



PNG Forest Authority

Promoting Forest Law Compliance in PNG

National Monitoring Form

This publication provides the means for licensed auditors to measure forest industry participant compliance with PNG's Timber Legality Standard.

Version 2.4

4 October 2013



FOREWORD

Papua New Guinea (PNG) is committed to sustainable forest management. Its forest policies, laws and regulations are guided by the national goals and directive principles of the *PNG Constitution*.

PNG's *Timber Legality Standard* provides an agreed definition of what constitutes legal timber sourced from PNG. The *National Monitoring Form* provides the means to measure forest industry participant compliance with the national standard. The *Local Monitoring Form* enables local stakeholders to assist the PNG Forest Authority with parts of this work. These three publications stand side-by-side and apply to all commercial timber operations in PNG; from small scale sawmills to large scale logging and milling operations. They are aligned with the EU-FLEGT Action Plan's social, environmental and economic "principles" and complement the voluntary legality standards that have been developed for PNG by the Forest Stewardship Council (FSC) and the Société Générale de Surveillance (SGS).

PNG's *Timber Legality Standard* and *Monitoring Forms* have been prepared in collaboration with forestry stakeholders. The PNG Forest Authority gratefully acknowledges the many different organizations which have taken part in the stakeholder consultation process. In particular, the voluntary members of our technical committee¹ for preparing the draft materials and the International Tropical Timber Organisation (ITTO) for their generous financial support.

The PNG Forest Authority will continue to review and update PNG's *Timber Legality Standard* in consultation with forestry stakeholders in order to strengthen the current monitoring capacity within its system. Steps will also be undertaken - where required - for a possible review of the existing legislation to align and strengthen forestry laws and procedures, as well as assist independent licensed auditors to prove the legality of timber sourced from PNG. The *National* and *Local Monitoring Forms* will continue to be updated and applied from the field level to the elite technical level ensuring that the forest is used wisely - without compromise - for the benefit of all.

Managing Director
PNG Forest Authority

¹ Namely: the Department of Environment and Conservation, the National Research Institute and the University of PNG (government); Rimbujan Hijau and Stettin Bay Lumber Company (industry); Cloudy Bay Development Committee and WNB Provincial Forest Management Committee (landowners); FORCERT and the PNG Eco Forestry Forum (non-government).



TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS	2
MONITORING INFORMATION	4
MONITORING PROCESS	5
QUESTIONS AND ANSWERS	6
PRINCIPLE 1	6
THE BUSINESS COMPLIES WITH RIGHTS TO HARVEST TIMBER WITHIN FOREST AREAS THAT ARE LEGALLY ACQUIRED.	6
PRINCIPLE 2	12
THE BUSINESS COMPLIES WITH REQUIREMENTS REGARDING FOREST MANAGEMENT, INCLUDING COMPLIANCE WITH RELEVANT ENVIRONMENTAL, LABOUR AND COMMUNITY WELFARE LEGISLATION.....	12
PRINCIPLE 3	40
THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING BUSINESS OPERATIONS, TAXES, IMPORT AND EXPORT DUTIES, ROYALTIES AND FEES DIRECTLY RELATING TO TIMBER HARVESTING AND TIMBER TRADE.....	40
PRINCIPLE 4	47
THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING TENURE OR USE RIGHTS TO LAND AND RESOURCES THAT MAYBE AFFECTED BY TIMBER HARVEST RIGHTS, WHERE SUCH RIGHTS EXIST.	47
PRINCIPLE 5	50
THE BUSINESS COMPLIES WITH REQUIREMENTS FOR PROCESSING, TRANSPORT, TRADE AND EXPORT PROCEDURES.....	50
PRINCIPLE 6	54
THE BUSINESS MAINTAINS THE NECESSARY REGISTERS.	54
MAJOR CORRECTIVE ACTIONS	57
MINOR CORRECTIVE ACTIONS	59
ANNEX	61
Relevant laws, regulations and conventions.....	61



ABBREVIATIONS AND ACRONYMS

CAR	Corrective Action Request
CITES	Convention on International Trade in Endangered Species of Wild Fauna & Flora
DEC	Department of Environment And Conservation
DLPP	Department of Lands and Physical Planning
DoL	Department of Labour and Industrial Relations
DoT	Department of Transport
DoW	Department of Works
DCI	Department of Commerce and Industry
FIA	(PNG) Forest Industries Association
FMA	Forest Management Agreement
FRI	Forest Research Institute
GST	Goods and Services Tax
HIV/AIDS	Acquired immune Deficiency Syndrome
HQ	Headquarters
ILG	Incorporated Land Group
IPA	Investment Promotion Authority
IRC	Internal Revenue Commission
ITTO	International Tropical Timber Organisation
IUCN	International Union for Conservation of Nature
LLG	Local Level Government
LOC	Landowner Company
NAQIA	National Agriculture, Quarantine and Inspection Authority
NASFUND	National Superranuation Fund
NFS	National Forest Service
NISIT	National Institute of Standards and Industrial Technology
PFMC	Provincial Forest Management Committee
PNG	Papua New Guinea
PNGFA	PNG Forest Authority
SGS	Société Générale de Surveillance
TA	Timber Authority



PNG Forest Authority

TP	Timber Permit
TRP	Timber Rights Purchase



MONITORING INFORMATION

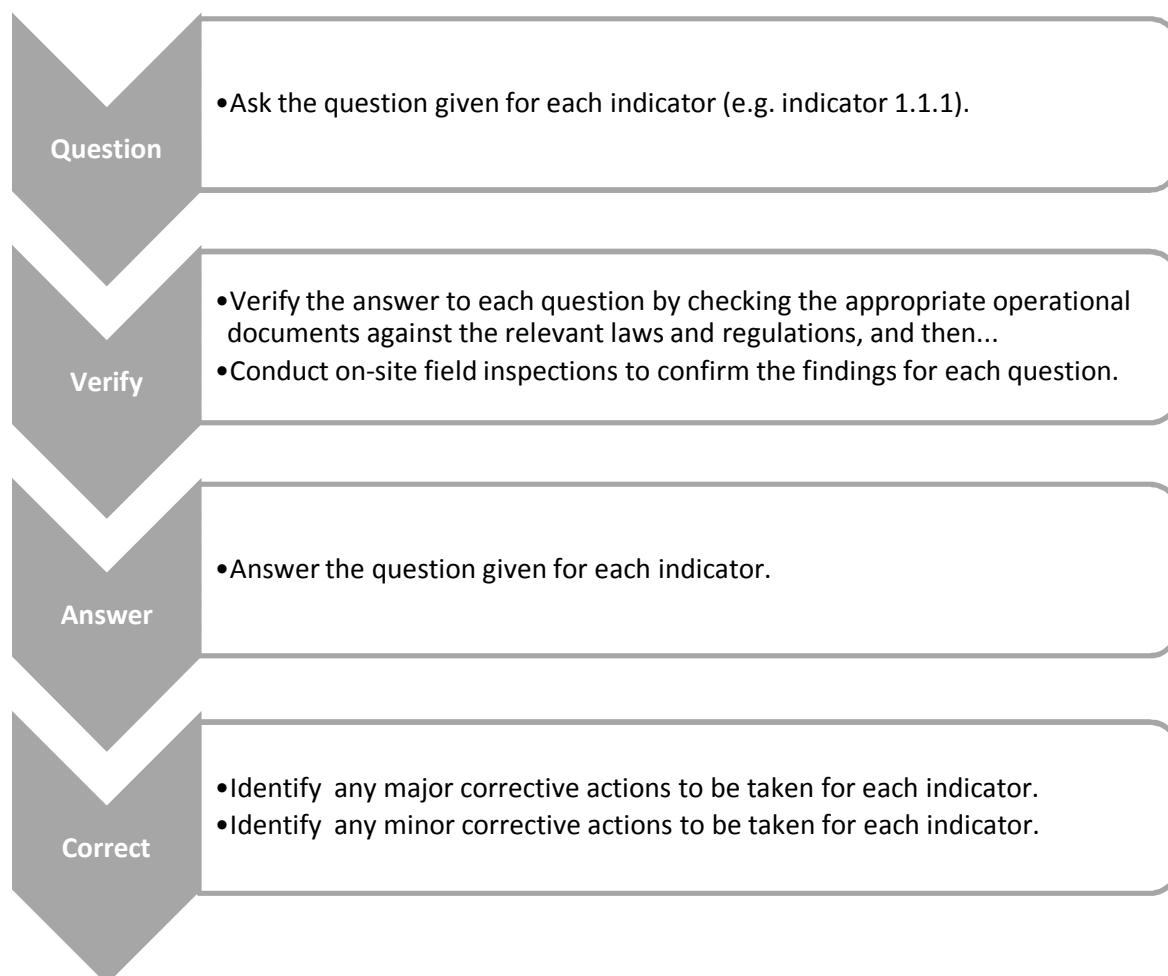
Name of business:	
Name of monitor(s):	
Position of monitor(s):	
Type of monitor(s):	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Other (specify)... <input type="text"/>
Date(s) and time(s) of monitoring activities:	From <input type="text"/> To <input type="text"/>
Locations visited:	
Findings:	<input type="text"/>



MONITORING PROCESS

The National Monitoring Form contains the full set of indicators and verifiers for assessing forest industry participant compliance with PNG's timber legality goal, objectives, principles and criteria.

The monitoring process is summarised in the diagram below.



