

# MSPO CERTIFICATION SUMMARY REPORT

**FANTASI GENERASI SDN. BHD.**

**SURVEILLANCE 01**

Onsite Audit Date: 21/09/2020 and 23/09/2020

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## MSPO Certification Summary Report

Company Name: Fantasi Generasi Sdn. Bhd.

Certifying Unit: Fantasi Generasi Sdn. Bhd.

Client Number: 92-133

Audit Type: ASA 01

Mode of Audit: Onsite



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### Abbreviations

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

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### 1. INTRODUCTION

Fantasi Generasi Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct a surveillance 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 surveillance audit is to assess the 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 MS 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;
2. Palm Oil Supply Chain Traceability Requirements

#### 1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 2 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 in Training: Chan Shi Lie

Requirement	Qualifications
Post-secondary education, college or university diploma / degree in one of the following <ol style="list-style-type: none"><li>i) Agriculture;</li><li>ii) Science &amp; Technology (e.g. Environmental Sciences, Life Sciences, Geological Sciences, Natural Sciences,);</li><li>iii) Engineering, Process Technology;</li><li>iv) Energy Management, Quality Management;</li><li>v) Social Sciences and/or Anthropology;</li></ol>	Graduate in Bachelor of Media Technology (Major in Broadcasting)

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Requirement	Qualifications
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)	6 years working experience in oil palm plantations.
Successfully completed MS 2530 series of standards training	Successfully completed MS 2530:2013 series of standards training
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 based on audit log.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Able to communicate in Bahasa Malaysia, Mandarin and English.
Field working experience in the palm oil sector, or demonstrable equivalent	6 years working experience in oil palm plantations.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	6 years working experience in oil palm plantations.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 18001 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
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 ISO 9001, 14001 and 45001 LA course.

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### 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,); iii) Engineering, Process Technology; iv) Energy Management, Quality Management; v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields	Mohamad Norhisham Bin Mohd Salleh	Graduate in Agrobiology	Yes
	Joseph Sim Siaw Seng	Graduated in Diploma in Occupational Safety & Health	
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)	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantation.	Yes
	Joseph Sim Siaw Seng	5 years working experience in oil palm plantation.	
Successfully completed MS 2530 series of standards training	Mohamad Norhisham bin Mohd Salleh	Successfully completed MSPO Lead Auditor training course	Yes
	Joseph Sim Siaw Seng	Successfully completed MS2530 series of standards training.	
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.	Mohamad Norhisham bin Mohd Salleh	Qualified as lead for MSPO scheme.	Yes
	Joseph Sim Siaw Seng	Trainee auditor	
A good knowledge in handling and evaluating sources of information and	Mohamad Norhisham bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	Yes

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Requirement	Assessor	Qualification	Compliance
data. Able to communicate in Bahasa Malaysia or any other local language.	Joseph Sim Siaw Seng	Bahasa Malaysia, Mandarin and English.	
Field working experience in the palm oil sector, or demonstrable equivalent	Mohamad Norhisham bin Mohd Salleh	5 years working experience in palm oil plantation.	Yes
	Joseph Sim Siaw Seng	5 years working experience in oil palm plantation.	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham bin Mohd Salleh	5 years working experience in palm oil estates.	Yes
	Joseph Sim Siaw Seng	5 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	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 45001 LA course. Auditor for RSPO and MSPO schemes	Yes
	Joseph Sim Siaw Seng	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	Mohamad Norhisham bin Mohd Salleh	Successfully completed SA 8000 Basic training and auditor for RSPO and MSPO schemes	Yes
	Joseph Sim Siaw Seng	Successfully completed Basic SA 8000 training.	
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Mohamad Norhisham bin Mohd Salleh	Successfully completed ISO 14001 LA course and auditor for RSPO and MSPO scheme.	Yes
	Joseph Sim Siaw Seng	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	

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## 2. METHODOLOGY

The audit approach onsite audit 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
- Final approval, certification and issuance of certificate.

