for tops, lops, poles and posts (Form-2A) for royalty assessment at the district forest office.</p>	

		<p>5(F) Field Inspection of harvesting/harvested area of N F or Plantation established by FD.</p> <p><u>For MTE</u></p> <p>1(D). Record of on-site demonstration of felling, logging, skidding from stump to measuring /delivery point by Range in charge to all assigned persons/staff</p> <p>2(D).Registration of hammers and Vehicles, Machineries, Chainsaw & Elephants to be used by MTE Extraction Agency in harvesting operation at the District Forest Office.</p> <p>3(D). Records of different forms. Felling Order (Form-AG), Jungle Felling Register (Form-B),log register (Form-C), Measurement book (Form-D), Acceptance Statement(Form-AS)</p> <p>4(D). Completion report to FD by MTE (Form -AJ) after harvesting operations at the respective compartments.</p> <p>5(F). Inspection of hammer marks branded by FD and MTE, of some logs(<u>Revenue mark and serial no. in double rows branded by FD, , tree no., no. of logs, extraction year, agency classification mark and if hardwood, species classification mark on both ends of each log by MTE and serial no. of logs obtained from the particular compartment, and MTE measuring officer hammer on one side of each boleby MTE and <u>Revenue mark and serial no. on opposite side of each bole by FD</u>) and their</u></p>	
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		<p>respective stump(Tree no., no. of logs obtained from this particular tree, Compartment in charge hammer in a position immediately after felling, rangein charge hammer, Lower blaze, stump height,)against by,Form-B,Form-C. Form-D of MTE and S-18 of FD.</p>	
<p>Observations, Assessment and Recommendations</p>			
<p>Means of assessing compliance</p> <p>Documents and fields assessments related to above mentioned verifiers of each FME shall be assessed and /or conducted</p>	<p>Indicator 2.3.1</p> <p>Assessed by</p> <p>(initial of assessor)</p>	<p>Score (1-5)</p>	

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
2.4 Log transportation by FME shall be made in accordance with prescribed instructions.	2.4.1 Availability of documents related to instructions of log transportation from the forest to the final destination	<p>To check the following respective documents and field assessments related to log transportation to verify that they have done/have been doing log transportation activities in accordance with prescribed instructions.</p> <p><u>For FD</u></p> <p>1(D). Records of inspection of logs at measuring point inside the harvesting area which are skidded from stumps verified by hammer marks of FD and MTE (tree no., Log no., range in charge hammer mark, etc)</p> <p>2(D). Records of inspection of logs accompanied by trucking slips with details of logs in consignment at checking stations established at important points along the route of transportation verified against details indicated in the trucking slip</p> <p>3(D). Records of inspection of logs transported by Rail or Rafting or Barging accompanied by removal pass(MTE Form-AT), contents and measurement list of logs (MTE Form- AU) with details of logs in consignment at checking stations established at important points verified against details indicated in the Form AT and AU</p>	

		<p>4(D) Records of inspection of forest products including timber by PTC accompanied by Removal Pass (FD L- 41) at the checking stations established at the important points along the route of transportation verified against details indicated in the Removal Pass</p> <p><u>For MTE (Logs transporting from NF to final destination)</u></p> <p>1(D). Records of inspection of logs by authorized staff before skidding from the stump and prescribed form in which measurement of logs, logs no. obtained from the particular tree, trees no.etc are recorded.(Form B and Form C)</p> <p>2(D). Records of Inspection by Compartment in charge when transferring logs from compartments to delivery point (depot) by trucking slip in which detailed data of logs transported are included(against Form D).</p> <p>3(D). Depot log receiving register in which detailed data of logs (No formatted form)</p> <p>4(D). Records of log Transportation along the route (by Truck, Raft or by Rail) from the depot to the saw-mills, ply-wood factories of MTE and Rafting Depots or railway heads (Form AT and AU)</p> <p>5(D). Records of inspection of Forms AT and AU at MTE control points, established at the bridges of Ayeyarwaddy River (rafting or barging route) to Terminal Log Depot in Yangon or other places if any</p>	
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		<p>6(D). Records of logs receiving/transferring to/from each depot (File of Trucking Slips and Form AT-AU)</p> <p>7(D). Records of logs transfer that reached the final destinations(saw mill, terminal depots) in accordance with MTE A/S, Trucking Slips, Form AT-AU.</p>	
<p>Observations, Assessment and Recommendations</p>			
<p>Means of assessing compliance</p> <p>Documents related to above mentioned verifiers of each FME shall be assessed</p>	<p>Indicator 2.4.1</p> <p>Assessed by (initial of assessor)</p>		
	<p>Score (1-5)</p>		