The monitoring process should be conducted using:

- The questions and answer forms by licensed auditors (pages 6-55);
- The corrective action forms by licensed auditors (pages 56-59);
- The list of relevant laws, regulations and conventions (page 60-64).

The forms can either be completed by hand or by computer using the text and tick boxes.



QUESTIONS AND ANSWERS

1.	THE BUSINESS COMPLIES WITH RIGHTS TO HARVEST TIMBER WITHIN FOREST AREAS THAT ARE LEGALLY ACQUIRED.	
1.1	THE BUSINESS HAS LEGAL ACCESS AND HARVESTING RIGHTS TO THE FOREST LAND ON WHICH IT OPERATES.	
1.1.1:	<u>THE BUSINESS HAS LEGAL ACCESS TO THE LAND ON WHICH IT OPERATES AND RIGHTS TO THE FOREST RESOURCE.</u>	
	QUESTION:	<i>Does the Business have legal access to the land on which it operates <u>and</u> rights to the forest resource?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/> Note: All documents should include a demarcation map of the forest area
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



1.1.2:	<u>THE BUSINESS HOLDS THE NECESSARY ACCESS RIGHTS TO RELEVANT AREAS OUTSIDE THE CONCESSION AREA.</u>	
	QUESTION:	<i>Does the Business hold the necessary access rights to relevant areas outside the concession area?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DoW manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Licence for gravel supply (DoW) <input type="checkbox"/> ; Land Lease Agreements for sites outside the permit area (e.g. camp, mill, wharf) <input type="checkbox"/> ; Land Lease Agreements for roads outside the permit area (DoW) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Compensations payments should be checked against the Valuer General's Lists.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CAR <input type="checkbox"/> or Minor CAR <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



1.2	THE BUSINESS HAS OBTAINED THE NECESSARY APPROVALS FOR ITS FOREST AND RELATED OPERATIONS.	
1.2.1:	<u>WHERE OBLIGATORY, THE BUSINESS HAS DEVELOPED FOREST MANAGEMENT PLANS (INCLUDING THE REQUIRED FOREST INVENTORIES) AND RECEIVED OFFICIAL APPROVALS.</u>	
	QUESTION:	<i>Does the Business have an approved forest management plan, which includes the required forest inventories?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans (minimum 1% inventory) <input type="checkbox"/> <u>and</u> Annual Production Plans (minimum 1% inventory) <input type="checkbox"/> <u>and</u> Approved Set-up Plans (minimum 10% inventory) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms (maximum 5,000m ³) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) approval timeframes, and (ii) landowner consultation.
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Planning Monitoring and Control Procedures under Timber Permit (for TP) <u>or</u> Guidelines for Issuing Timber Authorities (for TA).
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



1.2.2:	<u>THE BUSINESS HAS THE NECESSARY ENVIRONMENTAL AUTHORISATIONS IN PLACE. SUCH AUTHORIZATIONS ARE ISSUED BY THE APPROPRIATE ENVIRONMENTAL AUTHORITIES AND ARE VALID.</u>	
	QUESTION:	<i>Does the Business have the necessary environmental authorisations in place, which are issued by the appropriate environmental authorities and are valid?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Environmental Impact Statement (DEC) <input type="checkbox"/> or Environmental Plan (DEC) <input type="checkbox"/> with Environment Permit (DEC) <input type="checkbox"/> ; Water Permit (DEC) <input type="checkbox"/> ; Waste Permit (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Regulations. <u>Note:</u> Environmental Impact Statements are only required for Level 1 FMAs when annual production exceeds 70,000m ³ .
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



1.2.3:	<u>THE BUSINESS HAS THE NECESSARY APPROVALS FOR ANCILLARY AND ASSOCIATED ACTIVITIES AT THE LOCATIONS WHERE IT OPERATES.</u>	
	QUESTION:	<i>Does the Business have the necessary approvals for ancillary and associated activities at the locations where it operates?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Provincial Administration manager <input type="checkbox"/> ; Other <input type="checkbox"/> ; Details... <input type="text"/>
	Documents checked:	Forest Industry Participant Registration (PNGFA) <input type="checkbox"/> ; Pressure Vessel Regisatration (DoL) <input type="checkbox"/> ; Explosives Regisatration (DoL) <input type="checkbox"/> ; Overhead Cranes Regisatration (DoL) <input type="checkbox"/> ; Industrial Machinery Regisatration (DoL); Factory / Warehouse Registration (DoL) <input type="checkbox"/> ; Pressure Treatment Plant Registration; Provincial Building Permit <input type="checkbox"/> Provincial Factory Licence <input type="checkbox"/> ; Provincial Liquor Licence <input type="checkbox"/> ; Provincial Trading Licence <input type="checkbox"/> ; Other <input type="checkbox"/> ; Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Environment Act and Regulations; Labour & Employment Act and Regulations; Industrial Safety, Health and Welfare Act and Regulations; Industrial Safety (Building Works) Order; and any relevant provincial regulations.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



1.3	THE BUSINESS CAN DEMONSTRATE THAT ITS APPROVAL(S) FOR FORESTS AND OTHER RELATED OPERATIONS WAS (WERE) PROPERLY OBTAINED.	
1.3.1	IN OBTAINING SUCH APPROVALS, THE BUSINESS CORRECTLY FOLLOWED THE APPROPRIATE PROCEDURES.	
	QUESTION:	<i>In obtaining such approvals, were the appropriate procedures correctly followed by the Business?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other (specify)... <input type="text"/>
	Documents checked:	PFMC approvals <input type="checkbox"/> ; Other (specify)... <input type="text"/> Refer also documents checked under verifiers: <ul style="list-style-type: none"> • 1.1.1 and 1.1.4 • 1.2.1, 1.2.3, 1.2.4 and 1.2.5
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Guidelines for Issuing Timber Authorities (for TA) <u>Note:</u> The PNGFA (not the Business) is responsible for granting a Timber Permit.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.	THE BUSINESS COMPLIES WITH REQUIREMENTS REGARDING FOREST MANAGEMENT, INCLUDING COMPLIANCE WITH RELEVANT ENVIRONMENTAL, LABOUR AND COMMUNITY WELFARE LEGISLATION.	
2.1	THE BUSINESS HAS CLEARLY IDENTIFIED AUTHORIZED HARVESTING AREAS AND POSITIONED ITS PLANNED FOREST ACTIVITIES IN ACCORDANCE WITH APPROVED PLANS OR REGULATIONS.	
2.1.1:	<u>THE BUSINESS CAN SHOW APPROPRIATE POSITIONING AND ACCURATE MAPPING OF DESIGNATED AREAS AND OF PROPOSED FOREST MANAGEMENT ACTIVITIES IN THESE AREAS.</u>	
	QUESTION:	<i>Can the Business show appropriate positioning and accurate mapping of designated areas <u>and</u> of proposed forest management activities in these areas?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans (1:50,000 scale map) <input type="checkbox"/> <u>and</u> Annual Production Plans (1:25,000 scale map) <input type="checkbox"/> <u>and</u> Approved Set-up Plans (1:10,000 scale map) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes <input type="checkbox"/> (essential)
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Planning Monitoring and Control Procedures under Timber Permit (for TP) <u>or</u> Guidelines for Issuing Timber Authorities (for TA); and PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.1.2:	<u>THE BUSINESS CAN SHOW THAT POSITIONING AND MAPPING OF CULTURAL SITES HAS BEEN CLEARLY IDENTIFIED IN COOPERATION WITH LANDOWNERS</u>	
	QUESTION:	<i>Can the Business show that positioning and mapping of cultural sites has been clearly identified in cooperation with landowners?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> Approved Set-up Plans <input type="checkbox"/> <u>with</u> attached Landowner Cultural Site Form <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Application Forms; Other <input type="checkbox"/> ; Details...
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Confirm positioning with clan leaders at each site.
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Planning Monitoring and Control Procedures under Timber Permit (for TP) <u>or</u> Guidelines for Issuing Timber Authorities (for TA); and PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	



2.2	THE BUSINESS'S OPERATION AND ACTIVITIES ARE GEOGRAPHICALLY IMPLEMENTED IN ACCORDANCE WITH APPROVED PLANS.	
2.2.1:	<u>PRE-HARVEST PLANNING DOCUMENTS AND MAPS ACCURATELY REFLECT THE BUSINESS'S OPERATIONS.</u>	
	QUESTION:	<i>Do pre-harvest planning documents and maps accurately reflect the Business's operations?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans (1:50,000 scale map) <input type="checkbox"/> <u>and</u> Annual Production Plans (1:25,000 scale map) <input type="checkbox"/> <u>and</u> Approved Set-up Plans (1:10,000 scale map) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms; Other <input type="checkbox"/> Details... <u>Note:</u> Check either digital or paper maps.
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance at current and previous set-ups.
	Reference material:	Not applicable
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	[Redacted]