### ASA 01:

ASA 01 conducted on 21/09/2020 and 23/09/2020 for onsite covers the following activities but not limited to below:

#### Onsite:

- 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 previous audit;
- Assessment reporting;



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### 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 ASA 01, Fantasi Generasi Sdn. Bhd. has 1 estate. Therefore, no selection required.

**Table 2-1: List of Estate Selected**

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.

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### 3. ORGANISATION INFORMATION

Fantasi Generasi Sdn. Bhd. is an oil palm plantation company with head office located at 2<sup>nd</sup> Floor, Lot 6, Block B, Lintas Square, Jalan Lintas, Kota Kinabalu and the estate 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) (January 2020 to December 2020)
	Total*	Production**	
Fantasi Generasi Sdn Bhd	150.31	146.89	1,892.33
<b>Total</b>	<b>150.31</b>	<b>146.89</b>	<b>1,892.33</b>

\*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

Year / estate	Fantasi Generasi Sdn Bhd
1995	22.21
1996	69.47
2008	3.56
2011	4.4
<b>Total Mature</b>	<b>99.64</b>
2018	21.75
2019	25.5
<b>Total Immature</b>	<b>47.25</b>
<b>Total</b>	<b>146.89</b>

#### 3.3. Replanting program for estate

Estate	Year of replanting / Planted area (ha) in each estate			Total area to be replanted (ha)
	2020	2021	2022	
Fantasi Generasi Sdn Bhd	22	35	35	<b>92</b>
<b>TOTAL</b>	<b>22</b>	<b>35</b>	<b>35</b>	<b>92</b>

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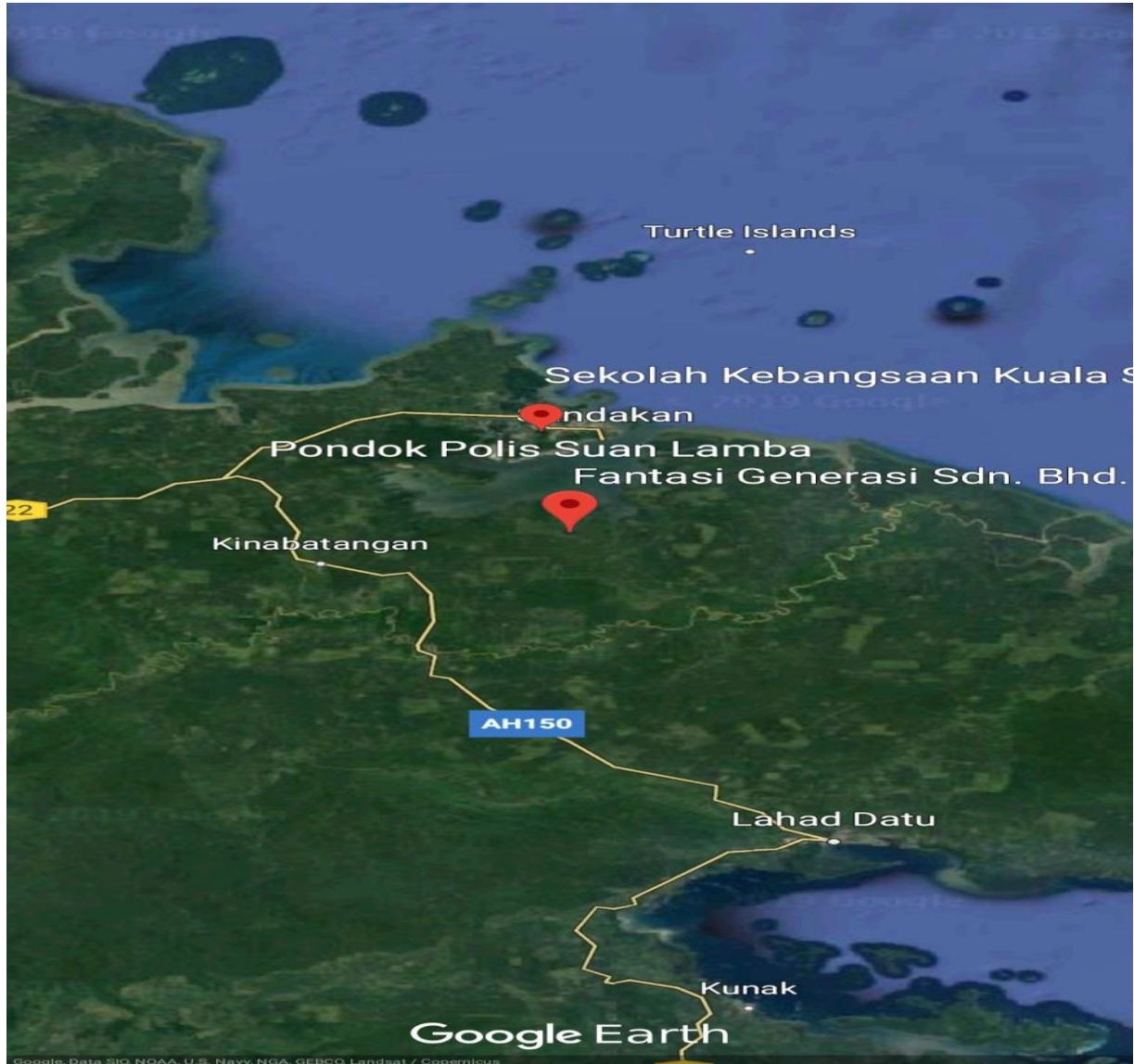
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### 3.4. Maps of Company Location and Plantations



