

# Pre-Audit Report

## Trees Outside Forests (Management) Certification



Program for Recognition and Accreditation of Sustainable Management Practices for  
Agroforestry and Natural Forestry Resources

( \_\_\_\_\_ )

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**Indian Forest and Wood Certification Scheme “PRAMAAN”**

**(Scheme Operating Agency)**

**Indian Institute of Forest Management, Bhopal**

## Pre-audit Report

## **Trees Outside Forests (Management) Certification**

<b>Name:</b>	
Registration Number	
Address	
Website	
<b>Contact details:</b>	
Name	
Designation/ position	
Contact no.	
Email	
<b>Certification details:</b>	
Type of certification	
Area under certification	
Number of Divisions	
<b>Standard:</b>	
<b>Type of Audit</b>	
<b>Audit Date</b>	
<b>Audit Team Leader</b>	
<b>Audit Team Members</b>	
<b>Report submission date:</b>	

**Management details:**

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	

## 1. Introduction

### 1.1. Details of the Organization:

Estate	Location	License No.	Licensed Activity	Expiry Date

### 1.2. Location and Area Statement:

Estate	Location		Total area (ha)	Area under plantation (ha)
	Latitude	Longitude		

### 1.3. Additional Parties Involved (if any): N/A

<b>Organization Name:</b>			
<b>Name of Contact Person:</b>			
<b>Organization Address:</b>		<b>Telephone:</b>	
		<b>Fax:</b>	
		<b>Email:</b>	
		<b>Website:</b>	
<b>Nature of Involvement:</b>			

## 2. Audit Process

### 2.1. Audit Objectives:

The objective of the pre-audit is to verify compliance with the requirements of the \_\_\_\_\_ under the Indian Forest and Wood Certification Scheme (IFWCS) "PRAMAAN" and management activities against the universal requirements and applicable criteria and indicators.

### 2.2. Audit Methodology:

The methodology used for the pre-audit was to conduct desk-based assessment, collecting objective evidence with respect to requirements of the standard through site visit, interviews and document verification. The approach for conducting the desk and field audit was a sample-based approach, and the observations were drawn from representative portions of the available data and field information. Simple random sampling was used to select specific data points and field sites for verification. This approach allows for an assessment that reflects the overall system, but it also means that findings are based on a subset of the total population.

It is important to note that sample-based findings provide insights into the overall system but do not guarantee that all areas operate identically. If gaps were found in the sample, they may indicate potential risks in the larger system. However, the absence of issues in the sample does not confirm full compliance across all operations. The results highlight key areas requiring attention while acknowledging that undetected issues may exist outside the sampled data.

## 2.3. Stakeholder Consultation:

## 2.4. Audit Plan:

Please see **Annexure - \_\_\_\_**

## 3. Summary of Audit Results

### 3.1. Non-conformity Report (NCR)

(Please tick appropriate box)

<input type="checkbox"/>	Internal Audit Nonconformity
<input type="checkbox"/>	Quality Objectives not met
<input type="checkbox"/>	Client's Complaint
<input type="checkbox"/>	Deviation from a Planned Arrangement
<input type="checkbox"/>	Nonconforming Services
<input type="checkbox"/>	Others, please specify:

Description of the Nonconformity:		<input type="checkbox"/> Major NC	<input type="checkbox"/> Minor NC
CAR No.		IFMS clause:	
Date Issued		Issued by	
Concerned Division:		Management representative:	

The pre-audit did not identify any non-conformities, but a gap analysis was carried out to identify any gaps in meeting the requirements of the Indian Forest Management Standard (IFMS). The main gaps identified are as follows:

#### C1: Maintenance/increase in the extent and condition of forest and tree cover

- The

#### C2: Maintenance, conservation and enhancement of biodiversity including wildlife

-

#### C3: Maintenance and enhancement of forest health and vitality together with establishment of regeneration

- Current

#### C4: Soil and water conservation

- Whilst

### C5: Maintenance and enhancement of forest resource productivity

- Carbon

Correction/s (Immediate Action/s to be Taken):	Responsible Person/s:	Implementation Date:	Completion Date:
Consequences: Potential / Actual	Actions Taken / To be Taken		