2.3	FELLING STRICTLY COMPLIES WITH SPECIES AND TREES AS AUTHORIZED, RESTRICTED OR IMPOSED BY APPLICABLE INTERNATIONAL CONVENTIONS, NATIONAL OR LOCAL REGULATIONS, AND THE MANAGEMENT PLAN.	
2.3.1:	<u>THE BUSINESS ONLY HARVESTS SPECIES AND TREES AUTHORISED BY LAW UNDER THE TIMBER CONCESSION AND PRESCRIBED BY THE MANAGEMENT PLAN OR TIMBER PERMIT.</u>	
	QUESTION:	<i>Does the Business only harvest species that are authorised by law <u>and</u> prescribed by the management plan or timber permit?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> Approved Set-up Plans <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms (maximum 5,000m ³) <input type="checkbox"/> ; Other <input type="checkbox"/> Set-up Log Books (PNGFA) <input type="checkbox"/> ; Daily Log Scaling Sheets (PNGFA) <input type="checkbox"/> ; Log Scalers' Licence (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/> <u>Note:</u> Restrictions may be placed on specific tree characteristics (e.g. food trees, seed trees and sacred trees). These restrictions include trees felled along logging roads, snig-tracks etc.
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked with reference to Forestry Regulations (e.g. current species bans); Convention on International Trade in Endangered Species of Wild Fauna & Flora (CITES).
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.3.2:	<u>THE BUSINESS ONLY HARVESTS TREES ABOVE THE MINIMUM ALLOWABLE DIAMETER FOR EACH SPECIES PRESCRIBED BY THE MANAGEMENT PLAN OR TIMBER PERMIT.</u>	
	QUESTION:	<i>Does the Business only harvest trees above the minimum allowable diameter for each species prescribed by the management plan or timber permit?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> Approved Set-up Plans <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms (maximum 5,000m ³) <input type="checkbox"/> ; Other <input type="checkbox"/> Set-up Log Books (PNGFA) <input type="checkbox"/> ; Daily Log Scaling Sheets (PNGFA) <input type="checkbox"/> ; Log Scalers' Licence (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance at current and previous set-ups.
	Reference material:	Documents and on-site inspections should be checked against requirements of PNG Logging Code of Conduct; and Procedures for the Identification, Scaling and Reporting on Logs. <u>Note:</u> There are no minimum diameter requirements for plantation timber. These requirements include trees felled along logging roads, snig-tracks etc.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



2.4	THE BUSINESS MARKS AND RECORDS TREES AND LOGS IN ACCORDANCE WITH RELEVANT REGULATIONS.	
2.4.1:	<u>THE BUSINESS APPLIES A PRE-HARVEST IDENTIFICATION OR NUMBERING SYSTEM CONSISTENT WITH APPLICABLE REGULATORY AND/OR TRACEABILITY REQUIREMENTS.</u>	
	QUESTION:	<i>Does the Business apply a pre-harvest identification or numbering system consistent with applicable regulatory and/or traceability requirements?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> Approved Set-up Plans <input type="checkbox"/> <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms (maximum 5,000m ³) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) tree marking, and (ii) felling direction.
	Reference material:	Documents and on-site inspections should be checked against requirements of PNG Logging Code of Practice; and Planning Monitoring and Control Procedures under Timber Permit (for TP).
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.4.2:	<u>THE BUSINESS APPLIES A POST-HARVEST LOG IDENTIFICATION SYSTEM CONSISTENT WITH APPLICABLE REGULATORY AND/OR TRACEABILITY REQUIREMENTS.</u>	
	QUESTION:	<i>Does the Business apply a post-harvest log identification system consistent with applicable regulatory and/or traceability requirements?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ); <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> NFS manager (provincial) <input type="checkbox"/> ; SGS manager (HQ); SGS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Set-up Log Books (PNGFA) <input type="checkbox"/> ; Daily Log Scaling Sheets (PNGFA) <input type="checkbox"/> ; Log Scalers' Licence (PNGFA) <input type="checkbox"/> ; Monthly Production Reports <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Procedures for the Identification, Scaling and Reporting on Logs with reference to PNGFA/SGS Log Tags.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.5	THE BUSINESS CAN PROVE THAT THE QUANTITY OR VOLUME OF HARVEST IS COMPLIANT WITH THE AUTHORIZED AMOUNTS.	
2.5.1:	<u>THE NUMBER AND VOLUME OF TREES FELLED IS COMPLIANT WITH THE AUTHORIZED AMOUNTS, FOR THE TIME PERIOD, AREAS AND SPECIES UNDER CONSIDERATION.</u>	
	QUESTION:	<i>Is the number and volume of trees felled is compliant with the authorized amounts, for the time period, areas and species under consideration.</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> ; Details... <input type="text"/>
	Documents checked:	Timber Authority (TA) <input type="checkbox"/> <u>or</u> Timber Permit (TP) <input type="checkbox"/> <u>with</u> 5 Year Working Plans <input type="checkbox"/> <u>and</u> Annual Production Plans <input type="checkbox"/> <u>and</u> Approved Set-up Plans <input type="checkbox"/> <u>with</u> attached Landowner Cultural Site Form <u>or</u> Timber Authority (TA) <u>with</u> Approved Application Forms (maximum 5,000m3) <input type="checkbox"/> Annual Production Reports <input type="checkbox"/> ; Monthly Production Reports <input type="checkbox"/> ; Notification Letter <input type="checkbox"/> ; Set-up Log Books (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> ; Details... <input type="text"/> <u>Note:</u> For Timber Permits, check (i) annual allowable cut (minimum and maximum) against annual reports, and (ii) set-up plans against set-up clearance.
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of National Forest Plan; relevant Provincial Forest Plan(s); and Procedures for the Identification, Scaling and Reporting on Logs.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.6	THE BUSINESS CAN PROVE THAT HARVESTING WASTE AND DOWNGRADING OF LOGS IS CONSISTENT WITH APPLICABLE REGULATORY REQUIREMENTS.	
2.6.1:	<u>THE BUSINESS CAN PROVIDE JUSTIFICATION FOR ANY WOOD WASTE FROM HARVESTING</u>	
	QUESTION:	<i>Can the Business provide justification for any wood waste from harvesting?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Set-up Log Books (PNGFA) <input type="checkbox"/> ; Log Waste Assessment Sheets <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with pre-scaling requirements such as (i) logs left behind, (ii) stump height, (iii) top end waste, (iv) landing trimmings.
	Reference material:	On-site inspections (at current and previous set-ups) should be checked against requirements of PNG Logging Code of Practice; and Revised Waste Management and Assessment Procedures.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	



2.6.2:	<u>THE DOWNGRADING OF LOGS IS COMPLIANT WITH APPLICABLE REGULATORY REQUIREMENTS.</u>	
	QUESTION:	<i>Is the downgrading of logs compliant with applicable regulatory requirements.</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Set-up Log Books (PNGFA) <input type="checkbox"/> ; Log Scaling Sheets <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with post-scaling requirements including (i) log diameter less than 40cm is within the regulatory allowance, (ii) logs rejected no more than 3 times, (iii) logs no more than 3 months old (from date of scaling).
	Reference material:	On-site inspections at each set-up should be checked against requirements of Log Export Procedures; and Procedures for the Identification, Scaling and Reporting on Logs.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	



2.7	THE BUSINESS RESPECTS AREAS WHERE LOGGING IS PROHIBITED OR RESTRICTED.	
2.7.1:	<u>THE BUSINESS RESPECTS THE INTEGRITY OF PROTECTED AREAS WHERE FOREST ACTIVITIES ARE PROHIBITED OR RESTRICTED ON THE BASIS OF OFFICIAL LAND USE PLANNING AND CLASSIFICATION.</u>	
	QUESTION:	<i>Does the Business respect the integrity of protected areas where forest activities are prohibited or restricted on the basis of official land use planning and classification?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans (1:50,000 scale map) <input type="checkbox"/> <u>and</u> Annual Production Plans (1:25,000 scale map) <input type="checkbox"/> <u>and</u> Approved Set-up Plans (1:10,000 scale map) <input type="checkbox"/> <u>or</u> Timber Authority (TA) with Application Forms; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance at current and previous set-ups.
	Reference material:	Documents and on-site inspections should be checked against requirements of Planning, Monitoring and Control Procedures under Timber Permit; Conservation Areas Act; and National Parks Act
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.7.2:	<u>THE BUSINESS RESPECTS ZONES OR BUFFERS WITHIN THE LOGGING AREA WHERE LOGGING IS PROHIBITED OR RESTRICTED ON THE BASIS OF REGULATORY OR AGREED FOREST MANAGEMENT REQUIREMENTS OR PLANS.</u>	
	QUESTION:	<i>Does the Business respect zones or buffers within the logging area where logging is prohibited or restricted on the basis of regulatory or agreed forest management requirements or plans?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans <input type="checkbox"/> <u>and</u> Annual Production Plans <input type="checkbox"/> <u>and</u> Approved Set-up Plans <input type="checkbox"/> <u>with</u> attached Landowner Cultural Site Form <input type="checkbox"/> <u>or</u> Timber Authority (TA) with Application Forms; Other <input type="checkbox"/> Details...
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance (current and previous set-ups) with requirement such as (i) sacred and cultural sites, (ii) riparian strips, and (iii) slopes greater than 30 degrees.
	Reference material:	Documents and on-site inspections should be checked against requirements of PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	