Map 01

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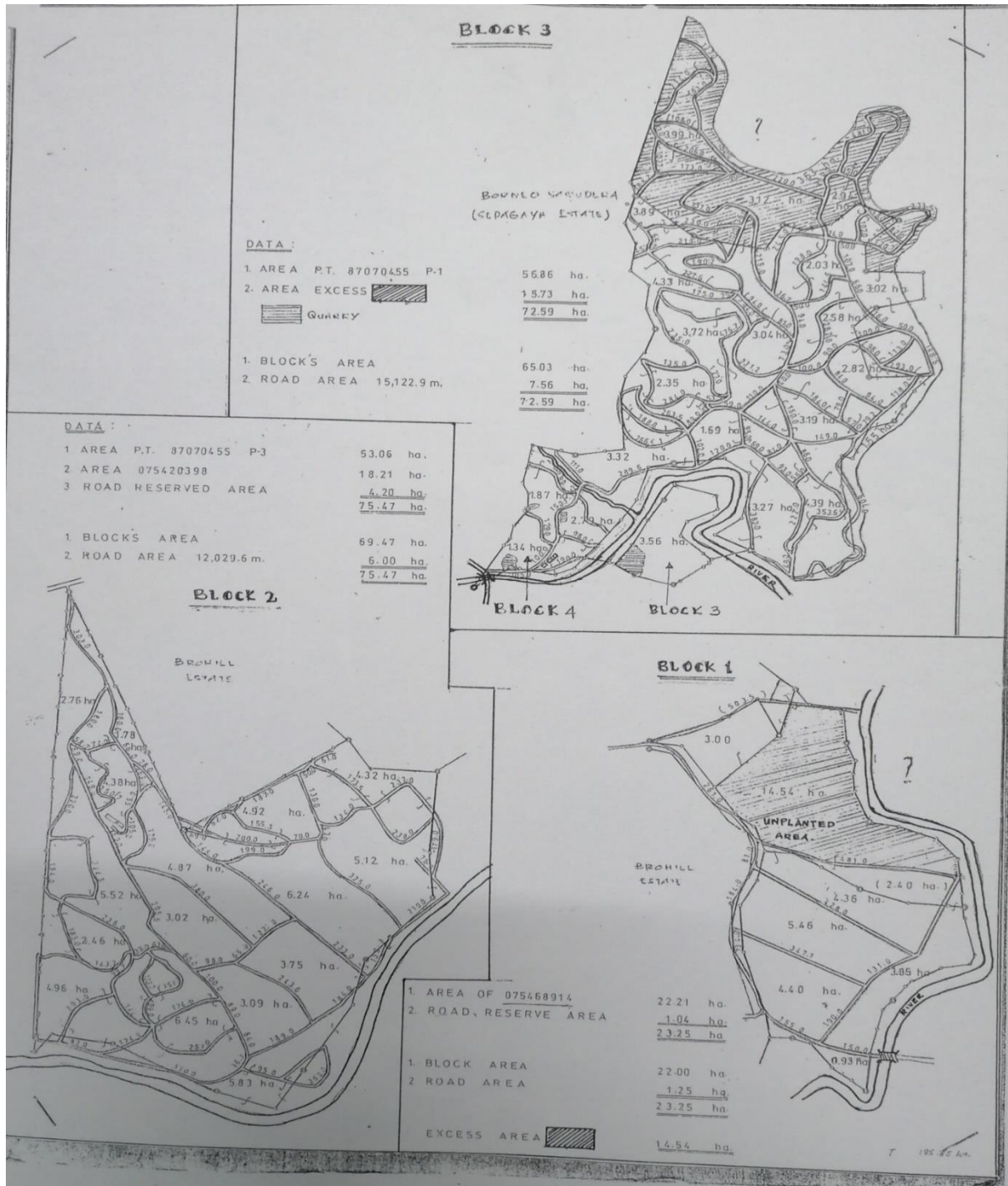
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Map 02

