MSPO
CERTIFICATION SUMMARY REPORT

FANTASI GENERASI SDN BHD

STAGE 2 – CERTIFICATION AUDIT

Date: 16/12/2019

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Abbreviations

CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
CSR	Corporate Social Responsibility
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
FFB	Fresh Fruit Bunch
GAP	Good Agricultural Practice
GPS	Global Positioning System
ISCC	International Sustainability & Carbon Certification
ISO	International Standard Organisation
MSPO	Malaysia Sustainable Palm Oil
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable Sustainable Palm Oil
RTE	Rare, Threatened and Endangered Species
SA8000	Social Accountability 8000
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
WHO	World Health Organization
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysia Palm Oil Certification Council
SDS	Safety Data Sheet
FGSB	Fantasi Generasi Sdn Bhd

1. INTRODUCTION

Fantasi Generasi Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit for its oil palm estate according to MS 2530-3:2013 Part 3 General Principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this certification audit is to assess the Fantasi Generasi Sdn Bhd estate by an independent certification body with the aim for compliance of the standards.

1.2. Scope

The certification is based on the documentation developed by the estate.

The supporting documents are provided to the audit team as well as information received by means of interviews and background investigation.

The documents and information are reviewed against the requirements and criteria based on MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

TUV NORD Malaysia has employed a risk-based approach in the audit, focusing on the identification of significant risks and reliability of the assessment and reporting.

The following references are used as part of the assessment; the compliance of the requirements out of the guidelines applied was checked.

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Oil Palm Plantations and Organised Smallholders audit guidance;

1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 1 team members. The audit team members contributed to the review of documents, the assessment of the project activity and to the preparation of this report.

Qualification of the Lead Auditor: Muhammad Khairul Anuar Bin Azizul Hasan

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Graduate in Plantation Industry and management
At least five (5) years of work experience in the oil palm sector or related field in consultancy /	7 years working experience in oil palm plantations.

Requirement	Qualifications
auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	
Successfully completed MS 2530 series of standards training	Successfully completed MS2530: 2013 LA Course.
Conducted at least three (3) MSPO or equivalent sustainability certification audits as Lead Auditor-in-training with a minimum of fifteen (15) man-days under the supervision of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes within the last two (2) years.	Qualified as auditor, conducted more than 3 certification audits with total of more than 15 man-days
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training and Auditor for MSPO and RSPO scheme.
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Successfully completed IMS 9001, 14001 and 45001 LA course, Auditor for MSPO and RSPO scheme.

Qualification of Team Members

Requirement	Assessor	Qualification	Compliance
Post-secondary education, college or university diploma / degree in one of the following i) Agriculture; ii) Science & Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);	Khairul Anwar bin Ismail	Graduate in Agricultural Science	Yes

Requirement	Assessor	Qualification	Compliance
iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Khairul Anwar bin Ismail	5 years working experience in oil palm plantations.	Yes
Successfully completed MS 2530 series of standards training	Khairul Anwar bin Ismail	Successfully completed MS2530: 2013 LA Course.	Yes
Conducted a minimum six (6) on-site audits for a total of at least 20 man-days of audit experience as an auditor-in-training under the direction and guidance of a qualified Lead Auditor for MSPO or equivalent sustainability certification schemes.	Khairul Anwar bin Ismail	Qualified as auditor. Conducted more than 6 on-site audit with more than 20 man-days.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Khairul Anwar bin Ismail	Able to communicate in Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Khairul Anwar bin Ismail	5 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Anwar bin Ismail	5 years working experience in oil palm plantations.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Khairul Anwar bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Khairul Anwar bin Ismail	Successfully completed SA 8000 Basic training and Auditor MSPO scheme.	Yes

Requirement	Assessor	Qualification	Compliance
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Khairul Anwar bin Ismail	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	

2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members and technical reviewer;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- On-Site assessment, inspections, interviews with operational personnel, stakeholders and its contractors; review of documentation;
- On-site reporting
- Resolution of non-conformance (NC) (if any)
- Draft audit reporting
- Technical review
- Final audit reporting
- Peer review
- Address Peer Review Comments (if any)
- Final approval and issuance of certificate.

The certification audit is conducted in 2 stages in accordance to the certification procedure.

Stage I:

Stage I audit is conducted on 19/08/2019 at Sandakan office that covers desk review activities:

- Background investigation
- Review of documentation established but not limited to below
    - Group Operating Policies
    - Estate maps
    - Land titles
    - Standard Operating Procedures including Agricultural Manual
    - Work Flow Charts
    - Operating licenses and approvals
    - Operating records
    - Training records
    - Applicable Legislation Documents
- Interviews of relevant operation personnel

- Assessment reporting

Stage II:

Certification audit is conducted on 21/10/2019 to 22/10/2019 covers the following activities but not limited to below:

- Onsite visit, observations and inspections of estate facilities and field activities;
- Interview operation personnel and field workers for understanding for the work assigned;
- Reviewed revised and updated documentation established and implemented;
- Operating records;
- Training records;
- Reports established;
- Work plans established;
- Stakeholders consultation meeting;
- Review and closed out of non-conformance raised during stage 1 audit;
- Assessment reporting;

On-site Assessment

The audit of the estate is conducted according to the MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of stakeholders, communities, staff, workers and their families, review of documentation and data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders are taken into account in the assessment.

For the certification audit, Fantasi Generasi Sdn Bhd has 1 estate. Therefore, no selection required.

Table 2-1: List of Estate

Name of Estate	Coordinates
Fantasi Generasi Sdn Bhd	5°38'30.9"N; 118°05'01.3"E

Non-conformance:

On the basis of the desk review, evidences presented during the audits as well as from the onsite visits non-conformance (NC) Major, Minor and Opportunity for Improvement (OFI) may be raised during the audit.

Major non-conformance shall be addressed and responded with 60 days from closing date of audit. For minor non-conformances raised and action plan to be submitted within 30 days from closing date of audit for review and acceptance. Implementation of Minor NC will be review and verify in the next audit.

3. ORGANISATION INFORMATION

Fantasi Generasi Sdn Bhd is an oil palm plantation company with head office located in Sandakan and the estate is located at Sg. Sapagaya, Sandakan, Sabah.

The details of the estate as below:

Name of Estate	Location	Coordinates
Fantasi Generasi Sdn Bhd	Sg Sapagaya, Sandakan Sabah.	5°38'30.9"N 118°05'01.3"E

3.1. Production volume

Name of Estate	Area (Ha)		Projected FFB Production (mt) (Jan 2020 to Dec 2020)
	Total*	Production**	
Fantasi Generasi Sdn Bhd	150.31	99.64	1,670.00
Total	**150.31**	**99.64**	**1,670.00**

**includes productive and non-productive area (infrastructures, conservation, HCV, housing & office compound use, set aside area etc.)*

***Immature + Mature Area*

3.2. Planting Program for Each Estate

Estate / Year	1995	1996	2008	2011	2018	2019
FGSB	22.21	69.47	3.56	4.40	0	0
Total Mature	**22.21**	**69.47**	**3.56**	**4.40**	0	0
Total Immature	**0**	**0**	**0**	**0**	**21.75**	**25.50**
Total Oil Palm	**22.21**	**69.47**	**3.56**	**4.40**	**21.75**	**25.50**

3.3. Replanting program for each estate

Year of replanting	Planted area (ha) in each estate				Total area to be replanted (ha)
	2019	2020	2021	2022	
FGSB	25.50	22.00	35.00	35.00	**117.50**
TOTAL	**25.50**	**22.00**	**35.00**	**35.00**	**117.50**