2.8	THE BUSINESS PRESERVES BIODIVERSITY.	
2.8.1:	<u>THE BUSINESS PROTECTS ENDANGERED SPECIES AS PROVIDED FOR UNDER THE CONVENTION ON BIOLOGICAL DIVERSITY, THE CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA & FLORA (CITES) AND OTHER INSTRUMENTS.</u>	
	QUESTION:	<i>Does the Business protect endangered species as provided for under CITES and other instruments?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans <input type="checkbox"/> <u>and</u> Annual Production Plans <input type="checkbox"/> <u>and</u> Approved Set-up Plans <input type="checkbox"/> <u>or</u> Timber Authority (TA) with Application Forms; Other <input type="checkbox"/> <u>Environmental Impact Statement (DEC)</u> <input type="checkbox"/> <u>or</u> <u>Environmental Plan</u> <input type="checkbox"/> <u>with</u> <u>Environment Permit (DEC)</u> <input type="checkbox"/> ; Annual Production Reports <input type="checkbox"/> ; Monthly Production Reports <input type="checkbox"/> ; Set-up Log Books (PNGFA) <input type="checkbox"/> ; Log Scaling Sheets (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance at current and previous set-ups.
	Reference material:	Documents and on-site inspections should be checked against requirements of Convention on International Trade in Endangered Species of Wild Fauna & Flora (CITES); Convention on Biological Diversity.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.8.2:	<u>THE BUSINESS PROTECTS BIODIVERSITY AS PROVIDED FOR BY NATIONAL LEGISLATION</u>	
	QUESTION:	<i>Does the Business protect biodiversity as provided for by national legislation?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (TP) <u>with</u> 5 Year Working Plans <input type="checkbox"/> <u>and</u> Annual Production Plans <input type="checkbox"/> <u>and</u> Approved Set-up Plans <input type="checkbox"/> <u>or</u> Timber Authority (TA) with Application Forms; <input type="checkbox"/> Other <input type="checkbox"/> ; Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance at current and previous set-ups.
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environmental Regulations; Conservation Area Act; International Trade (Fauna and Flora) Act; and Endangered Species Act.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.9	THE BUSINESS MINIMIZES NEGATIVE ENVIRONMENTAL IMPACTS.	
2.9.1:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO AIR.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to air?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Environment Code-of-Conduct (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environment Regulations; and PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.9.2:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO SOILS.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to soils?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> ; Waste Permit (DEC) <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Environment Code-of-Conduct (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environment Regulations; and PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.9.3:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO WATER.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to water?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Environment Code-of-Conduct (DEC) <input type="checkbox"/> ; Waste Extraction Permit (DEC) <input type="checkbox"/> ; Waste Discharge Permit (DEC) <input type="checkbox"/> Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environment Regulations; and PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



2.9.4:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO THE STORAGE AND USE OF CHEMICALS.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to the storage and use of chemicals?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Environment Code-of-Conduct (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environment Regulations (including latest list of banned chemicals); and PNG Logging Code of Practice.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.9.5:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO ENERGY.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to energy?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; PNG Power manager <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Environment Code-of-Conduct (DEC) <input type="checkbox"/> ; Power Licence for generators, networks etc. (PNG Power) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environment Regulations; PNG Logging Code of Practice; and Electricity Industry Act.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.9.6:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO WASTE MANAGEMENT.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to waste management?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Environment Code-of-Conduct (DEC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) silt traps, (ii) landfill, (iii) industrial waste, and (iv) organic waste.
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Environment Regulations; Revised Waste Management and Assessment Procedures; and PNG Logging Code of Conduct.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.9.7:	<u>THE BUSINESS COMPLIES WITH REGULATIONS REFERRING TO OTHER SAFETY RISKS TO THE PUBLIC AND THE ENVIRONMENT.</u>	
	QUESTION:	<i>Does the Business comply with regulations referring to other safety risks to people and the environment?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; DoT manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Environmental Impact Statement (DEC) <input type="checkbox"/> <u>or</u> Environmental Plan <input type="checkbox"/> <u>with</u> Environment Permit (DEC) <input type="checkbox"/> ; Pressure Vessel Licence (DoL) <input type="checkbox"/> ; Explosives Licence (DoL) <input type="checkbox"/> ; Overhead Cranes Licence (DoL) <input type="checkbox"/> ; Industrial Machinery Licence (DoL) <input type="checkbox"/> ; Licences for land craft (DoT) <input type="checkbox"/> ; Inspection Certificates for land craft (DoT) <input type="checkbox"/> ; Licences for sea craft (DoT) <input type="checkbox"/> ; Inspection Certificates for sea craft (DoT) <input type="checkbox"/> ; Drivers' licence (provincial) <input type="checkbox"/> ; Vehicle registration (provincial) <input type="checkbox"/> ; Sailors' licence (DoT) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Environment Act and Regulations; Labour & Employment Act and Regulations; Motor Traffic Act and Regulations; Licencing of Heavy Vehicles Act and Regulations; Merchant Shipping Act and Regulations; Marine Pollution Bills; and Public Health Act; and any relevant provincial regulations.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



<p>2.10</p>	<p>THE BUSINESS TAKES ADEQUATE MEASURES TO PREVENT ANY UNAUTHORIZED ACTIVITIES BY THIRD PARTIES WITHIN OR AROUND THE FOREST AREAS UNDER ITS CONTROL.</p>	
<p>2.10.1:</p>	<p><u>THE BUSINESS OBSERVES, IDENTIFIES AND REPORTS ANY ILLEGAL LOGGING OR CONVERSION TO OTHER LAND USES BY THIRD PARTIES AND ANY ILLEGAL PROCESSING OF LOGS IN THE FOREST AREAS UNDER ITS CONTROL.</u></p>	
	<p>QUESTION:</p>	<p><i>Does the Business observe, identify and report any illegal logging or conversion to other land uses by third parties and any illegal processing of logs in the forest areas under its control?</i></p>
	<p>Suitable monitors:</p>	<p>Licensed auditor (NFS) <input type="checkbox"/>; Licensed auditor (3rd party) <input type="checkbox"/>; Local stakeholder representative (use local monitoring form) <input type="checkbox"/></p>
	<p>People interviewed:</p>	<p>Business manager <input type="checkbox"/>; Business staff (office) <input type="checkbox"/>; Business staff (field) <input type="checkbox"/>; Local community representative <input type="checkbox"/>; Local stakeholder representative <input type="checkbox"/>; NFS manager (provincial) <input type="checkbox"/>; Police manager (provincial) <input type="checkbox"/>; Other <input type="checkbox"/> Details... <input type="text"/></p>
	<p>Documents checked:</p>	<p>Business Reports <input type="checkbox"/>; Business Correspondence <input type="checkbox"/>; Police Reports <input type="checkbox"/>; Police Correspondence <input type="checkbox"/>; Other <input type="checkbox"/> Details... <input type="text"/></p>
	<p>On-site inspection:</p>	<p>Yes (essential) <input type="checkbox"/></p>
	<p>Reference material:</p>	<p><u>Note:</u> Landowners are legal custodians of their land. However, the Business is responsible for reporting any illegal activities to the relevant government authorities.</p>
	<p>ANSWER:</p>	<p>Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified</p>
	<p>Findings:</p>	<p><input type="text"/></p>



2.11	THE BUSINESS KNOWS AND RESPECTS THE LEGAL AND CUSTOMARY RIGHTS OF LOCAL COMMUNITIES WITHIN THE ALLOCATED AREAS	
2.11.1:	<u>THE BUSINESS RESPECTS ITS OBLIGATIONS TOWARDS THE LOCAL COMMUNITIES.</u>	
	QUESTION:	<i>Does the Business respect its obligations towards the local communities?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Annual review (PNGFA) <input type="checkbox"/> ; Local Reports (LLG) <input type="checkbox"/> ; Business-LOC agreements <input type="checkbox"/> ; Sales and Purchase Agreement <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	<u>Note:</u> Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Organic Law on Provincial and Local Level Governments.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.12	THE BUSINESS RESPECTS THE RIGHTS OF WORKERS AS DERIVED FROM RELEVANT NATIONAL OR INTERNATIONAL REGULATIONS.	
2.12.1:	<u>THE RELATIONSHIP BETWEEN THE BUSINESS AND ITS WORKERS HAS BEEN FORMALIZED IN ACCORDANCE WITH APPLICABLE REGULATORY REQUIREMENTS.</u>	
	QUESTION:	<i>Has the relationship between the Business and its workers been formalized in accordance with applicable regulatory requirements?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; IRC manager <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Work Permits for non-citizens (DoL) <input type="checkbox"/> ; Group Tax Registration (IRC) <input type="checkbox"/> ; Workplace Agreements <input type="checkbox"/> ; Annual Workers Compensation Insurance Certificate <input type="checkbox"/> ; NASFUND Registration <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Labour and Employment Act and Regulations; Industrial Relations Act and Regulations; Industrial Organizations Act and Regulations; Worker's Compensation Act and Regulations and International Labour Organisation Fundamental Conventions.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



2.12.2:		<u>THE BUSINESS RESPECTS BASIC WORKING CONDITIONS AS PRESCRIBED BY LAW AND THE REGULATORY REQUIREMENTS RELATING TO HEALTH AND SAFETY.</u>
QUESTION:	<i>Does the Business respect local working conditions as prescribed by law and the regulatory requirements relating to health and safety?</i>	
Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>	
People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>	
Documents checked:	Business Code-of-Conduct <input type="checkbox"/> ; Health and Safety Reports <input type="checkbox"/> ; Incident and Accident Records <input type="checkbox"/> ; Employment Records <input type="checkbox"/> ; Personal Records <input type="checkbox"/> ; Business Correspondence <input type="checkbox"/> ; Business Reports; <input type="checkbox"/> ; Business Notices <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>	
On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) minimum age of employment, (ii) maximum working hours, (iii) safety clothing, and (iv) safety equipment.	
Reference material:	Documents and on-site inspections should be checked against requirements of PNG Logging Code of Conduct; Labour and Employment Act and Regulations; Industrial Relations Act and Regulations; Industrial Organizations Act and Regulations; Industrial Safety, Health and Welfare Act and Regulations; and International Labour Organisation Fundamental Conventions.	
ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified	
Findings:	<input type="text"/>	



