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**COMPETENCY REQUIREMENTS FOR BODIES OPERATING FOREST MANAGEMENT
CERTIFICATION (FOREST PLANTATIONS) UNDER THE MALAYSIAN TIMBER CERTIFICATION
SCHEME**



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BACKGROUND

This document specifies competency requirements for bodies operating forest management certification (forest plantations) under The Malaysian Timber Certification Scheme (MTCS).

The ACB-FMC Documents were previously under the custodianship of the Department of Standards Malaysia (DSM). During the 2nd MTCC Coordination Committee (MCC) Meeting held on 12 December 2024, members agreed that ownership of the documents should be transferred to MTCC as the scheme owner to address overlaps and enable proper evaluation of their continued use. Following this decision, DSM formally transferred the ACB-FMC Documents to MTCC, thereby placing the documents under MTCC's governance for further review, alignment, and future management in line with MTCS requirements.

This document should form part of MTCS auditor training and is applicable to varying scopes and scales of audits, conducted by single auditors and large audit teams.

This document can be used as a criteria document for accreditation, peer assessment or other audit related processes.

In this document, the following verbal forms are used:

“auditor” includes “auditors”;
“shall” indicates a requirement;
“should” indicates a recommendation;
“may” indicates a permission;
“can” indicates a possibility or a capability.
“must” indicates an external constraint or obligations that is not stated as a provision in this document, e.g. legal requirements.

Section 1: Introduction

- 1.1** Introduction Lead auditors, auditors and technical experts for forest management certification of forest plantations are required to have the relevant knowledge, experience and skills to participate as an audit team member. The aim of this document is to detail these minimum requirements.
- 1.2** This document shall be used for the purpose of accreditation of a CB operating a forest plantation management certification programme under the MTCS. All CBs accredited by the Department of Standards Malaysia (STANDARDS MALAYSIA) shall comply with the requirements of this document.

Section 2: General Requirements for Audit Team

2.1 All lead auditors and auditors shall have:

- 2.1.1 the knowledge and understanding of general concepts of management systems, especially environmental, occupational safety and health, and quality management systems;
- 2.1.2 the knowledge and understanding of forest plantation management principles, criteria and practices;
- 2.1.3 a good understanding of the forest plantation management standard and its related assessment procedures used under the Malaysian Timber Certification Scheme (MTCS);
- 2.1.4 awareness of the contentious issues involved during the audit such as issues highlighted by the mass media and stakeholders, and areas of environmental and social significance in the forest plantation area undergoing audit, and assess their impact on forest plantation management;
- 2.1.5 the knowledge and understanding of the key components of a forest plantation management plan;
- 2.1.6 familiarity with the forest plantation management planning, implementation, monitoring and control processes, and the ability to assess their effectiveness;
- 2.1.7 the ability to assess forest plantation management practices;
- 2.1.8 the ability to assess the application of laws, codes of practice, procedures and guidelines related to forest plantation management;
- 2.1.9 the knowledge and understanding of auditing methods and techniques; and
- 2.1.10 the knowledge and understanding of auditing principles, including the techniques used to evaluate the effectiveness of the forest plantation management planning, implementation, monitoring and control processes.

Section 3: Academic Qualification for Lead Auditors, Auditors and Technical Experts

- 3.1 Shall have, as a minimum, a degree in forestry or in fields related to forest/forest plantation management such as environmental sciences, ecology, botany, zoology, sociology, agriculture, forest/agriculture engineering and forest/agriculture economics.

Section 4: Work Experience for Lead Auditors, Auditors and Technical Experts

- 4.1 Lead Auditors and Auditors shall have a minimum of 5 years work experience in forestry or in the fields related to forest/forest plantation management such as environmental

sciences, ecology, botany, zoology, sociology, agriculture, forest/agriculture engineering and forest/agriculture economics.

- 4.2** Technical Experts shall have a minimum of 10 years work experience in forestry or in the fields related to forest/forest plantation management such as environmental sciences, ecology, botany, zoology, sociology, agriculture, forest/agriculture engineering and forest/agriculture economics.

Section 5: Training for Lead Auditors, Auditors and Technical Experts

5.1 For lead Auditors and Auditors

- 5.1.1** Shall have undergone a course on the forest plantation management standard and its related assessment procedures conducted by MTCC; **AND**
- 5.1.2** Shall have undergone 40 hours of accredited lead auditor course in ISO 14001.

5.2 For Technical Experts

- 5.2.1** Shall have undergone a course on the forest plantation management standard and its related assessment procedures conducted by MTCC; **OR**
- 5.2.2** Shall have undergone 40 hours of accredited lead auditor course in ISO 14001.

Section 6: Auditing Experience for Lead Auditors and Auditors

- 6.1** Auditors shall have participated as a trainee auditor in at least two complete audits [either initial audit (stage 1 and stage 2 audits) or recertification audit] for forest management certification (natural forest or forest plantations), under the direction and guidance of a qualified lead auditor. The audits shall cover the entire process from preparation to reporting.
- 6.2** A lead auditor shall have the ability to lead the team and manage the audit processes, and have participated as a trainee lead auditor in at least three audits (including one initial audit or recertification audit) for forest plantation management certification under the direction and guidance of a qualified lead auditor.