3.4. Maps of Company Location and Plantations

Figure 1

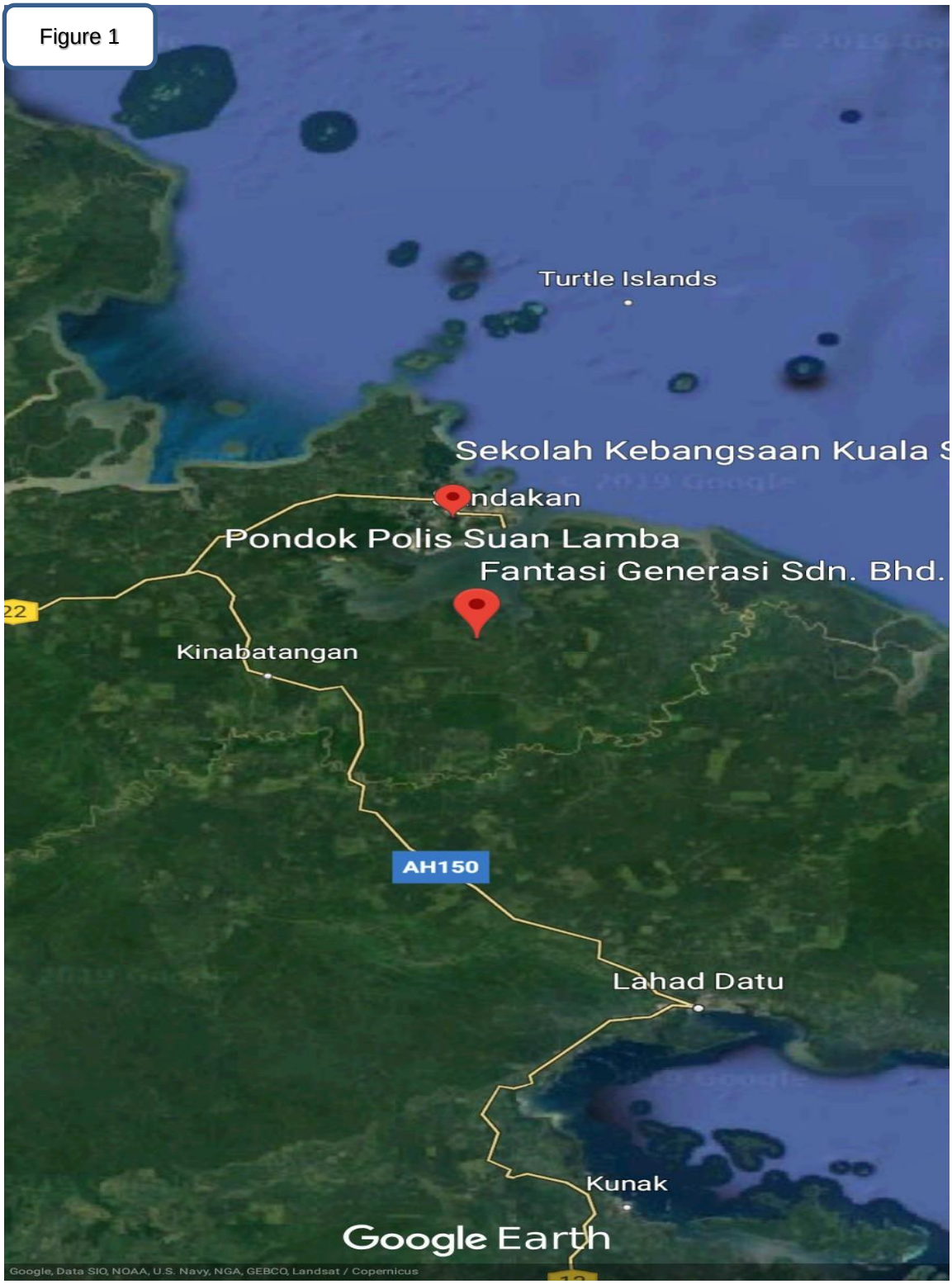
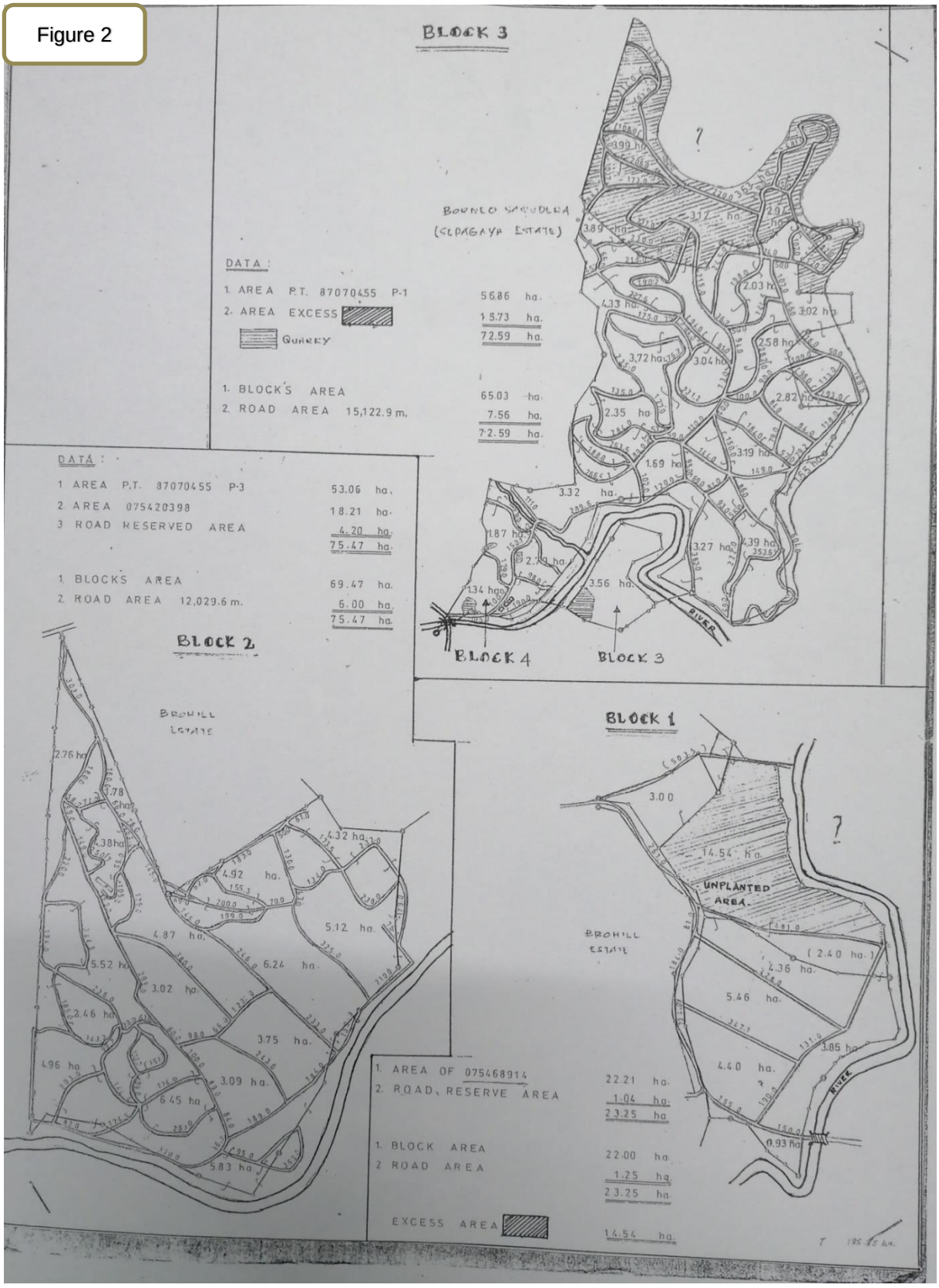


Figure 2


BLOCK 3
BORNEO SAWDUST
(SEDAGAYA ESTATE)
DATA :
1. AREA P.T. 87070455 P-1
2. AREA EXCESS
QUARRY
56.86 ha.
15.73 ha.
72.59 ha.
1. BLOCK'S AREA
2. ROAD AREA 15,122.9 m.
65.03 ha.
7.56 ha.
72.59 ha.
DATA :
1 AREA P.T. 87070455 P-3
2 AREA 075420398
3 ROAD RESERVED AREA
53.06 ha.
18.21 ha.
4.20 ha.
75.47 ha.
1. BLOCKS AREA
2. ROAD AREA 12,029.6 m.
69.47 ha.
6.00 ha.
75.47 ha.
BLOCK 4
BLOCK 3
RIVER
BLOCK 2
BROHILL ESTATE
BLOCK 1
UNPLANTED AREA
BROHILL ESTATE
1. AREA OF 075468914
2. ROAD, RESERVE AREA
22.21 ha.
1.04 ha.
23.25 ha
1. BLOCK AREA
2. ROAD AREA
22.00 ha.
1.25 ha.
23.25 ha.
EXCESS AREA
14.54 ha.