### 3.2. Audit Conclusion:



#### 4. Trees Outside Forests Management Certification Audit Checklist

No.	Particulars	Compliance			Objective Evidence	Assessor's Remark
		Yes	No	N/A		
	<b>Universal Requirements</b>					
<b>U1</b>	<b>Management Systems (1)</b>					
U1.1	A documented management plan specific to the area under the scope of certification, ownership status, description of the resources to be managed, land use and socio-economic conditions, and a profile of the adjacent area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U1.2	A management representative with sufficient expertise and qualification who is accountable, responsible for and committed to maintaining the requirements and effectiveness of this standard and for the continual improvement of the management system, which includes but is not limited to internal audits, management review, health and safety and other social and environmental issues;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U1.3	Adequate resources needed for the establishment, implementation, maintenance of procedures and processes as per the requirements of this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U1.4	Policies for conducting periodic management reviews to assess compliance with the requirements of this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U1.5	A robust system of internal monitoring and continuous improvement including periodic internal audits (on an annual basis at a minimum) in a planned and systematic manner to ensure compliance with the requirements of this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance			Objective Evidence	Assessor's Remark
		Yes	No	N/A		
<b>U2</b>	<b>Organisation Structure (1)</b>					
U2.1	A legally defined entity authorized from the competent authority for the activities under the scope of the IFWCS TOF certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U2.2	Procedures in place to maintain the applicable requirements of this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U2.3	Well-defined roles and responsibilities of concerned personnel handling/implementing processes and procedures as per the requirements of this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>U3</b>	<b>Competence (1)</b>					
U3.1	Establish, implement and maintain procedures and internal processes that ensure all its personnel (permanent, temporary and contractual) involved in the certification process have comprehensive understanding of and are able to fulfil the requirements set out in this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U3.2	Demonstrate the competence and qualification of personnel with respect to the duties and responsibilities they undertake, in terms of the appropriate education, training, or experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U3.3	Ensure that all its personnel (permanent, temporary, and contractual workers) receive adequate training and supervision to facilitate the proper implementation of the management plan in accordance with the requirements of this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>U4</b>	<b>Subcontracting (1)</b>					
U4.1	Policies for the management of subcontracted activities including monitoring the role and functions of the subcontracted party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance			Objective Evidence	Assessor's Remark
		Yes	No	N/A		
U4.2	Responsibility for subcontracted work and ensure that the subcontractor complies with all the requirements set out in this standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>U5</b>	<b>Due Diligence System (information collection, risk assessment and risk mitigation) (1)</b>					
U5.1	Risk Assessment procedure to include criteria for categorizing risks as high, medium, low, or no risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U5.2	Risk assessment to be documented and made available to CB for review, upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U5.3	Mitigation measures for high and medium-risk areas of activity based on the risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U5.4	Documented procedure for information gathering and risk assessment for all areas of activity to comply with national and international regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>U6</b>	<b>Document Control and Record Keeping (1)</b>					
U6.1	Relevant documents related to this standard for a minimum period of Five (5) years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
U6.2	Record keeping system that is transparent and allows easy retrieval of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
<b>C 1</b>	<b>Maintenance and increase in the extent of area under TOF</b>					
<b>I 1.1</b>	<b>Extent of tree plantation/agroforestry (5)</b>					
1.1.1	Documentation of land use/land cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.1.2	Plantation journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 1.2</b>	<b>Extent of utility of TOF (5)</b>					
1.2.1	Percentage of output from TOF used for commercial and non-commercial purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2.2	Monetary value of the products used for commercial purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1.2.3	Percentage of raw material met for the wood-based industries (x% of the local volume)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>C 2</b>	<b>Maintenance, conservation and enhancement of biodiversity and ecosystem services through TOF</b>					
<b>I 2.1</b>	<b>Species diversity in TOF (5)</b>					
2.1.1	Composition of the tree and agriculture crops, in terms of species (species diversity) and varieties (genetic diversity) and type of the planting material (seeds, clonal propagation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.2	Species grown in the farmlands are found in the adjoining natural stands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