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
2.5 FME fulfills the requirements of worker safety and health in accordance with prescribed instructions,rules and regulation	2.5.1 Availability of documents related to prescribed instructions and activities for worker safety and health in a forest management operation	<p>To check the following respective documents and activities done by each FME related to worker safety and health</p> <p><u>For FD</u></p> <p>1(D). Documents related to provisions of required medicines for forest workers and assignment of medical staff at the forest camp/village</p> <p>2(D). Documents related to provisions of safety equipment for forest workers who were engaged in the forest operations.</p> <p>3(D). Order of selection marking of trees for felling by concerned District Forest Office</p> <p>4(C). Discussion with forest workers of the concerned Township Forest Office who were engaged in the forest operations.</p> <p><u>For MTE</u></p> <p>1(D). Records of MTE DI-111(18.3.1969) and its supplement (21.4.1972) of MTE Extraction Department, Departmental Instructions (1 to 122) compilation Book (2008) related to workman compensation</p> <p>2(D). Records of instructions for taking basic medicines inside the forest in attachment (1) of standing orders for extraction staff (1970) which was revised as MTE SOS(2000)</p>	

		<p>3(D). Records of instructions for accident report form (Tha La Tha -1 for staff of MTE) in attachment (5) of standing orders for extraction staff (1970) which was revised as MTE SOS(2000)</p> <p>4(D). Records of disciplines instructed for elephant guards to escape from accident in attachment (6) of standing orders for extraction staff (1970) which was revised in MTE SOS(2000)</p> <p>5(D). Record of on-site demonstration of felling, logging, skidding from stump to measuring /delivery point by Range in charge to all assigned persons/staff</p> <p>6(D). Record of conducting the training related to dos and don'ts in timber harvesting practices including felling, logging, skidding to the staff and persons involved</p>	
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Observations, Assessment and Recommendations		
Means of assessing compliance Documentations and communication related to above mentioned verifiers of each FME shall be conducted	Indicator 2.5.1 Assessed by (initial of assessor)	
	Score (1-5)	

Principle 3: Statutory charges

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
3.1 All applicable and legally prescribed fees, royalties, taxes and other charges shall be paid by FME on time.	3.1.1 Availability of documents related to payment of prescribed fees, royalties, taxes and other charges for timber harvesting, processing and timber trade in time	<p>To check the following respective documents of FME related to payments of prescribed statutory charges for timber harvesting, processing and trade</p> <p><u>For FD, MTE and PTC</u></p> <p>1(D). FD Acceptance Statement approved by FD and MTE staff assigned for royalty settlement by MTE</p> <p>2(D). MTE Measurement Book (Form-D) approved by FD and MTE staff (Revenue staff and Measuring staff)</p> <p>3(D). Issuance of Cheque of MTE for settlement of due royalty for harvested timber.</p> <p>4(D). Bank receipt / receipt for payment of taxes/fees linked to timber processing (taxes, other fees)</p> <p>5(D). Bank receipt / receipt for payment of taxes/fees linked to timber trade (commercial taxes, other fees)</p>	

<p>Observations, Assessment and Recommendations</p>		
<p>Means of assessing compliance Documents related to above mentioned verifiers of each FME shall be assessed</p>	<p>Indicator 3.3.1 Assessed by (initial of assessor)</p>	
	<p>Score (1-5)</p>	