4. CERTIFICATION ASSESSMENT

4.1. Certification Audit

The objective of the audit is to assess the activities of the estates are in compliance with MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

4.1.1. Certification Audit:

The objective of the certification audit is to assess the readiness of the documentation established and implemented in accordance to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

According to the Certification Scheme, an initial due-diligence audit for operators which are entering into the MSPO system, and which

- do not have any certification or
- those having management system certification e.g. ISO, COP.

These organization shall undergo both Stage I and II audit

Fantasi Generasi Sdn Bhd does not has any certification, therefore, has to undergo Stage I audit.

The audit team has apply the Malaysian Sustainable Palm Oil Part 3: General principles for oil palm plantations and organised smallholders audit guidance to assess the established documents against the Principles and Criteria of the standard

The Stage I audit is conducted on 19/08/2019 at Fantasi Generasi Sdn Bhd main office covering the following activities:

- Onsite interviews and inspections;
- Review of documentation for compliance to relevant P & C requirements for plantation;
- Reporting of findings found during Stage I audit;

4.1.2. Certification Audit:

The certification audit is conducted on 21/10/2019 to 22/10/2019 covering 1 estate.

During this certification audit there are 5 Opportunities for Improvement (OFI) are raised.

For details of the assessment, refer summary of assessment for each indicator in section 4.3 of this report.

The audit findings if any, raised in this audit refer to Section 4.6 of this report.

4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 21/09/2019 as to accommodate stakeholder's consultation meeting for Fantasi Generasi Sdn Bhd to provide comments. As at audit date on 21/10/2019 there are no comments received.

Invitation letters are sent on 21/09/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 21/10/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

1. Introduction of MSPO certification.
2. Development of oil palm plantations
3. Community service and support provided
4. Wildlife management and wildlife corridor
5. Type of wildlife sighted at the plantations and wildlife corridor.
6. Local communities' development.

The following relevant Principles & Criteria of the applied standard are discussed during the stakeholders' consultation:

1. Principle 2 Criteria 2 Indicator 1: Consultation and Communication with stakeholders:

   The stakeholders could confirm they have attended meetings with the company on MSPO certification.

2. Principle 4 Criteria 2 Indicator 3 & 4: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint

   The stakeholders' advice they are informed a logbook and form is available at the office to lodge any complaints or suggestions.

3. Principle 4 Criteria 3 Indicator 1: Contribute to local development in consultation with the local communities.

   The local communities could confirm the company has provide assistance and support to communities.

4. Principle 6 Criteria 4 Indicator 1: Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information

   The contractors who provides maintenance and service could confirm they are briefing on MSPO requirements.

There is no issues raised during the stakeholder's consultation in terms of tenure and/or use rights, social or environmental aspects of management and operations that need to be addressed by the certified unit. It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

The list of stakeholders who attended the meeting refer to Table 7-1.

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders confirmed of MSPO audit via invitation letter received.	Positive comment for Fantasi Generasi Sdn Bhd.
2	Social issues	There are no social issues raised by the stakeholders.	Positive comment for Fantasi Generasi Sdn Bhd.
3	Type of land title – Country Leased, Provisional Leased, Native title	Interview stakeholders are not local communities. Therefore, no input of this topic.	No action required.

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Interview stakeholders are not local communities. Therefore, no input of this topic.	No action required.
5	Does MSPO largely benefits the local community?	Interview stakeholders are not local communities. Therefore, no input of this topic.	No action required.
6	Environmental understanding	Interview stakeholders are not local communities. Therefore, no input of this topic.	No action required.
7	Awareness towards species, habitats, and high conservation values	Interview stakeholders are not local communities. Therefore, no input of this topic.	No action required.
8	Are there any plantation management practices that affect you?	Interview stakeholders are not local communities. Therefore, no input of this topic.	No action required.
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders confirmed estate has taken effort to meet the MSPO requirements.	Positive comment for Fantasi Generasi Sdn Bhd.
10	Do you have any suggestions for management?	No suggestion.	No action required.

4.3. Summary of Assessment

Principle and Criteria Assessment Summary
The assessment team conduct a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits with all criterions will be assessed. Evidences are sought for conformity with the MSPO 2530-3. The summary of the assessment as below, where the "Findings/Comments" column reflects the findings in accordance with each criteria and indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	Fantasi Generasi Sdn Bhd (FGSB) established MSPO policy dated 01/01/2019 sign by Director. The MSPO policy is publicly available in file and estate notice board in Bahasa Malaysia and English language. Training on MSPO policy conducted on 06/10/2019. Site interviewed with workers are aware of MSPO policy.	Yes

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.2	The policy describe FGSB strive for continual improvement by harnessing its resource of people, processes and technology in order to ensure continual production of oil palm product in sustainable manner.	Yes
4.1.2.1	FGSB established SOP for internal audit doc no: FGSB-MSPO-4.1.2.1 dated 01/02/2019 Internal audit to be conducted once a year as stated in the internal audit SOP. Internal audit conducted on 19/05/2019 by private consultant with11 non-conformities and 17 OFIs raised. FGSB established form 'Borang Tindakan Pembetulan' for the non-conformity raised.	Yes
4.1.2.2	FGSB established SOP for internal audit doc no: FGSB-MSPO-4.1.2.1 dated 01/02/2019 SOP states timeframe to close NC raised is two months from audit date. Internal audit result has identify the non-conformity, OFI, strengths and weakness points. Strong point: Well establishment of MSPO documents. Weak point: Poor pre mixing area. FGSB established form 'Borang Tindakan Pembetulan' for the non-conformity findings.	Yes
4.1.2.3	Internal audit reports includes the findings and results presented at the management review meeting on 24/05/2019.	Yes
4.1.3.1	FGSB conducted Management review dated 24/05/2019.Management review is conducted once a year after the internal audit conducted. Management review meeting agenda includes: 1. Tindakan susulan terhadap mesyuarat semakan pengurusan terdahulu. 2. Keputusan audit 3. Cadangan penambahbaikan.	Yes
4.1.4.1	FGSB established Continuous Improvement Plan dated 27/05/2019. CIP topics include: 1. Management commitment and responsibility 2. Transparency 3. Compliance to legal requirements 4. Social responsibility, health safety and employment condition. 5. Environmental, natural resources and ecosystem services 6. Best practices.	Yes