2.1.3	List of indigenous and exotic species grown in the farmland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.4	Composition and diversity of faunal community including mammals, birds, reptiles, insects, earthworms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1.5	Presence of natural predators or biological control agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 2.2</b>	<b>Protected area network and TOF (5)</b>					
2.2.1	Establishment of wildlife corridors and development of wildlife habitats through plantations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.2.2	List of species conserved by developing corridors for protected area network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 2.3</b>	<b>Effectiveness of TOF in soil and water conservation (5)</b>					
2.3.1	Total area identified and demarcated for the protection of soil and water conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.2	Number of physical and biological measures/structures for soil and moisture conservation in tree plantations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.3	Documentation of the impacts of plantations on surface and groundwater in the watershed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.4	Enhancement in natural regeneration and growth of the saplings in plantations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
2.3.5	Improvement in land capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.6	Riparian zones (area adjacent to rivers/wetlands) identified, defined and protected before harvesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.3.7	Reduced impact logging mechanisms are devised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 2.4</b>	<b>Ecological restoration and rejuvenation of degraded and denuded land using TOF (5)</b>					
2.4.1	Wasteland map with the extent and intensity of degradation or denudation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4.2	Land capability classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4.3	Soil health status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.4.4	Methods for managing culturable and non-culturable wastelands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 2.5</b>	<b>Potential carbon stock mapping (5)</b>					
2.5.1	Documents on growing stock (volume, biomass, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.5.2	Document on tree and soil carbon stock assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
<b>C 3</b>	<b>Conservation, maintenance and enhancement of productivity and vitality of TOF</b>					
<b>I 3.1</b>	<b>Quality Planting Material (5)</b>					
3.1.1	Documentation of the source of planting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.2	Due diligence for assessing quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.1.3	Provenance and genotype verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.2</b>	<b>Survival and growth of planted species (5)</b>					
3.2.1	Plantation register with records of survival and growth statistics of different planted species at periodic intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2.2	Re-planting of saplings in the successive years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.2.3	Annual growth parameter monitoring report including data on Current Annual Increment and Mean Annual Increment, growing stock and other growth parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.3</b>	<b>Rotation period of the tree species (5)</b>					
3.3.1	Long-term projections, strategies and plans for enhancing production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
3.3.2	Harvesting plan as per the rotation period fixed at the time of planting tree or deviation, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.4</b>	<b>Regeneration status of planted species (1)</b>					
3.4.1	Natural regeneration assessment reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4.2	Practices for promoting assisted/natural regeneration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.5</b>	<b>Harvesting of trees (5)</b>					
3.5.1	Percentage area harvested for which pre-harvesting surveys have been conducted and harvesting proposal prepared with estimation of level of sustainable harvest for each species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.5.2	Documentation of age v/s volume of harvested trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.5.3	Cost estimation of the harvest plan is as per the guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.6</b>	<b>Extent and nature of damage to TOF (5)</b>					
3.6.1	Type and extent of diseases and pest infestations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.6.2	Records on the frequency of natural calamities and area damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
3.6.3	Integrated pest and disease management to minimize tree damage and mortality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.6.4	Weed management practices to reduce weed competition promoting early canopy closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.7</b>	<b>Existence and application of site-specific technologies for enhancing productivity (2)</b>					
3.7.1	Report of potential productivity of the site from reputed R&D and management institutions, NGOs, accredited consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.7.2	Document showing the chronological list of activities for use of appropriate technologies in site selection, species selection, seed collection, nursery techniques, plantation and its maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.7.3	Records of use of local resources and use of indigenous knowledge in raising plantations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.8</b>	<b>Greater reliance on eco-friendly methods for raising and management of TOF (2)</b>					