Principle 4: Other user's rights

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
4.1 FME shall recognize and respect legal or customary rights of local communities in the harvesting area in accordance with laws and regulations stipulated by both central and local authorities concerned	4.1.1 user rights of local communities in the harvesting area are taken into considered	<p>To check the following respective documents of FME related to legal or customary rights of local communities in the timber harvesting area</p> <p><u>For FD and MTE</u></p> <p>1(D). Records of CF in the harvesting area of RF and PPF established by local communities</p> <p>2(D). Records of exclusion areas set aside in the reserved forests for local community</p> <p>3(C). Meet with communities to verify that their rights are being respected</p> <p>4(D). Records of social welfare of local dwellers living along the harvested areas.</p> <p>5(D). Records of Free Prior Inform Concert -FPIC on harvesting at respective area</p>	

<p>Observations, Assessment and Recommendations</p>		
<p>Means of assessing compliance</p> <p>Documents related to above mentioned verifiers of FME shall be assessed and communication with concerned local communities/CFUG must be conducted</p>	<p>Indicator 4.1.1</p> <p>Assessed by</p> <p>(initial of assessor)</p>	
	<p>Score (1-5)</p>	

Principle 5: Mill operation

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
5.1 Clear evidence of documents ,and licenses for FME involved in timber processing shall be demonstrated in accordance with laws and regulations	5.1.1 License related to timber processing plants should be available for inspection from the respective FME	<p>To check the FME has the following updated documents</p> <p><u>For MTE</u></p> <p>1(D). Available updated annual license of saw mill, chainsaw, or wood-based industries</p> <p>2(F). Comply with the terms and conditions of the license</p> <p><u>For PTC or Individual</u></p> <p>1(D). Available valid license of saw mill or wood-based industries</p> <p>2(F). Comply with the terms and conditions of the license</p>	

<p>Observations, Assessment and Recommendations</p>		
<p>Means of assessing compliance</p> <p>Documents related to above mentioned verifier of FME shall be inspected and field assessment shall be conducted</p>	<p>Indicator 4.1.1</p> <p>Assessed by</p> <p>(initial of assessor)</p>	
	<p>Score (1-5)</p>	

Principle 5: Mill operation

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
5.2 Timber processing of FME is subject to stated conditions within the laws and regulations	5.2.1 Timber processing and trading facility of FME has wood log books and prescribed procedure for controlling timber processing	<p>To check the FME has the following updated documents</p> <p><u>For MTE</u></p> <p>1(D). Wood log books of saw mill or wood based industries in which updated incoming and outgoing logs are recorded</p> <p>2(D). Record of outturns of scantlings obtained from sawing and use in different stages of value-added processing</p> <p>3(D). Record of outgoing products</p> <p>4(D). Reports of inspection and monitoring of mill operations by different level of MTE staff</p> <p><u>For PTC or Individual</u></p> <p>1(D). Record of incoming logs and/or scantlings</p> <p>2(D). Record of permission to cut logs into different sizes of scantlings from FD</p> <p>3(D). Record of outturns of scantlings obtained from sawing and use in different stages of value-added processing</p>	

	<p><u>For PTC or Individual</u></p> <p>1(D). Record of sale contracts for each transaction in the supply chain to the processing facility of FME</p> <p>2(D). Record of sales contract from MTE together with delivery order and letter of appoint to transfer teak logs</p> <p>5.2.2 All raw material received by the processing facility of FME must be accompanied by sale contracts and official sales invoice</p>	<p>4(D). Record of the outgoing products (scantlings and wood-based products)</p> <p>5(D). Reports of the inspection of the records and checking the balanced logs and other products by FD staff</p>	
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Observations, Assessment and Recommendations		
Means of assessing compliance Documents related to above mentioned verifier of FME shall be inspected	Indicator 5.2.1 and 5.2.2 Assessed by (initial of assessor)	
	Score (1-5)	