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	The CIP table contents action/activity, expected outcome, frequency, timeframe/deadline, responsibility, resources/budget needed.	
4.1.4.2	FGSB established flowchart for new technology information and technique dated 28/05/2019. The flowchart describe the initial part of communication with new technology supplier or product until the implementation and monitoring for further improvement. There is no new technology captured in the CIP as audit date.	Yes
4.1.4.3	FGSB established flowchart for new technology information and technique dated 28/05/2019. The flow chart describe: • Call supplier to introduce product • Proposal of product • Planning-location of pilot study • Demo schedule • Mvaluation of pilot study • Decision to proceed • Established work procedure • Implementation • Monitoring for further improvement. The flow chart states to train the operators or employees involved in implementations, techniques and equipment.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	FGSB established the latest stakeholders list dated 27/05/2019. Stakeholders list includes villagers, neighboring estate, government agencies, suppliers, mills, contractors and employees. FGSB establish SOP 'Pengurusan komunikasi pihak berkepentingan', doc no: FGSB-MSPO-4.2.2.1 dated 01/02/2019. The SOP describes the communication channel to the stakeholders, timeline addressing complaint and grievance, person responsible and etc. Stakeholders meeting was conducted at estate office on 22/07/2019 and headquarter office on 25/07/2019. Stakeholders meeting includes: 1. Taklimat ringkas MSPO oleh wakil perunding	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	2. Keperluan undang-undang 3. Komitmen dan tanggujawab pihak berkepentingan 4. Hal-hal lain (penerangan complaint and grievance SOP)	
4.2.1.2	FGSB established list of publicly available documents and confidential on 27/06/2019. Public Documents: 1. Policies 2. SOPs 3. SIA 4. License 5. Complaint and grievance records Confidential document: 1. Profit and loss account 2. Internal audit 3. Business plan	Yes
4.2.2.1	FGSB established SOP 'Pengurusan komunikasi pihak berkepentingan', doc no: FGSB-MSPO-4.2.2.1 dated 01/02/2019. Stakeholders meeting conducted on 22/07/2019 and 25/07/2019 include briefing on SOP consultation and communication.	Yes
4.2.2.2	FGSB appoints Estate in-charge as a PIC for handling of consultation and communication dated 02/05/2019. Stakeholders interviewed confirmed on person in charge for consultation and communication.	Yes
4.2.2.3	FGSB established the latest stakeholders list dated 27/05/2019. Request from stakeholder on 17/07/2019 for road maintenance has been solved on 19/07/2019. The stakeholder and management signed the request form as part of completion status. SOP Aduan, Cadangan dan Rungutan doc no: FGSB-MSPO-4.4.2.1 states 1 week to take action of complaint received. The stakeholders inform of the action taken by using the complaint received form and signed by both parties.	Yes
4.2.3.1	FGSB established the SOP 'Kebolehkesanan' doc no: FGSB-MSPO-4.2.3.1 dated 01/02/2019. The SOP includes flowchart of FFB traceability including harvester name, block number, FFB bunches, tractor number/driver name, lorry number/driver name, DN and weighbridge ticket from collecting centre/mill. FGSB use 4 different documents as records for traceability system.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	1. Traceability form 2. FFB delivery note 3. Weighbridge ticket 4. Daily record of sales / delivery of FFB From estate to ramp: – FGSB used the traceability form that includes date, harvester name, block number, farm tractor number and FFB volume. From ramp to collecting centre: FFB delivery note consist of DN number, date, collecting centre, vehicle number, name and IC number.	
4.2.3.2	FGSB conducted internal audit dated 19/05/2019 covering inspection of traceability. Internal audit result shows traceability is in compliance with no findings raised.	Yes
4.2.3.3	FGSB appoints Estate in-charge as a PIC for traceability system dated 02/05/2019.	Yes
4.2.3.4	FGSB established the SOP 'Kebolehkesanan' doc no: FGSB-MSPO-4.2.3.1 dated 01/02/2019. The SOP describe retention period of documents is 3 years. All FFB sales and delivery records are maintained in daily record of sales / delivery of FFB. Summary Records until audit date is review and well maintained..	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	FGSB established permits and licenses register applicable for the estate dated 10/06/2019. Example; 1. MPOB license number 604169702000 with validity from 01/05/2019 to 30/04/2020 2. Trading license: I/R21794/2019 with validity until 31/12/2019.	Yes
4.3.1.2	FGSB established legal requirements register applicable for the estate dated 10/06/2019. Example; – MPOB License Regulation 2005 – Minimum Wage Order 2018 – Employment Act 1955 – Sabah Labour Ordinance Cap 67	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	– Pesticide Act 1974 – Occupational Safety and Health Act 1994 – Environmental Quality Scheduled Waste Amendment 2015	
4.3.1.3	FGSB legal register established on 10/06/2019, therefore no update as at audit date.	Yes
4.3.1.4	FGSB appoints Admin clerk dated 02/01/2019 as person in-charge for monitoring and updates of law and regulations.	Yes
4.3.2.1	FGSB land titles are country leased issued by Director of Lands and Surveys, Sabah. Land usage stated in the land titles is cultivation of an agriculture crop of economic value.	Yes
4.3.2.2	The land titles are issued by Director of Land and Surveys, Sabah on 25/05/1998 and 03/03/2004. The history of land tenure is 99 years.	Yes
4.3.2.3	FGSB land titles include the maps with title number and size in hectare and acre. The boundary marker is stated in the maps of land title. Site observation boundary markers are well maintained.	Yes
4.3.2.4	FGSB land titles are country leased issued by Director of Lands and Surveys, Sabah. Therefore, no disputes.	Yes
4.3.3.1	FGSB land titles are country leased issued by Director of Lands and Surveys, Sabah There are no native or customary sub-leased land in FGSB.	Yes
4.3.3.2	FGSB land titles are country leased issued by Director of Lands and Surveys, Sabah There are no native or customary sub-leased land in FGSB.	Yes
4.3.3.3	FGSB land titles are country leased issued by Director of Lands and Surveys, Sabah There are no native or customary sub-leased land in FGSB.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	FGSB establish SIA report doc no: FGSB/SIA-01 dated on 30/07/2019. The survey assessment was conducted on 22/07/2019 and 25/07/2019 at estate and HQ respectively	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The SIA include information from survey with internal and external stakeholders (smallholders, suppliers, contractors and government agencies). The SIA includes a summary of positive and negative impacts and the time bound plan to monitor for completion. The table of assessment and action plan includes issue, impacts, positive/negative, action plan, PIC, timelines, status. The SIA will be review once a year with feedback from stakeholders.	
4.4.2.1	FGSB establish SOP 'Aduan, Cadangan dan Rungutan, doc no: FGSB-MSPO- 4.4.2.1, dated 01/02/2019 approved by Management Advisor. The SOP describes the responsible person in charge are the Estate In charge (EIC) and Top Management (TM). Procedure states: 'Pengadu yang ingin membuat aduan perlu mengisi BA dalam 8 hari dari tarikh berlakunya kejadian membuat berasa tidak puas hati atau keluhan serta rungutan. EIC yang berkaitan akan menerima BA dan cuba untuk menyiasat, memberi penyelesaian, penerangan atau membuat sebarang keputusan terhadap adaun dalam masa 1 minggu dari tarikh aduan terima" "Sekiranya pengadu masih tidak berpuas hati terhadap penyelesaian yang di berikan oleh EIC atau tiada sebarang jawapan serta tindakan terhadap aduan dalam masa 1 minggu. Pengadu boleh mengemukakan dan membawa aduan ke pihak TM. TM akan membuat penyiasatan dan memneri penyelesaian, penerangan atau membuat keputusan dalam 1 bulan waktu bekerja selepas aduan telah di berikan kepada TM" "Jika Pekerja masih tidak berpuasa hati dengan keputusan/ penyelesaian yang di berikan oleh TM atau sekiranya berlaku kegagalan oleh TM untuk menyelesaikan aduan dalam tempoh 1 bulan bekerja, pekerja boleh membangkitkan isu dengan Jabatan Tenaga Kerja." Site interviewed confirmed that workers are aware on compliant procedure. The complaint and grievance form and complaint box are made available at estate office	Yes
4.4.2.2	FGSB established SOP 'Aduan, Cadangan dan Rungutan, doc no: FGSB-MSPO- 4.4.2.1, dated 01/02/2019 approved by Management Advisor. A flow chart in the SOP describing the process and responsible person to handle the complaint and resolve within 7 working days by the Estate In – charge level and 30 days for top management level. The SOP has defined the type of complaints and grievances and the applicable forms. Interview with workers and dependents they are aware of complaint procedure	Yes
4.4.2.3	Complaint and grievances form establish and available at the office for workers and stakeholders.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
4.4.2.4	The stakeholders are briefed on the complaint and grievances SOP at the latest stakeholder consultation conducted on 25/07/2019. Complaint and grievances training conducted for all workers on 22/07/2019. Workers interviewed are aware on the complaints or suggestion can be made to the estate in any time when needed. The complaint box is available at the estate office.		Yes
4.4.2.5	Complaint and grievances records are reviewed. The first complaint dated on 05/06/2019 and latest complaint dated on 23/08/2019. All complaints and grievances are documented and recorded.		Yes
4.4.3.1	FGSB provides job opportunities to local communities as admin clerk and field workers		Yes
4.4.4.1	FGSB establish Occupational Safety and Health (OSH) policy dated 01/01/2019 signed by Director. The policy is available at estate notice board. Stakeholders consultation conducted on 25/07/2019 include briefing of Occupational safety and Health (OSH) policy. Workers are briefed on OSH policy on 06/10/2019		Yes
4.4.4.2	a	Occupational safety and health (OSH) policy is display at notice board. Briefing of Occupational ~~s~~ Safety and ~~h~~ Health (OSH) policy to workers on 06/10/2019 and Stakeholders on 25/07/2019 Interviewed workers are aware of OSH policy	Yes
	b	FGSB establish HIRARC for all operation activitie dated 23/08/2018 and reviewed on 05/09/2019. Table of HIRARC contents activity, hazards, consequences, risk analysis, risk control and person in charge	
	c i	FGSB ~~E~~ established training programme dated on 22/05/2019. Training conducted: 1. Latihan Pemakaian PPE conducted on 11/07/2019 2. Latihan keselamatan Pemotongan buah, menyembur racun and Pembajaan conducted d on 24/09/2019 3. Latihan kerja selamatan dan peraturasn kerja – Latihan pencampuran Racun conducted on 27/09/2019 Interviewed workers are aware on work safety.	
	c ii	SDSs for chemicals and fertilisers are available at chemical stores. Chemicals and fertilizer are stored in appropriate stores with sufficient ventilation.	

Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	d	Type of PPE for activity provided to workers are in accordance to CHRA and HIRARC assessment such as Nitrile Gloves, Safety Glasses, R95 Face Mask, Apron and Boot.	
	e	FGSB established SOP for handling of chemical & storage and ~~S~~ sprayer dated 23/11/2018 The SOP for handling of chemical and storage include chemical storage arrangement,	
	f	FGSB appoints Estate in charge as person in charge for safety and health.	
	g	FGSB management meeting dated 08/10/2019 include the discussion on safety issue.	
	h	FGSB established accident and emergency procedure dated 23/11/2018 Map of emergency assembly point and contact number for emergency is established and display at notice board Stakeholders consultation conducted on 25/07/2019 include briefing on accident and emergency procedure. Fire drill conducted 23/11/2018 which involve all workers.	
	i	FGSB establish first aid training conducted by St John Ambulance Malaysia on 28-29/06/2019 Site visit verification confirm first aids are made available for ~~s~~praying and harvesting activities. The workers confirm that they are aware of first aid availability and trained by first aider dated on 05/08/2019	
	j	FGSB established records of injuries and accidents and reported in quarterly management meeting. Annual JKKP reporting for year 2018 submitted on 16/01/2019. No accident records based on JKKP 8/25926/2018 There are no accidents or injuries with more than 4 days of medical leave from January to September 2019.	
4.4.5.1	FGSB established Social and Human Right policy dated 01/01/2019 and reviewed on 23/08/2019 signed by Director. The Policy states: FGSB will not discriminate on the basis of race, color, gender, religion, political opinion, nationality, social origin or any other distinguishing characteristics and other status protected by the country's laws. The company committed to practice equal opportunities. The policies is displayed at estate noticed board Stakeholders consultation conducted on 25/07/2019 include briefing of Social and Human Right policy.		Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Workers briefed on Social and Human Right policy conducted on 06/10/2019. Workers interview aware of Social and Human Right policy.	
4.4.5.2	FGSB established Social and Human Right policy dated 01/01/2019 and reviewed on 23/08/2019 signed by Director. The Policy states: FGSB Will not discriminate on the basis of race, color, gender, religion, political opinion, nationality, social origin or any other distinguishing characteristics and other status protected by the country's laws. The company committed to practice equal opportunities. The policy is displayed at the estate notice board. During site interview, workers aware of social and human right policy and confirmed no discrimination practice at work place.	Yes
4.4.5.3	FGSB pay wages according Minimum Wage Order (Amendment) 2018. FGSB establish worker's contract agreement for both local and foreign workers with a copy provided. The contract describes: Majikan bersetuju membayar gaji pekerja dengan amaun yang tidak kurang daripada RM 42.32 sehari. Review workers' pay slips and against check roll the wages paid meet the Minimum Wage Order (Amendment) 2018.	Yes
4.4.5.4	FGSB monitor the contractor paid according minimum wage regulations 2018 of RM1,100/month or RM42.31/day. Contractor workers' wage pay slip is review and according to minimum wage regulation.	Yes
4.4.5.5	FGSB established list of workers contains worker name, date of birth, date of join, wage position and nationality. All workers hired are permanent workers.	Yes
4.4.5.6	FGSB established contract for every employee hired and signed by worker and management. Onsite interview with workers confirmed they have a copy of contract and understand content in the contract agreement.	Yes
4.4.5.7	FGSB used the check roll records to capture workers and staff reporting for work and working hours for each day. The working hours is displayed at estate office notice board. Morning: 7.00 am – 12.00 pm Rest Time: 12.00 pm – 2.00 pm Evening: 3.00 pm – 5.00 pm Workers are brief on the working hours during the contract agreement briefing session.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	No overtime practiced by the company.	
4.4.5.8	FGSB working time is displayed at estate office notice board. Morning: 7.00 am – 12.00 pm Rest Time: 12.00 pm – 2.00 pm Evening: 3.00 pm – 5.00 pm The working hour was in line with requirement of Sabah Labour Ordinance. No overtime practiced by the company.	Yes
4.4.5.9	FGSB pay workers' wages in accordance to minimum wage order 2018 with a copy provide of payslip provided to all workers.	Yes
4.4.5.10	FGSB provide benefits to both local and foreign workers as below details 1. Medical bill 2. Bonus 3. Annual bonus 4. Transportation for clinic 5. SOCSO for local and foreign Workers	Yes
4.4.5.11	FGSB adopts industry best practices for living quarters. The housing compound are well maintained. Clean water, electricity, recreational area, shop and gardening area are provided	Yes
4.4.5.12	FGSB established Sexual Harassment, Violence and Gender policy dated on 01/01/2019 sign by Director. The policy is displayed at the estate office Stakeholders consultation conducted on 25/07/2019 include briefing of Sexual Harassment, violence and Gender policy. Workers are briefed on Sexual Harassment, violence and gender policy on 06/10/2019. Workers feedback there is no practice or related cases happened on sexual harassment or violence at workplace.	Yes
4.4.5.13	FGSB established Social and Human Right policy dated 01/01/2019 and reviewed on 23/08/2019 signed by Director. The policy states: FGSB upholds the right of all personnel's, if they so wish to form and join trade unions of their choice and to bargain collectively. Freedom of association and collective bargaining are respected. No union form by workers currently.	Yes
4.4.5.14	FGSB established Social and Human Right policy dated 01/01/2019 and reviewed on 23/08/2019 signed by Director. The policy states:	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	No child as defined by Malaysia law should be employed. ~~Sighted~~ Reviewed the employee list, all the workers as above 18 years. No child and young worker sighted during site visit verification	
4.4.6.1	FGSB establish training need and training program 2019 dated 22/05/2019 for health, safety and environment. Training provided to workers such as MSPO policy, SOP for safe working procedure, chemical handling procedure, PPE fire drill/emergency response plan, waste management, company policy, social and human rights, sexual harassment. Stakeholders consultation conducted on 25/07/2019 include briefing of MSPO policy, company policy and complaint and grievances procedure	Yes
4.4.6.2	FGSB establish training need analysis and training matrix for staff, mandore and workers dated 22/05/2019. The training needs analysis is based on job description. Example Harvester Training Need 1. Safe working procedure 2. PPE 3. Sexual harassment awareness	Yes
4.4.6.3	FGSB established annual training programmed for health, safety environment and social programme for year 2019.	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	FGSB established Environmental Policy dated 01/01/2019 and signed by Director. The policy states: "FGSB is committed to implement Palm oil production practices that are environmentally sound, reduce greenhouse (GHG) Emission and protect forest and biodiversity." The policy includes protection of HCV, Buffer zone area, Rare, threated and endangered species (RTE), No open burning, minimize or prevent land, air and water pollution and create awareness among internal and external stakeholder. FGSB established Environmental Management Plan (EMP) dated 12/09/2019. The EMP include relevant laws and regulations as below: 1. Environmental Quality Act 1974	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator		Summary of Assessment	Compliance