2.12.3:	<u>THE BUSINESS REMUNERATES ITS WORKERS IN ACCORDANCE WITH APPLICABLE LEGAL REQUIREMENTS.</u>	
	QUESTION:	<i>Does the Business remunerate its workers in accordance with applicable legal requirements?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Nasfund Records <input type="checkbox"/> ; Workers Compensation Records <input type="checkbox"/> ; Employment Records <input type="checkbox"/> ; Payment Records <input type="checkbox"/> ; Workplace Agreements <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) minimum wages and allowances, (ii) annual leave, (iii) sick leave, (iv) superannuation, (v) insurance.
	Reference material:	Documents and on-site inspections should be checked against requirements (e.g.) of Labour and Employment Act and Regulations; National Minimum Wages and Allowances; and International Labour Organisation Fundamental Conventions.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	



2.12.4: THE BUSINESS DOES NOT ENGAGE IN UNACCEPTABLE LABOUR PRACTICES.	
QUESTION:	<i>Can the Business demonstrate that it does not engage in unacceptable labour practices?</i>
Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
Documents checked:	Business Code-of-Conduct <input type="checkbox"/> ; Employment Records <input type="checkbox"/> ; Personal Records <input type="checkbox"/> ; Workplace Agreements <input type="checkbox"/> ; Business Correspondence <input type="checkbox"/> ; Business Reports; <input type="checkbox"/> ; Business Notices <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) discrimination, (ii) access to medical facilities, (iii) child labour and /or forced labour, (iv) sexual harassment, (v) unfair loan agreements and advances on wages).
Reference material:	Documents and on-site inspections should be checked against requirements Labour and Employment Act and Regulations; Industrial Relations Act and Regulations; Industrial Organizations Act and Regulations; Industrial Safety, Health and Welfare Act and Regulations; and International Labour Organisation Fundamental Conventions.
ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
Findings:	<input type="text"/>



2.13	THE BUSINESS PROTECTS THE RIGHTS OF ITS CONTRACTORS' OR SUBCONTRACTORS' WORKERS TO THE BEST OF ITS ABILITY.	
2.13.1:	<u>THE BUSINESS ENSURES THAT THE RIGHTS OF ITS CONTRACTORS' OR SUBCONTRACTORS' WORKERS ARE RESPECTED.</u>	
	QUESTION:	<i>Does the Business ensure that the rights of its contractors' or subcontractors' workers are respected?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; DoL manager <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Service Agreements <input type="checkbox"/> ; Tender Documents <input type="checkbox"/> ; Contractor Recruitment Procedures <input type="checkbox"/> ; Payment Records <input type="checkbox"/> ; Business Payments Tax Registration (IRC) <input type="checkbox"/> ; Business Reports <input type="checkbox"/> ; Business Correspondence <input type="checkbox"/> Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Labour and Employment Act and Regulations.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



3.	THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING BUSINESS OPERATIONS, TAXES, IMPORT AND EXPORT DUTIES, ROYALTIES AND FEES DIRECTLY RELATING TO TIMBER HARVESTING AND TIMBER TRADE.	
3.1	THE BUSINESS IS FORMALLY REGISTERED WITH RELEVANT GOVERNMENT AUTHORITIES AND REQUIRES THAT CONTRACTORS AND SUBCONTRACTORS USED IN ITS OPERATIONS ARE LEGALLY CONSTITUTED.	
3.1.1:	<u>THE BUSINESS IS FORMALLY REGISTERED AS A BUSINESS OR CORPORATE ENTERPRISE WITH VESTED RIGHTS AND OBLIGATIONS IN RESPECT OF CONDUCTING BUSINESS.</u>	
	QUESTION:	<i>Is the Business formally registered as a business or corporate enterprise with vested rights and obligations in respect of conducting business?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; IPA manager <input type="checkbox"/> ; IRC manager <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager(provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Forest Industry Participant Registration (PNGFA) <input type="checkbox"/> ; Business Registration (IPA) <input type="checkbox"/> ; Certificate Permitting Foreign Enterprise to Carry on Business in an Activity (IPA) <input type="checkbox"/> ; NASFUND Registration <input type="checkbox"/> ; Tax File Number (IRC) <input type="checkbox"/> ; Group Tax Registration (IRC) <input type="checkbox"/> ; Provincial Business Licence <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Income Tax Act and Regulations; Companies Act; Landowner Company Association Act; and Associations Incorporated Act.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



3.1.2:	<u>THE BUSINESS FORMALLY REQUIRES THAT CONTRACTORS AND SUBCONTRACTORS USED IN ITS OPERATIONS ARE LEGALLY CONSTITUTED AND RECRUITED.</u>	
	QUESTION:	<i>Does the Business formally require that contractors and subcontractors used in its operations are legally constituted and recruited?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; IPA manager <input type="checkbox"/> ; IRC manager <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Business Registration (IPA) <input type="checkbox"/> ; Certificate Permitting Foreign Enterprise to Carry on Business in an Activity (IPA) <input type="checkbox"/> ; Tax File Number (IRC) <input type="checkbox"/> ; Group Tax Registration (IRC) <input type="checkbox"/> ; Provincial Business Licence <input type="checkbox"/> ; Forest Industry Participant Registration (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Recruitment of 3 rd parties should be checked against requirements of Timber Permit or Timber Authority.
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Labour and Employment Act and Regulations; and Companies Act.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



3.2	THE BUSINESS IS A LEGITIMATE OPERATOR IN THE FORESTRY BUSINESS.	
3.2.1:	<u>THE BUSINESS'S ACTIVITIES ARE NOT CURRENTLY SUSPENDED AS A RESULT OF ADMINISTRATIVE OR JUDICIARY ACTION INITIATED BY EITHER THE GOVERNMENT OR A THIRD PARTY.</u>	
	QUESTION:	<i>Can the Business demonstrate that its activities are not currently suspended as a result of administrative or judiciary action initiated by either the government or a third party?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; DEC manager <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Forest Industry Participant Registration (PNGFA) <input type="checkbox"/> ; Forest Industry Licence for sawmills, treatments plants etc. (PNGFA) <input type="checkbox"/> ; Environment Permit (DEC) <input type="checkbox"/> ; Correspondence from relevant authorities <input type="checkbox"/> ; Suspension Notices <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/> <u>Note:</u> Inspect compliance with requirements such as (i) dates, (ii) time periods, and (iii) any other restrictions
	Reference material::	Not applicable
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



3.3	THE BUSINESS CONSISTENTLY SUBMITS ITS OFFICIAL DECLARATIONS TO THE APPROPRIATE AUTHORITIES IN A TIMELY MANNER.	
3.3.1:	<u>WHERE APPLICABLE, THE BUSINESS HAS SUBMITTED ITS PRODUCTION REGISTERS, DECLARATIONS AND STATISTICS WITHIN THE PRESCRIBED TIME PERIOD.</u>	
	QUESTION:	<i>Where applicable, has the Business submitted its production registers, declarations and statistics within the prescribed time period?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Annual Review Reports (logs) <input type="checkbox"/> ; Annual Review Reports (processed timber) <input type="checkbox"/> ; Monthly Production Reports; <input type="checkbox"/> ; Set-up Log Books (PNGFA) <input type="checkbox"/> ; Scaling Sheets (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Check Business Reports against Provincial Reports (PNGFA)
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Planning Monitoring and Control Procedures under Timber Permit (for TP).
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



3.4	THE BUSINESS CONSISTENTLY SETTLES DUE PAYMENTS TO THE APPROPRIATE AUTHORITIES IN A TIMELY MANNER.	
3.4.1:	<u>THE BUSINESS HAS PAID APPLICABLE ROYALTIES, FEES, PROJECT DEVELOPMENT BENEFITS, LEVIES AND TAXES RELATING TO FORESTRY AND TIMBER PROCESSING ACTIVITIES WITHIN THE PRESCRIBED TIME PERIOD.</u>	
	QUESTION:	<i>Has the Business has paid applicable royalties, fees, project development benefits, levies and taxes relating to forestry and timber processing activities within the prescribed time period?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; IRC manager <input type="checkbox"/> ; SGS manager <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Annual Tax Returns (IRC) <input type="checkbox"/> ; Annual Group Employer Tax Reconciliation Statement (IRC) <input type="checkbox"/> ; Annual Business Income Tax Reconciliation Statement (IRC) <input type="checkbox"/> ; Monthly GST Returns <input type="checkbox"/> . Inspection Report (SGS) <input type="checkbox"/> ; Payment Records and Receipts for (i) Forestry Levies <input type="checkbox"/> ; (ii) Provincial Levies <input type="checkbox"/> ; (iii) Royalties <input type="checkbox"/> ; (iv) Project Development Benefits) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/> <u>Note:</u> Check payments against SGS Inspection Report calculations.
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Check Records against Receipts at provincial, LOC and ILG levels for (i) production fees, (ii) export fees, and (iii) sawmill input fees.
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; Income Tax Act and Regulations; and Goods and Services Tax Act and Regulations.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