3.8.1	Installed renewable energy equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.8.2	Extent of energy saved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.8.3	Extent of use of organic manures/biocontrol agents (compared to total quantity of chemical fertilizers used, if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
3.8.4	Available facility for on-site production of vermicompost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.8.5	Integrated pest management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 3.9</b>	<b>Optimization of use, value addition and enhancing marketing opportunities of produce from TOF (5)</b>					
3.9.1	Existence and application of local processing and utilization of tree produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.9.2	Effective purchase and supply mechanism with the availability of online platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.9.3	Market intelligence to provide assistance in the timely disposal of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.9.4	Diversifying the mix of commercial products derived from the forest plantation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>C 4</b>	<b>Socio-economic and cultural benefits of TOF</b>					
<b>I 4.1</b>	<b>Economic and sociocultural benefits generated for local communities (1)</b>					
4.1.1	Records on fruits, fuelwood, fodder etc. used by local community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.2	Records on employment of local workers in plantations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
4.1.3	Labour rules are implemented, and labour rights are protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.4	No child labour is involved in plantation activities					
4.1.5	Health and safety measures for employees in plantations including health insurance, suitable gears (helmet, hand gloves, etc.), availability of first-aid kit, maintenance of up-to-date safety records in compliance with all applicable laws and/or regulations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.1.6	Cultural values such as recreation, religious worship and tourism are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 4.2</b>	<b>Social Impact Assessment (5)</b>					
4.2.1	Social Impact Assessment report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.2.2	Focus Group Discussion report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>C 5</b>	<b>Policy, legal provisions and guiding documents for the establishment of trees outside forest</b>					
<b>I 5.1</b>	<b>Adherence to the legal framework for establishment of trees outside forest for production, conservation, and socio-cultural needs (1)</b>					
5.1.1	Land ownership documents land lease rules/legal agreement with farmers in case of a company seeking certification on behalf of farmers or a group of farmers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.2	Registration of plantation with concerned authority as required by the relevant State Acts and Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
5.1.3	Documents on policy/legal requirements regarding tree plantation, harvest and transport consistent with the national objectives and the direction of apex court, if any are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.4	List of tree species that require license/permission for cultivation, harvest and sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.5	Felling and transit rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.1.6	Applicable rules/legal provisions for disposal/selling of trees in open market or through timber depots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 5.2</b>	<b>Institutional framework for research, development and best practices, if any (5)</b>					
5.2.1	Copy of duly approved management plan/micro-plan with guidelines for silvicultural operations (including sustainable harvesting/collection practices) for wood and non-wood produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.2.2	Plantation journal with details and timeline of silvicultural operations, with deviation, if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 5.3</b>	<b>Assessment of forest structure (5)</b>					
5.3.1	Availability of best package of practices for raising and management of plantation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.2	Research & Development Plan of institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
5.3.3	Availability of adequately trained manpower with the growers or concerned institutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.3.4	Transfer of technology (lab to land) mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 5.4</b>	<b>Guidelines to identify, incorporate, retain, and encourage the adoption of native multipurpose species in TOF (2)</b>					
5.4.1	People's Biodiversity Register from the concerned local body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.2	Register of number of native and endemic plants retained/adopted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.3	Guidelines for retention and management of native species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>I 5.5</b>	<b>Monitoring and Evaluation (M&amp;E) mechanism (1)</b>					
5.5.1	Written M&E Mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.5.2	Periodic M&E reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



No.	Particulars	Compliance/ Observation			Objective Evidence	Assessor's Remarks
		Yes	No	N/A		
5.5.3	Compliance of the feedback received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.5.4	Complaint/suggestion register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## 5. Appendices

### a. Map of Location