		2. Wildlife Conservation Enactment 1987 3. Water Resources Enactment 1998 4. Pesticide Act, 1974 5. The environmental quality (Scheduled waste) regulation 2005 6. Sabah Biodiversity Enactment 2000 EMP states Activity, Environment Aspect, Environment Impact, risk assessment, mitigation or improvement plan, monitoring and PIC. Example: Activities: Upkeep Spraying Environment Aspect: Over spraying or spraying near creeks or drains leading to erosion Environment Impacts: Pollution to water courses and land Risk assessment: High Mitigation/improvement plan: Prevention and follow the spraying SOP Monitoring plan: Continuously monitored and follow SOP Responsibility : Estate In-charge Stakeholders consultation conducted on 25/07/2019 include briefing of Environmental policy. Workers are brief on Environmental policy conducted on 06/10/2019. During site interview with workers, it is noted the workers are aware of Environmental policy.The Environmental policy is made available at notice boards.	
4.5.1.2	a	FGSB established Environmental Management plan dated 12/09/2019. The objectives of the environmental management plan are: 1. Create awareness of environmental policy 2. Monitor Energy use to optimize nonrenewable energy use 3. Proper Waste management and disposal 4. Restriction of pollution and emission 5. Maintain quality and availability of Natural Water resources and protection of river reserves 6. Protection of RTE and High Biodiversity areas 7. Prohibits the use of fire for oil palm cultivation	Yes
	b	EMP contain activity, environment aspect, environment impact, risk assessment, mitigation or improvement plan, monitoring, timelines and PIC The analysis covered nursery, replanting, maintenance, harvesting, vehicle and machinery, store and housing	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Example of EMP: Activities: Upkeep Spraying Environment Aspect: Over spraying or spraying near creeks or drains leading to erosion Environment Impacts: Pollution to water courses and land Risk assessment: High Mitigation/improvement plan: Prevention and follow the spraying SOP Monitoring plan: Continuously monitored and follow SOP Responsibility: Estate In charge	
4.5.1.3	The environmental aspect and impact table is included in the EMP listing the analysis by activity Mitigation for negative impact and promotions for positive impact in the environment plan. For example: Activities: Replanting Negative Impact: Contamination of water course from run off, erosion, grading, sedimentation, and graveling. Mitigation plan: Conduct water sampling to identify the water pollution Prepare the water conservation point to reduce sedimentation Activities: Fertilizer application Positive Impact: Fertilizer improve palm growth and crop Plan to promote: Use Fertilizer programmer to control the fertilizer dosage and timing of application.	Yes
4.5.1.4	FGSB include the promotions of positive impact in CIP For example: Waste management Positive Impact: Reduction of waste and removal of contamination risk Plan to promote: Recycle all empty pesticide container for chemical premix storage Continual Improvement plan dated 27/05/2019 includes promote the positive impacts.	Yes
4.5.1.5	FGSB established training program 2019 dated on 22/05/2019. Example training on environmental plan: 1. Environmental policy dated on 26/07/2019 2. Environment protection dated on 06/10/2019 Stakeholders consultation conducted on 25/07/2019 include briefing of Environmental policy.	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	During site interview workers are aware of the environmental policy.		
4.5.1.6	FGSB conducts quarterly meeting for environmental quality dated 25/07/2019. The meeting discussed topics such as buffer zone monitoring update, environmental training programme and waste management and zero burning		Yes
4.5.2.1	FGSB monitors usage of diesel consumption vs FFB Tonnage on annual basis for operation and transporting FFB to mill. The baseline set by management to closely monitor the fossil fuel usage Energy management plan to reduce usage of diesel and electricity are established.		Yes
4.5.2.2	FGSB established the 2019 annual budget for diesel consumption and monthly compared with the actual consumption.		Yes
4.5.2.3	FGSB does not practice renewable energy currently.		Yes
4.5.3.1	FGSB established Waste management plan dated 17/07/2019 Wastes generated identified based on solid, gas and liquid type. Sources of waste generated had been established. The waste identifications include the source location and disposal method. For Example: 1. Waste: Used Engine Oil 2. Source: Vehicle 3. Location: Used oil store ~~4.~~ Disposal method: Collected by authorized contractor		Yes
4.5.3.2	a	FGSB established waste management plan dated 17/07/2019 The sources of waste pollution had been identified and monitoring plan had been stated. Example 1 Waste Engine oil / lubricants Source: Vehicle, Gearbox Location: Scheduled waste store Disposition method: Collected by authorised contractor Monitoring Plan: Proper monitoring, storage and disposal as scheduled waste, constant checks on storage drum for any leakages Document related: Used Engine Oil Record Responsibility: Estate in charge Pollution: Soil and Water Pollution	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	b	FGSB waste management plan identify of any wastes generated that could be reduce, reuse & re-cycle for other used Example: Source of waste: Fertilizer Bag Method: Reused Remarks: Use for loose fruit collection Sighted the Recycle bin at the housing during site visit verification	
4.5.3.3	FGSB established manual procedure waste management dated 01/02/2019. The waste management procedure stated: 1. The scheduled waste must be kept in the drum for disposal and labeled 2. The scheduled waste must be recorded, labelled and be kept in the store The estate I follow the Environment Quality Acts 1974 (Scheduled waste) regulation 2005 to make sure quantities not more than 20mt and storage not longer than 180 days.–The scheduled waste will be collected by DOE authorized collector. All the scheduled waste are below 20 mt and within 180 day of storage.		Yes
4.5.3.4	Manual procedure of used chemical management dated 01/01/2019 included SOP for empty chemical containers management inside the. All rinsed water will be collected and reused for spraying activity.. All empty chemical containers triple rinsed, puncture and disposed as scheduled wastes.		Yes
4.5.3.5	FGSB manage their domestic waste generate from workers' housing and office compound to nearby landfill. During site verification at landfill is located more located 750 m from housing 500 m from water ways. The area is fenced and marked together with opening and closing date.		Yes
4.5.4.1	FGSB establish pollution aspects and impacts. The document is attached to Environment Management plan dated on 20/05/2019. The pollutants are listed below: 1. Fertilizer/Chemical 2. GHG 3. The noise of Genset. 4. Use engine oil The disposal and treatment method for each type of waste generated ~~had been~~ listed as below example:		Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
	Waste : Spent Engine Oil/ lubricants Source: Vehicle, Gearbox Location: Scheduled waste store Disposition method: Disposed by authorised contractor Monitoring Plan: Proper monitoring, storage and disposal as schedule waste, Constant checks on storage drum for any leakages Document related: Used Engine Oil Record Responsibility: Estate in charge Pollution: Soil and Water Pollution Sighted list of identified GHG Example:- EFB/fronds - Methane (CH4) Diesel - Carbon Monoxide (CO) Fertilizer - Methane		
4.5.4.2	GHG action plan dated on 17/07/2019 included The action plan to reduce pollutants Example of action plan: Objective: Reduction of fossil fuel Action Plan: More stringent control and monitoring of vehicles, machineries and generator and vehicle maintenance Timelines: Quarterly basis Responsibility: Estate In charge		Yes
4.5.5.1	a	FGSB establish water management plan dated 17/08/2019 and prepared management advisor. The plan describe the water usage and sources of supply. Example: 1. Source of water: Pond: Usage: Weed spraying, nursery watering, washing PPE, triple rinsing and vehicle washing. 2. Source Of water: Rain Water Usage : Domestic	Yes
	b	Water quality tests conducted to monitor in and outgoing water conducted by external laboratory dated on 09/10/2019 to ensure no contamination of waterways.	