Principle 5: Mill operation

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
5.3 The FME shall meet all applicable laws and regulations covering health and safety of employees and workers	5.3.1 Occupational safety and health requirements are met	<p>To check the FME has the following records related to precautionary measures for worker safety and health</p> <p><u>For MTE</u></p> <p>1(D). Records of conducting worker's training on both operating processing facilities safely and health (such as first aid)</p> <p>2(D). Records of safety equipment provided to workers</p> <p>3(D). Record of holding a rehearsal to extinguish the fire by workers</p> <p>4(D). Record of briefing of fire protection plan to the workers</p> <p>5(D). life/casualty insurance and/or social welfare for worker</p> <p>6(F) Briefing materials or posters or occupational/fire hazard sign to ensure awareness in workplace</p> <p>7(F). Adequate precautions in place in order to provide worker's safety in the event of fire and other accidents (such as fire extinguishing equipment, first aid kit, basic medicines, list of emergency phone numbers</p>	

		<p><u>For PTC or Individual</u></p> <p>1(D). Records of conducting worker's training on both operating processing facilities safely and health (such as first aid)</p> <p>2(D). Records of safety equipment provided to workers</p> <p>3(D). Record of holding a rehearsal to extinguish the fire by workers</p> <p>4(D). Record of briefing of fire protection plan to the workers</p> <p>5(D). life/casualty insurance and/or social welfare for worker</p> <p>6(F) Briefing materials or posters or occupational/fire hazard sign to ensure awareness in workplace</p> <p>7(F). Adequate precautions in place in order to provide worker's safety in the event of fire and other accidents (such as fire extinguishing equipment, first aid kit, basic medicines, list of emergency phone numbers)</p>	
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Observations, Assessment and Recommendations		
Means of assessing compliance Documents related to above mentioned verifier of FME shall be assessed and field assessment shall be conducted	Indicator 5.3.1 Assessed by (initial of assessor)	
	Score (1-5)	

Principle 6: Trade and Customs

Criterion	Indicator	Verifier (Documents ,Communication and Field Assessment)	Score
6.1 The FME shall document clear evidence of possession of all applicable official documents related to timber products for export and import in accordance with relevant laws and regulations	6.1.1 The FME possesses all necessary documents for export and import of timber products in accordance with relevant laws and regulations	<p>To check the FME has the following necessary documents for export or import of timber</p> <p><u>For MTE</u></p> <p>1(D) Notice for the open tender sale</p> <p>2(D) Sale confirmation</p> <p>3(D) Sale contract</p> <p>4(D) Documents required for shipping (Form B Licence Permit, Invoice, Packing list, Booking Note, Exam Form etc.)</p> <p><u>For PTC or Individual</u></p> <p>1(D). Certificate of Incorporation of directorate of investment and company administration</p> <p>2(D). Certificate of Exporter/Importer of directorate of trade</p> <p>3(D). Certificate of Membership UMFCCI</p> <p>4(D). Certificate of Membership MTMA</p> <p>5(D). Industrial License of industrial control and inspection department</p> <p>6(D). Saw-Mill License of Forest Department</p> <p>7(D). Sale Contract of MTE</p>	

	<p><u>For PTC or Individual</u></p> <p>1(D). Receipt paid for commercial taxes</p> <p>2(D). Receipt paid for customs duties</p> <p>3(D). Receipt paid for income taxes</p> <p>6.1.2 Tax returns on trade in timber are done in accordance with rules and regulations</p>	<p>8(D). Delivery Order of MTE</p> <p>9(D). Cutting permit</p> <p>10(D). Export license</p> <p>11(D). Certificate for legal timber products of FD</p> <p>12(D). Customs declaration form and detail parking list of timber products/bill of loading</p>	
Observations, Assessment and Recommendations			
<p>Means of assessing compliance</p> <p>Documents related to above mentioned verifier of FME shall be assessed</p>	<p>Indicator 6.1.1 and 6.1.2</p> <p>Assessed by (initial of assessor)</p>		
	<p>Score (1-5)</p>		