3.4.2:	THE BUSINESS HAS PAID THE APPLICABLE IMPORT AND EXPORT LEVIES WITHIN THE PRESCRIBED TIME PERIOD.	
	QUESTION:	<i>Has the Business paid the applicable import and export levies within the prescribed time period?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; IRC manager <input type="checkbox"/> ; SGS manager (HQ) <input type="checkbox"/> ; SGS manager (provincial) <input type="checkbox"/> ; Customs manager(HQ) <input type="checkbox"/> ; Customs manager(provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	SGS Inspection Report <input type="checkbox"/> ; Payment Records and Receipts for (i) Import Duties <input type="checkbox"/> ; (ii) Export Duties) <input type="checkbox"/> ; (iii) Log Export Development Levy; Other <input type="checkbox"/> Details... <input type="text"/> <u>Note:</u> Check Payment Records against SGS Inspection Reports.
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Documents should be checked against requirements of Forestry Act and Regulations; Customs Act and Regulations; and Income Tax Act, Regulations and Import Export Tariff.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



3.5	THE BUSINESS'S DATA, REGISTERS, ACCOUNTS AND OFFICIAL DECLARATIONS ACCURATELY REFLECT ITS OPERATIONS.	
3.5.1:	<u>THE BUSINESS IS NOT INVOLVED IN UNLAWFUL ACCOUNTING OR FINANCIAL PRACTICES THAT <i>INTER ALIA</i> ATTEMPT TO EVADE OR ESCAPE TAXES AND/ OR TAX LIABILITY.</u>	
	QUESTION:	<i>Can the Business demonstrate that it is not involved in unlawful accounting or financial practices that inter alia attempt to evade or escape taxes and/ or tax liability?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; IPA Manager <input type="checkbox"/> ; IRC Manager <input type="checkbox"/> ; Chartered Accountant (independent) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Annual Financial Audits (external) <input type="checkbox"/> ; Annual Business Returns (IPA) <input type="checkbox"/> ; Annual Tax Returns (IRC) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/> <u>Note:</u> PNG Companies are exempt from submitting external annual audits subject to certain conditions (refer Companies Act).
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Income Tax Act and Regulations; and Companies Act.
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



4.	THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING TENURE OR USE RIGHTS TO LAND AND RESOURCES THAT MAYBE AFFECTED BY TIMBER HARVEST RIGHTS, WHERE SUCH RIGHTS EXIST.	
4.1	<u>LOCAL COMMUNITIES WITH LEGAL OR CUSTOMARY TENURE OR USE RIGHTS MAINTAIN CONTROL, TO THE EXTENT NECESSARY TO PROTECT THEIR RIGHTS OR RESOURCES, OVER FOREST OPERATIONS UNLESS THEY DELEGATE CONTROL WITH FREE, PRIOR AND INFORMED CONSENT TO OTHER AGENCIES.</u>	
4.1.1:	<u>ALL LEGAL AND/OR CUSTOMARY TENURE OR USE RIGHTS TO THE FOREST RESOURCE OF ALL LOCAL COMMUNITIES ARE CLEARLY DOCUMENTED, RECOGNIZED, RESPECTED AND MAPPED BY THE FOREST MANAGERS AND/OR LAND ADMINISTRATION AUTHORITIES AS REQUIRED.</u>	
	QUESTION:	<i>Are all legal and/or customary tenure or use rights to the forest resource of all local communities is clearly documented, recognized, respected and mapped by the forest managers and/or land administration authorities as required?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; DLPP manager <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; PFMC chairman <input type="checkbox"/> ; PFMC member <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> PFMC Approval <input type="checkbox"/> ; Public Hearing Report (for FMA) <input type="checkbox"/> ; Land Investigation Report (DLPP) <input type="checkbox"/> ; ILG Certificates (DLPP) <input type="checkbox"/> ; Landowner Consent Form (e.g. TRP extension) <input type="checkbox"/> ; Set-up Log Books (FMA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Under Amendment 2009 of Land Groups Incorporation Act, all ILGs registered before 12 March 2012 have until 12 March 2017 to re-apply.
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Land Groups Incorporation Act and Land Registration (Customary Land) Act.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



4.1.2:	<u>LOCAL COMMUNITIES ARE ABLE TO EXERCISE THEIR TENURE AND USE RIGHTS.</u>	
	QUESTION:	<i>Are local communities able to exercise their tenure and use rights (without obstructing the rights of the business)?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (regional) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Business Dispute Register (local community) <input type="checkbox"/> ; Business Reports <input type="checkbox"/> ; Business Correspondence <input type="checkbox"/> ; Local Community Reports <input type="checkbox"/> ; Local Community Correspondence <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Land Groups Incorporation Act and Land Registration (Customary Land) Act.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



4.2	APPROPRIATE MECHANISMS ARE EMPLOYED TO RESOLVE DISPUTES OVER TENURE CLAIMS AND USE RIGHTS.	
4.2.1:	<u>GENUINE DISPUTES OVER CUSTOMARY LAND TENURE, CUSTOMARY RIGHTS TO USE THE FORESTS, AND CUSTOMARY RIGHTS TO USE FOREST RESOURCES ARE SETTLED ACCORDING TO THE RELEVANT LAW</u>	
	QUESTION:	<i>Are genuine disputes over customary land tenure, customary rights to use the forests, and customary rights to alienate forest resources settled according to the law?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; DLPP manager <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Minutes of Dispute Resolution Meetings (ILG) <input type="checkbox"/> ; Business Dispute Register <input type="checkbox"/> ; Land Mediation Reports <input type="checkbox"/> ; Local Land Court Reports <input type="checkbox"/> ; District Land Court Reports <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <u>Note:</u> Land disputes may occur within or between clans.
	On-site inspection:	Yes (essential) <input type="checkbox"/> <u>Note:</u> Check records of all previous and ongoing disputes.
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Land Groups Incorporation Act and Land Registration (Customary Land) Act.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	



5.	THE BUSINESS COMPLIES WITH REQUIREMENTS FOR PROCESSING, TRANSPORT, TRADE AND EXPORT PROCEDURES.	
5.1	<u>THE BUSINESS ENSURES THAT THE PROCESSING, TRANSPORT, AND DELIVERY OF PRODUCTS TO CUSTOMERS COMPLY WITH RELEVANT LEGAL REQUIREMENTS.</u>	
5.1.1:	<u>ALL THE BUSINESS'S ACTIVITIES ARE WITHIN THE PERMITTED SCOPE OF ACTIVITY.</u>	
	QUESTION:	<i>Are all the Business's activities within the permitted scope of activity?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; IPA manager <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Forest Industry Participant Registration (PNGFA) <input type="checkbox"/> ; Environment Permit (DEC) <input type="checkbox"/> ; Business Registration (IPA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Not applicable
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



5.1.2:	<u>THE BUSINESS (WHERE REQUIRED) OBTAINS DUE AUTHORIZATIONS PRIOR TO REMOVAL AND TRANSPORTATION OF FOREST PRODUCTS.</u>	
	QUESTION:	<i>Does the Business (where required) obtain due authorizations <u>prior</u> to removal and transportation of forest products?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; DCI manager <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Export Licence for logs (DCI) <input type="checkbox"/> ; Export Permit for logs and processed timber (PNGFA) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/> <u>Note:</u> No government approval required for transport of domestic forest products off concessions (i.e. for domestic sales).
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Procedures for Exporting Logs.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



5.1.3:	<u>THE BUSINESS ADHERES TO OBLIGATIONS OR RESTRICTIONS RELATING TO THE INDUSTRIAL PROCESSING OF TIMBER.</u>	
	QUESTION:	<i>Does the Business adhere to obligations or restrictions relating to the industrial processing of timber?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ; Local stakeholder representative (use local monitoring form) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	Documents checked:	Local Forest Area Dealings (LFA) <u>or</u> Timber Permit (FMA) <u>with</u> Project Agreement <input type="checkbox"/> <u>or</u> Timber Permit (TRP) <u>with</u> Project Agreement (in some cases) <input type="checkbox"/> <u>or</u> Timber Authority (TA) <input type="checkbox"/> <u>or</u> Logging and Marketing Agreement (for contractors) <input type="checkbox"/> ; Other <input type="checkbox"/> Forest Industry Participant Registration (PNGFA) <input type="checkbox"/> ; Treatment Certificate (PNGFA/FRI) <input type="checkbox"/> ; Records of Treatment (PNGFA/FRI) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input style="background-color: #cccccc;" type="text"/>
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations; and Preservation Specification for Sawn and Round Timber (NISIT).
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input style="background-color: #cccccc;" type="text"/>



5.1.4:	<u>THE BUSINESS FOLLOWS EXPORT PROCEDURES AND ADHERES TO EXPORT OBLIGATIONS OR RESTRICTIONS.</u>	
	QUESTION:	<i>Does the Business follow export procedures <u>and</u> adhere to export obligations or restrictions?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Customs manager (HQ) <input type="checkbox"/> ; Customs manager (provincial) <input type="checkbox"/> ; SGS manager (HQ) <input type="checkbox"/> ; SGS manager (provincial) <input type="checkbox"/> ; NAQIA manager (HQ) <input type="checkbox"/> ; NAQIA manager (provincial) <input type="checkbox"/> ; NFS manager (HQ) <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Inspection Report (SGS) <input type="checkbox"/> ; Export Licence for logs (DCI) <input type="checkbox"/> ; Export Permit for logs and processed timber (PNGFA) <input type="checkbox"/> ; Phytosanitary Certificates for processed timber (NAQIA) <input type="checkbox"/> ; Export Declarations (DCI) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	On-site inspection:	Yes <input type="checkbox"/> ; No <input type="checkbox"/>
	Reference material:	Documents and on-site inspections should be checked against requirements of Forestry Act and Regulations (includes definition of sawn timber); List of Banned Species (PNGFA); Timber Permit (includes species quotas); Procedures for Exporting Logs; Customs Act and Customs Regulations; NAQIA Act and Regulations; and Quarantine Act and Regulations.
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