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
		Sighted certificate of analysis dated on 10/10/2019. All the water analysis is within the National Water Quality Standards For Malaysia (NWQSM) – Class IIB. The housing quarter discharge water goes to field.	
	c	FGSB water management plan dated 17/08/2019 include water optimization plan for rain harvesting, wastage of water and water quality. Chemical container washing and rinsing water is recycle for pre-mix usage.	
	d	FGSB water management plan dated 17/08/2019 include the protection of water courses Buffer zones are maintained for stream, river and surrounding of water catchment area. All vegetation are preserved and prohibited from any plantation maintenance activities for example, manuring and spraying. Training for buffer zone conducted on 26/07/2019.	
	e	From field observation, there are no vegetation removed from riparian zones. Riparian zones are well maintained. The monitoring conducted on quarterly basis	
	f	There are no bore wells constructed to extract ground water.	
4.5.5.2	There are no bunds or weirs or dams constructed across rivers. This could be confirm during field observation.		Yes
4.5.5.3	Water harvesting is practice throughout the facilities and housing area There are natural ponds within the estate for domestic washing.		Yes
4.5.6.1	a	FGSB establish Biodiversity Assessment and identification report dated 22/07/2019 to identify the wildlife & ecosystems and provide biodiversity management & monitoring recommendation to protect RTE. Hutan Simpan Elopura and Sungai Sepagaya identified as biodiversity sensitive area. The identification of the RTE divided into 2 main types of flora and fauna Example of identified RTE : Example of Flora 1. Bakau (*Rhizophora Spp.)* Example of Fauna 1. Tengilling (*Manidae*) 2. Helang(*Accipitridae*)	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Indicator	Summary of Assessment		Compliance
		3. Bangau Paya(*Ardea Purpurea*) 4. Musang(*Viverridae*) Example in biodiversity management plan Isu: Senarai Haiwan yang di lindungi Startegi/ Pelan Tindakan: Menyediakan papan tanda and poster senarai haiwan yang terlindung dalam kawasan ladang dan sekitar. Pegawai bertanggungjawab: Penyelia ladang Status: Completed Training for Biodiversity conducted on on 26/07/2019. Site visit interview, confirmed workers are aware of biodiversity area.	
	b	The identification of the wild life divided into 2 main types, flora and fauna. Example of identified rare, threatened, or endangered species (RTE) : 1. Bakau (*Rhizophora Spp.)* 2. Tengilling (*Manidae*) 3. Helang(*Accipitridae*) 4. Bangau Paya(*Ardea Purpurea*) 5. Musang(*Viverridae*) Sighted pictorial wildlife list signage on prohibiting trapping, hunting and penalty of harming RTE species based on Wildlife Conservation Enactment 1997 with mandatory RM50,000 fine or imprisonment for 5 years or both.	
4.5.6.2	a	FGSB established biodiversity management plan in the Biodiversity Assessment and identification report dated 22/07/2019. A management plan and monitoring system is establish to protect wildlife and RTE from any illegal or inappropriate hunting, fishing or collecting activities and type of wildlife within the estate. Appropriate signage install as information to workers to discourage any illegal or inappropriate hunting, fishing or collecting activities. Training for Biodiversity conducted on 26/07/2019.	Yes
	b	Training for Biodiversity conducted by Estate in charge dated on 26/07/2019. Workers interview aware of RTE protection and legal penalty. The stakeholders are briefed on the RTE at the latest stakeholder consultation conducted on 25/07/2019.	
4.5.6.3	Biodiversity Assessment and identification report dated 22/07/2019 include the management plan to protect wildlife and RTE.		Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.7.1	FGSB ~~E~~ established Environmental policy dated on 01/01/2019 signed by Director. The policy states: "FGSB is against uncontrolled, illegal or irresponsible burning for the purpose of land preparation for new and re-planting, pest and disease control, waste management and sanitation (No Burning)." Training for open burning awareness conducted on 26/07/2019. Site interview confirmed workers are aware of no open burning. No burning sighted in replanting area, landfill and housing area during site verification.	Yes
4.5.7.2	There are no serious palm diseases sighted during the field visits that require burning. Therefore, no special approval for open burning from the relevant authorities.	Yes
4.5.7.3	There are no serious palm diseases sighted during the field visits that require burning. There are no application documents sighted for controlled burning.	Yes
4.5.7.4	Replanting activity is on-going during audit date. During site verification at replanted area, no burning sign observed. All palms are felling, chipping and shredded during replanting activities.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	FGSB adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 & 3. The SOPs includes nursery practices, mature and immature activities. SOPs training for harvesting, spraying and manuring conducted on 24/09/2019.	Yes
4.6.1.2	FGSB adopted Field Handbook Immature Series for soil conservation measures. The SOPs describes; 1. Minimize soil erosion 2. Reduce rainwater runoff and nutrient losses 3. Increase water infiltration 4. Conserve moisture and increase water infiltration 5. Areas where the slope exceeds 40° should not be planted. Planting of Legume Cover Plants to prevent the soil erosion. - Erosion control	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	- Improved soil conditions - Reduced soil temperatures, more rapid water infiltration and reduced surface water runoff.	
4.6.1.3	FGSB established block marker for each block with information of estate name, block number, acreage and year planted.	Yes
4.6.2.1	FGSB established 10 years business plan from 2019 to 2028. The business plan covered crop projection for 10 years, cost of productions and Cash flow projection.	Yes
4.6.2.2	FGSB rreplanting programme from 2019 -2022 included in Business Plan.	Yes
4.6.2.3	FGSB established 10 years business plan from 2019 to 2028. The business plan includes; 1. Planting material used is either IJM and Calix 600 2. Crop projection for 10 years based on MPOB guideline on site yield potential. 3. Cost of FFB production / mt. 4. Price forecast / mt 5. Cumulative cash flow	Yes
4.6.2.4	FGSB established Monthly progress report for monitoring of monthly costing. Monthly progress report for September 2019 is sighted. The report covered the following; 1. Manpower 2. FFB production 3. Work programme 4. Diesel usage	Yes
4.6.3.1	FGSB purchased fertilizer from recognized fertilizer supplier and issue purchase order. FGSB issued local purchased order to supplier Delivery note from supplier, DN number 5050005220-07-1 dated 22/01/2019 is review. Sighted in the DN is product deliver as per local purchased order request and signed by both parties. Invoice payment dated 22/01/2019 is review. Sighted in the invoice payment are PO number, DN number and payment term of due in 60 days. And amount to paid to the supplier.	Yes
4.6.3.2	FGSB issued local purchased order for fertilizer purchasing. The DN is duly signed by both parties.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Review on payments records and made within 60days according to the invoice.	
4.6.4.1	FBSG established contract agreement with FFB transporter dated 02/01/2019 for FFB delivery. The contract agreement includes MSPO requirements; - Contractor undertakes that they have been briefed on MSPO requirements - To ensure contractor operations relating to the company are in compliance of the MSPO standard.	Yes
4.6.4.2	FBSG established contract agreement with FFB transporter dated 02/01/2019 for FFB delivery. Contract agreement is duly agreed and signed by both parties.	Yes
4.6.4.3	FBSG established contract agreement with FFB transporter dated 02/01/2019 for FFB delivery. The contract agreement has includes MSPO statements and agreed by both parties. The agreement describe; - Contractor agree to be assessed by MSPO approved auditors and will allow access to visit its premise.	Yes
4.6.4.4	FGSB used daily FFB sales and delivery of FFB for monitoring of contractor work progress. Sighted records from 03/10/2019 to 21/10/2019 for FFBs deliveries.	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	FGSB planting statements is review. There is no new planting. Site observation there is no new planting. The 1st planting in 1990 and the 1st replanting in 2015. Therefore no biodiversity assessment required.	Yes
4.7.1.2	FGSB planting statement is review. There is no new planting. The replanting in November 2015 for an area of 41 ha that is less than 100 ha. Therefore, no PMM required.	Yes
4.7.2.1	FGSB planting statement and map are review. There is no peat land sighted. Site observation there is no peat land within the estate.	Yes
4.7.3.1	FGSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.2	FGSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.7.3.3	FGSB planting statement is review and there is no new planting. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholder's scheme in FGSB certification. Therefore, not applicable.	Yes
4.7.4.1	FGSB planting statement is review and there is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	FGSB planting statement is review and there is no new planting. Therefore, no topography map established.	Yes
4.7.5.1	FGSB planting statement is review and there is no new planting. Therefore, no map established and no permit available.	Yes
4.7.5.2	FGSB planting statement is review and there is no new planting. Therefore, no plan established.	Yes
4.7.5.3	FGSB planting statement is review and there is no new planting. Therefore, no soil map established.	Yes
4.7.6.1	FGSB planting statement is review and there is no new planting. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	FGSB planting statement is review and there is no new planting. There is no sacred sites, therefore no management plan established.	Yes
4.7.6.3	FGSB planting statement is review and there is no new planting. Therefore, no SOP established.	Yes
4.7.6.4	FGSB planting statement is review and there is no new planting. Therefore, no compensation and agreement established.	Yes
4.7.6.5	FGSB planting statement is review and there is no new planting. Therefore, no assessment established.	Yes
4.7.6.6	FGSB planting statement is review and there is no new planting. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	FGSB planting statement is review and there is no new planting. Therefore, no compensation plan established.	Yes
4.7.6.8	FGSB planting statement is review and there is no new planting. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

