



**DEPARTMENT OF STANDARDS MALAYSIA
SCHEME FOR THE ACCREDITATION OF CERTIFICATION BODIES
(The ACB Scheme)**

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**GUIDANCE ON AUDIT DURATION FOR CERTIFICATION BODIES
OPERATING FOREST MANAGEMENT CERTIFICATION (NATURAL
FOREST) UNDER THE MALAYSIAN TIMBER CERTIFICATION
SCHEME**

Authority To Issue

**Director General
Department of Standards Malaysia**

**GUIDANCE ON AUDIT DURATION FOR BODIES OPERATING FOREST
MANAGEMENT CERTIFICATION (NATURAL FOREST) UNDER THE MALAYSIAN
TIMBER CERTIFICATION SCHEME**

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Section 1: Introduction

- 1.1 This document provides guidance on the audit duration required by the certification body for auditing Forest Management Units (FMUs) of various sizes in different geographical regions in Malaysia under the Malaysian Timber Certification Scheme (MTCS), by indicating the minimum on-site audit duration for stage 1 audit, stage 2 audit, surveillance and recertification audit.

Section 2: Purpose

- 2.1 The audit duration identified in this document is appropriate to the size of the FMU, accessibility and number of audit locations within the FMU, which is influenced by the different forest management activities and their complexity. Any deviation from the minimum audit duration shall be justified and documented.

Section 3: Audit Duration

- 3.1 Table 1 shows the minimum on-site audit duration (days), which includes the opening meeting, site audit, interviews, and closing meeting, and excludes the time needed for planning, preparation, travel and report writing.
- 3.2 Table 1 has been developed to provide sufficient time under normal circumstances to adequately carry out auditing of the FMU against the certification standard for natural forest management under the MTCS.
- 3.3 Additional auditor days may be required for conducting post audit follow-up activities, such as verification on major non-conformities raised or addressing of any contentious stakeholder issues.

**Table 1: Minimum on-site audit duration (days) for stage 1 audit,
stage 2 audit, surveillance and recertification audit**

| FMU | Stage 1 (1-member team) | Stage 2 (3-member team) | Surveillance (3-member team) | Recertification (3-member team) |
|------------------------------|-------------------------------|-------------------------------|------------------------------------|---------------------------------------|
| Peninsular Malaysia | | | | |
| Kelantan, Pahang, Perak | 4 | 8 | 5 | 8 |
| Johor, Kedah, Terengganu | 4 | 6 | 4 | 6 |
| Negeri Sembilan, Selangor | 3 | 5 | 3 | 5 |

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| FMU | Stage 1 (1-member team) | Stage 2 (2-member team) | Surveillance (2-member team) | Recertification (2-member team) |
|-------------------------------------|----------------------------------------|----------------------------------------|---------------------------------------------|--------------------------------------------|
| Melaka, Perlis, Pulau Pinang | 2 | 3 | 3 | 3 |
| Wilayah Persekutuan Kuala Lumpur | 2 | 2 | 2 | 2 |
| FMU | Stage 1 (1-member team) | Stage 2 (3-member team) | Surveillance (3-member team) | Recertification (3-member team) |
| Sabah /Sarawak | | | | |
| FMU<10,000 ha | 2 | 2 | 2 | 2 |
| FMU>10,000 - <50,000 ha | 3 | 4 | 3 | 4 |
| FMU>50,000 - <100,000 ha | 3 | 5 | 4 | 5 |
| FMU >100,000 ha | 4 | 8 | 5 | 8 |