6.	THE BUSINESS MAINTAINS THE NECESSARY REGISTERS.	
6.1	THE BUSINESS MAINTAINS A CURRENT REGISTER OF RELEVANT ACTS, REGULATIONS AND CODES OF PRACTICE AND COMMUNICATES SUCH REGISTERS WITHIN THE BUSINESS.	
6.1.1:	<u>THE BUSINESS MAINTAINS A REGISTER OF APPLICABLE ACTS, REGULATIONS AND CODE OF PRACTICE THAT IS COMPLETE AND UP TO-DATE.</u>	
	QUESTION:	<i>Does the Business maintain a register of applicable acts, regulations and code of practice that is complete?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Legal Document Register <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <u>Note:</u> Registers should be complete and up to-date.
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	The register should be checked against contents of Annex / Relevant laws, regulations and conventions (page 64).
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	



6.1.2:	<u>THE BUSINESS DISTRIBUTES THE REGISTER TO RELEVANT BUSINESS MANAGEMENT STAFF AND FACILITATES ACCESS TO THE CORRESPONDING ACTS, REGULATIONS AND CODES OF PRACTICES.</u>	
	QUESTION:	<i>Does the Business distribute the register to relevant Business management staff <u>and</u> facilitate access to the corresponding acts, regulations and codes of practices?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/>
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	Documents checked:	Legal Document Register at main office/s <input type="checkbox"/> ; Legal Document Register at field camp/s <input type="checkbox"/> ; Set of key legal documents at main office/s (hard or soft copies) <input type="checkbox"/> ; Set of key legal documents at field camp/s (hard or soft copies) <input type="checkbox"/> ; Other <input type="checkbox"/> Details...
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Document distribution and access access should be checked against requirements of Annex / Relevant laws, regulations and conventions (page 62).
	ANSWER:	Yes <input type="checkbox"/> or No <input type="checkbox"/> with Major CA <input type="checkbox"/> or Minor CA <input type="checkbox"/> identified
	Findings:	



6.2	THE BUSINESS MAINTAINS UP TO DATE DISPUTE REGISTERS	
6.2.1:	<u>THE BUSINESS MAINTAINS AN UP TO DATE REGISTER FOR INTERNAL AND EXTERNAL DISPUTES AND ADMINISTRATIVE RULINGS.</u>	
	QUESTION:	<i>Does the Business maintain an up to date register for internal and external disputes <u>and</u> administrative rulings?</i>
	Suitable monitors:	Licensed auditor (NFS) <input type="checkbox"/> ; Licensed auditor (3 rd party) <input type="checkbox"/> ;
	People interviewed:	Business manager <input type="checkbox"/> ; Business staff (office) <input type="checkbox"/> ; Business staff (field) <input type="checkbox"/> ; Local community representative <input type="checkbox"/> ; Local stakeholder representative <input type="checkbox"/> ; NFS manager (provincial) <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/>
	Documents checked:	Internal Dispute Register <input type="checkbox"/> ; External Dispute / Complaints Register <input type="checkbox"/> ; Administrative Rulings Register <input type="checkbox"/> ; Other <input type="checkbox"/> Details... <input type="text"/> <u>Note:</u> Registers should be complete and up to-date.
	On-site inspection:	Yes (essential) <input type="checkbox"/>
	Reference material:	Not applicable
	ANSWER:	Yes <input type="checkbox"/> <u>or</u> No <input type="checkbox"/> <u>with</u> Major CA <input type="checkbox"/> <u>or</u> Minor CA <input type="checkbox"/> identified
	Findings:	<input type="text"/>



MAJOR CORRECTIVE ACTIONS

Mark any indicators that require major corrective actions.

1.	THE BUSINESS COMPLIES WITH RIGHTS TO HARVEST TIMBER WITHIN FOREST AREAS THAT ARE LEGALLY ACQUIRED.
1.1.1 <input type="checkbox"/>	1.1.4 <input type="checkbox"/>
1.2.2 <input type="checkbox"/>	1.2.3 <input type="checkbox"/>

2.	THE BUSINESS COMPLIES WITH REQUIREMENTS REGARDING FOREST MANAGEMENT, INCLUDING COMPLIANCE WITH RELEVANT ENVIRONMENTAL, LABOUR AND COMMUNITY WELFARE LEGISLATION.
2.1.1 <input type="checkbox"/>	2.1.2 <input type="checkbox"/>
2.2.1 <input type="checkbox"/>	
2.3.1 <input type="checkbox"/>	2.3.2 <input type="checkbox"/>
2.4.1 <input type="checkbox"/>	2.4.2 <input type="checkbox"/>
2.5.1 <input type="checkbox"/>	
2.6.1 <input type="checkbox"/>	2.6.2 <input type="checkbox"/>
2.7.1 <input type="checkbox"/>	2.7.2 <input type="checkbox"/>
2.8.1 <input type="checkbox"/>	2.8.2 <input type="checkbox"/>
2.9.1 <input type="checkbox"/>	2.9.2 <input type="checkbox"/>
2.9.3 <input type="checkbox"/>	2.9.4 <input type="checkbox"/>
2.9.5 <input type="checkbox"/>	2.9.6 <input type="checkbox"/>
2.9.7 <input type="checkbox"/>	
2.10.1 <input type="checkbox"/>	
2.11.1 <input type="checkbox"/>	
2.12.1 <input type="checkbox"/>	2.12.2 <input type="checkbox"/>
2.12.3 <input type="checkbox"/>	2.12.4 <input type="checkbox"/>
2.13.1 <input type="checkbox"/>	



3.	THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING BUSINESS OPERATIONS, TAXES, IMPORT AND EXPORT DUTIES, ROYALTIES AND FEES DIRECTLY RELATING TO TIMBER HARVESTING AND TIMBER TRADE.
3.1.1 <input type="checkbox"/> ; 3.1.2 <input type="checkbox"/>	
3.2.1 <input type="checkbox"/>	
3.3.1 <input type="checkbox"/>	
3.4.1 <input type="checkbox"/> ; 3.4.2 <input type="checkbox"/>	
3.5.1 <input type="checkbox"/>	

4.	THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING TENURE OR USE RIGHTS TO LAND AND RESOURCES THAT MAYBE AFFECTED BY TIMBER HARVEST RIGHTS, WHERE SUCH RIGHTS EXIST.
4.1.1 <input type="checkbox"/> ; 4.1.2 <input type="checkbox"/>	
4.2.1 <input type="checkbox"/>	

5.	THE BUSINESS COMPLIES WITH REQUIREMENTS FOR PROCESSING, TRANSPORT, TRADE AND EXPORT PROCEDURES.
5.1.1 <input type="checkbox"/> ; 5.1.2 <input type="checkbox"/> ; 5.1.3 <input type="checkbox"/> ; 5.1.4 <input type="checkbox"/>	

6.	THE BUSINESS MAINTAINS THE NECESSARY REGISTERS.
6.1.1 <input type="checkbox"/> ; 6.1.2 <input type="checkbox"/>	
6.2.1 <input type="checkbox"/>	



MINOR CORRECTIVE ACTIONS

Mark any indicators that require minor corrective actions.

1.	THE BUSINESS COMPLIES WITH RIGHTS TO HARVEST TIMBER WITHIN FOREST AREAS THAT ARE LEGALLY ACQUIRED.
1.1.1 <input type="checkbox"/> ; 1.1.2 <input type="checkbox"/> ; 1.1.3 <input type="checkbox"/> ; 1.1.4 <input type="checkbox"/>	
1.2.1 <input type="checkbox"/> ; 1.2.2 <input type="checkbox"/> ; 1.2.3 <input type="checkbox"/>	
1.3.1 <input type="checkbox"/>	

2.	THE BUSINESS COMPLIES WITH REQUIREMENTS REGARDING FOREST MANAGEMENT, INCLUDING COMPLIANCE WITH RELEVANT ENVIRONMENTAL, LABOUR AND COMMUNITY WELFARE LEGISLATION.
2.1.1 <input type="checkbox"/> ; 2.1.2 <input type="checkbox"/>	
2.2.1 <input type="checkbox"/>	
2.3.1 <input type="checkbox"/> ; 2.3.2 <input type="checkbox"/>	
2.4.1 <input type="checkbox"/> ; 2.4.2 <input type="checkbox"/>	
2.5.1 <input type="checkbox"/>	
2.6.1 <input type="checkbox"/> ; 2.6.2 <input type="checkbox"/>	
2.7.1 <input type="checkbox"/> ; 2.7.2 <input type="checkbox"/>	
2.8.1 <input type="checkbox"/> ; 2.8.2 <input type="checkbox"/>	
2.9.1 <input type="checkbox"/> ; 2.9.2 <input type="checkbox"/> ; 2.9.3 <input type="checkbox"/> ; 2.9.4 <input type="checkbox"/> ; 2.9.5 <input type="checkbox"/> ; 2.9.6 <input type="checkbox"/> ; 2.9.7 <input type="checkbox"/>	
2.10.1 <input type="checkbox"/>	
2.11.1 <input type="checkbox"/>	
2.12.1 <input type="checkbox"/> ; 2.12.2 <input type="checkbox"/> ; 2.12.3 <input type="checkbox"/> ; 2.12.4 <input type="checkbox"/>	
2.13.1 <input type="checkbox"/>	