X	The stage 1 audit findings have been reviewed, in particular to assure appropriate corrective actions implemented to address the identified audit findings.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have implemented to address any nonconformity identified.
	The last audit results of this system have been reviewed, in particular to assure appropriate corrections and corrective actions have not been implemented effectively. The non-conformity will be re-raised.
	Not applicable. No non-conformity raised in previous audit.

Note 1: If a minor non-conformity raised in last audit, is not closed out, then this finding will be re-raised to a Major non-conformity.

Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.

4.5. Detail of Audit Findings in last audit

Stage 1 audit findings corrective actions are reviewed during the stage 2 certification audit process.

4.6. Detail of Audit Findings Identified During This Audit

This section gives an overview of the non-conformities raised during this audit.

AUDIT OUTCOME		
During this audit,	**0**	**MAJOR Non-Conformities**
	0	**MINOR Non-Conformities**

Nr.	Indicator	Location	Opportunity for Improvement
1.	4.1.2.2	Office	Management could consider improve in addressing the findings raised in the internal audit.
2.	4.3.1.3	Office	The legal register could be improve to include the most recent legal documents.
3.	4.5.1.1	Office	Management could consider improve the information stated in the environmental management plan table.
4.	4.6.4.1	Office	Management could consider improve the content of training conducted to the contractor related to MSPO requirements.
5.	4.6.4.3	Office	Management could consider improve the statement in the contract agreement related to inspection by external auditors.

5. CONCLUSION

Fantasi Generasi Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct certification audit for its estate according to MSPO 2530-3:2013 Part 3 General Principles for Oil Palm Plantations and Organised Smallholders.

From the review of the standard operating procedures, relevant forms, work flow charts established and implemented; the subsequent background investigation and interviews conducted during this surveillance audit have provided TUV NORD Malaysia with sufficient evidence on the fulfilment of the applied standard Principles & Criteria.

In conclusion the certified unit has been established, implemented and continued to improve in managing the estates are in line with the Principles & Criteria of the applied standards of MS 2530-Part 3:2013.

Any audit is based on sampling within an organization's management system and therefore is not a guarantee of 100 % conformity with requirements.

As a result of this audit, the audit team confirms that:

Total certified number of estates:	1	
Total certified production area:	99.64	Ha
Certified FFBs January to September 2019:	2,043.48	Mt
FFBs projection October to December 2019:	525	Mt
FFBs Projection January to December 2020	1,670	Mt

6. RECOMMENDATION

The audit team conduct a process-based audit focussing on significant aspects/risks and objectives required by the standard(s). The audit methods used are interviews, observations, sampling of activities, review of documentation and records.

The structure of the audit is in accordance with the audit plan included in this summary report as annex.

The audit team concludes that the organisation has established and maintained its management system in line with the requirements of the standard(s) and demonstrated the ability of the system to achieve requirements for products and/or services within the scope and the organisation's policies and objectives.

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity that this management system certification be

X	Recommended for Certification
	Recommended for Continuity of Certification
	Recommended for Suspension of Certification

Puchong, 16/12/2019

Muhammad Khairul Anuar bin Azizul Hasan
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 16/12/2019

Nur Amanina Zahir
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1	Jumadil bin Iskandar	KHB Sepagaya estate
2	Anuar bin Sakat	KHB Sepagaya estate
3	Muhlis bin Sudatsi	Prolific Yield
4	Amiruddin bin Abidin	Borhill estate
5	Arbain bin Saleh	Borhill estate
6	Darwis Andi Paramata	Sepagaya estate BSSB
7	Augustine Chok	LPH Safety Sdn Bhd
8	Philip Tzen	Agri machinery and services
9	Eric Chia	Behn Meyer Agricare (M) Sdn Bhd

Distribution / Confidentiality / Rights of ownership / Limitations / Responsibilities / Audit Objectives

This report is sent to the certification body or bodies, the members of the audit team and the audit representative of the organisation. All documents (such as this report) regarding the certification procedure are treated confidentially by the audit team and the certification body. This audit report remains the property of the certification body.

An audit is a procedure based on the principle of random sampling and cannot cover each detail of the management system. Therefore nonconformities of weaknesses may still exist which were not expressly mentioned by the auditors in the final meeting or in the audit report.

The responsibility for continuous effective operation of the management system always rests solely with the audited and certified organisation.
Salvo clause:
The audit report will be left to the organisation at the end of the audit - subject to approval by the certification body. The independent release process may cause modifications or additions. In these cases a modified revision will be sent to the audited organisation.

The objective (goal) of the audit is to establish compliance of the management system of the aforementioned organization with the requirements of the aforementioned standard in order to achieve or maintain certification through an independent and accredited certification body. Identification of possibilities to improve the management system can also be a component of the audit and is considered simply to be an enhancement; it does not constitute consultancy or advice with regard to the management system.

Annex / Enclosures	
Annex / corresponding audit documentation	☐ P&C Audit Report / Checklists ☐ Audit Plan ☐ Additional annexes, number