3.	THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING BUSINESS OPERATIONS, TAXES, IMPORT AND EXPORT DUTIES, ROYALTIES AND FEES DIRECTLY RELATING TO TIMBER HARVESTING AND TIMBER TRADE.
3.1.1 <input type="checkbox"/> ; 3.1.2 <input type="checkbox"/>	
3.2.1 <input type="checkbox"/>	
3.3.1 <input type="checkbox"/>	
3.4.1 <input type="checkbox"/> ; 3.4.2 <input type="checkbox"/>	
3.5.1 <input type="checkbox"/>	

4.	THE BUSINESS COMPLIES WITH REQUIREMENTS CONCERNING TENURE OR USE RIGHTS TO LAND AND RESOURCES THAT MAYBE AFFECTED BY TIMBER HARVEST RIGHTS, WHERE SUCH RIGHTS EXIST.
4.1.1 <input type="checkbox"/> ; 4.1.2 <input type="checkbox"/>	
4.2.1 <input type="checkbox"/>	

5.	THE BUSINESS COMPLIES WITH REQUIREMENTS FOR PROCESSING, TRANSPORT, TRADE AND EXPORT PROCEDURES.
5.1.1 <input type="checkbox"/> ; 5.1.2 <input type="checkbox"/> ; 5.1.3 <input type="checkbox"/> ; 5.1.4 <input type="checkbox"/>	

6.	THE BUSINESS MAINTAINS THE NECESSARY REGISTERS.
6.1.1 <input type="checkbox"/> ; 6.1.2 <input type="checkbox"/>	
6.2.1 <input type="checkbox"/>	



ANNEX

Relevant laws, regulations and conventions

The table below contains the primary sources of information for verifying forest industry compliance with PNG's Timber Legality Standard. Documents marked with:

- A solid line should be available at the business's main office(s), and
- A wavy line should be available at the business's main office(s) and field camp(s).

The Pacific Law Databases contain many PNG laws and regulations that are freely available at <http://www.paclii.org/form/search/search1.html>

PNG Principles	PNG laws, regulations and international conventions
<p>1. Compliance with rights to harvest timber within forest areas that are legally acquired</p>	<p><u>Employment Act and Regulations</u> <u>Environment and Protected Areas Policy (2012)</u> <u>Environment Act 2002</u> <u>Environment (Water Quality Criteria) Regulation 2002</u> <u>Environment (Prescribed Activities) Regulation 2002</u> <u>Environment (Fees and Charges) Regulation 2002</u> <u>Environment (Procedures) 2002</u> <u>Environment (Permits and Transitional) Regulation 2002</u> <u>Forestry Act 1991 and Amendments 2000, 2005, 2007 and 2010</u> (with reference to PNGFA's 39 Step Check-List for Granting a Timber Permit) <u>Forestry (Budget Amendment) Bill 2007</u> <u>Forestry [Timber Permit Validation] Bill 2007</u> <u>Forestry Regulations 1998</u> <u>Forestry Regulations 2001</u> <u>Guidelines for Issuing Timber Authorities</u> <u>Industrial Safety (Building Works) Order 1967</u> <u>Industrial Safety, Health and Welfare Act and Regulations</u> <u>National Forest Plan</u> <u>Provincial Forest Plans</u> <u>Planning, Monitoring and Control Procedures for Natural Forest Logging Operations under Timber Permit: November 1995</u> <u>Valuer General's List for Crop Compensation</u></p>



PNG Principles	PNG laws, regulations and international conventions
<p>2. Compliance with requirements regarding forest management, including compliance with relevant environmental, labour and community welfare legislation</p>	<p><u>Companies Act</u> Conservation Areas Act (1978) Convention on Biological Diversity Convention on International Trade in Endangered Species of Wild Fauna & Flora (international) Electricity Industry Act 2002 <u>Employment Act and Regulations</u> <u>Endangered Species Act</u> <u>Environment and Protected Areas Policy (2012)</u> <u>Environment Act 2002</u> <u>Environment Act 2002</u> <u>Environment (Water Quality Criteria) Regulation 2002</u> <u>Environment (Prescribed Activities) Regulation 2002</u> <u>Environment (Fees and Charges) Regulation 2002</u> <u>Environment (Procedures) 2002</u> <u>Environment (Permits and Transitional) Regulation 2002</u> <u>Forestry Act 1991 and Amendments 2000, 2005, 2007 and 2010</u> <u>International Trade (Fauna and Flora) Act (1979)</u> <u>International Trade (Fauna and Flora) Regulation (1982)</u> IUCN Red Data List <u>Forestry (Budget Amendment) Bill 2007</u> <u>Forestry [Timber Permit Validation] Bill 2007</u> <u>Forestry Regulations 1998</u> <u>Forestry Regulations 2001</u> <u>Guidelines for Issuing Timber Authorities</u> Industrial Organizations Act and Regulations Industrial Relations Act and Regulations <u>Industrial Safety, Health and Welfare Act and Regulations</u> International Labour Organisation Fundamental Convention numbers 29, 87, 98, 100, 105, 111, 138 and 182 Licencing of Heavy Vehicles Act 1977 Licencing of Heavy Vehicles Regulations 1977 Marine Pollution Bills 2009 Motor Traffic Act 1950 Motor Traffic Regulation 1967 Merchant Shipping Act 1975</p>



PNG Principles	PNG laws, regulations and international conventions
<p>2. Continued</p>	<p>Merchant Shipping Regulations 2009 <u>National Minimum Wages and Allowances as from 29 March 2006</u> National Parks Act (1984) <u>Planning, Monitoring and Control Procedures for Natural Forest Logging Operations under Timber Permit: November 1995</u> <u>PNG Logging Code of Practice: April 1996</u> <u>Procedures for the Identification, Scaling and Reporting (including Royalty Self-Assessment) on Logs Harvested from Natural Forest Logging Operations: September 1996</u> Public Health Act <u>Revised Waste Management and Assessment Procedures</u> <u>Worker's Compensation Act and Regulations</u></p>
<p>3. Compliance with requirements concerning business operations, taxes, import and export duties, royalties and fees directly related to timber harvesting and timber trade</p>	<p>Associations Incorporated Act <u>Companies Act</u> Customs Act 1951 Customs Excise Act 1956 Customs Excise Tariff Act 1956 Import Export Tariff 2012 Customs Regulations 1951 Environment and Protected Areas Policy (2012) <u>Environment Act 2002</u> <u>Environment (Water Quality Criteria) Regulation 2002</u> <u>Environment (Prescribed Activities) Regulation 2002</u> <u>Environment (Fees and Charges) Regulation 2002</u> <u>Environment (Procedures) 2002</u> <u>Environment (Permits and Transitional) Regulation 2002</u> <u>Forestry Act 1991 and Amendments 2000, 2005, 2007 and 2010</u> <u>Forestry (Budget Amendment) Bill 2007</u> <u>Forestry [Timber Permit Validation] Bill 2007</u> <u>Forestry Regulations 1998</u> <u>Forestry Regulations 2001</u> <u>Guidelines for Issuing Timber Authorities</u> Superannuation Act 2000 Income Tax Act 1959 Income Tax (Rates) Act 1975 and 1976 Income Tax (Rates) Act 1975 and 1976 Income Tax (salary or Wages) (Rates) Act 1979</p>



PNG Principles	PNG laws, regulations and international conventions
<p>3. Continued</p>	<p>Income Tax Regulation 1959 Goods and Services Tax Act 2003 Goods and Services Tax Regulation 2005 Company Associations Act Planning, Monitoring and Control Procedures for Natural Forest Logging Operations under Timber Permit: November 1995 Procedures for the Identification, Scaling and Reporting (including Royalty Self-Assessment) on Logs Harvested from Natural Forest Logging Operations: September 1996</p>
<p>4. Compliance with requirements concerning tenure or use rights to land and resources that may be affected by timber harvest rights, where such rights exist</p>	<p>Forestry Act 1991 and Amendments 2000, 2005, 2007 and 2010 (with reference to PNGFA's 34 Step Check-List for Granting a Timber Permit) Forestry (Budget Amendment) Bill 2007 Forestry [Timber Permit Validation] Bill 2007 Forestry Regulations 1998 Forestry Regulations 2001 Guidelines for Issuing Timber Authorities Lands and Physical Planning Act (1988) Land Groups Incorporation Act (1974) and Amendment 2009 Land Dispute Settlement Act Land Registration (Customary Land) (Amendment) Act 2009a <u>Planning, Monitoring and Control Procedures for Natural Forest Logging Operations under Timber Permit: November 1995</u></p>
<p>5. Compliance with requirements for trade and export procedures.</p>	<p>Customs Act 1951 Customs Excise Act 1956 Customs Excise Tariff Act 1956 Import Export Tariff 2012 Customs Regulations 1951 Forestry Regulations 1998 Forestry Regulations 2001 NAQIA Act and Regulations Quarantine Act and Regulations <u>Procedures for Exporting Logs: April 1996</u> Preservation Specification for Sawn and Round Timber (2012).</p>
<p>6. The Business maintains the necessary registers.</p>	<p>Not applicable</p>