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### 4. CERTIFICATION ASSESSMENT

#### 4.1. ASA 01

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. Surveillance Audit:

The Onsite Surveillance audit is conducted on 21/09/2020 and 23/09/2020 covering Fantasi Generasi Sdn. Bhd.

During the surveillance audit, there are no Major or Minor NC raised. 2 Opportunities for Improvement (OFI) are raised.

During this audit, there is no minor non-compliance raised in the last audit to be reviewed.

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 17/08/2020 as to accommodate stakeholder's consultation meeting for Fantasi Generasi Sdn. Bhd. to provide comments. As at audit date on 21/09/2020 there are no comments received.

Invitation letters are sent on 17/08/2020 to invite relevant stakeholders to attend a local stakeholders' consultation on 21/09/2020 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



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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 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 invited for attended the MSPO audit via invitation letter received.	No action required
2	Social issues	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required.
3	Type of land title – Country Leased, Provisional Leased, Native title, Customary Land	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
5	Does MSPO largely benefits the local community?	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
6	Environmental understanding	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
7	Awareness towards species, habitats, and	Stakeholders interviewed are not local communities.	No action required

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
	high conservation values	Therefore, no input on this topic.	
8	Are there any plantation management practices that affect you?	Stakeholders interviewed are not local communities. Therefore, no input on this topic.	No action required
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders informed the management had taken effort to meet the MSPO requirements.	No action required
10	Do you have any suggestions for management?	No suggestion	No action required

### 4.3. Summary of Assessment

Principle and Criteria Assessment Summary
<p>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</p>

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Fantasi Generasi Sdn. Bhd. (FGSB) established MSPO Policy dated 01/01/2019 sign by Director The policy states on company commitment towards:</p> <ul style="list-style-type: none"> <li>i. Transparency and abide with the legal.</li> <li>ii. Responsibility towards Social , Safety and Health</li> <li>iii. Environment , ecosystem and biodiversity</li> <li>iv. Best practice.</li> </ul> <p>Company policies are display at estate notice board.</p> <p>Company policies training conducted to workers on 04/08/2020.</p>	Yes
4.1.1.2	<p>FGSB established MSPO Policy dated 01/01/2019 sign by Director.</p> <p>The policy states FGSB committed for continuous improvement by using human resources and technology for continuous FFB production.</p>	Yes
4.1.2.1	<p>FGSB established Internal audit Plan for year 2020dated 21/01/2020. The plan describes internal audit shall be conducted on August 2020.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Internal audit is conducted on 17/08/2020 by outsource 3 <sup>rd</sup> party. There are 2 Non-conformities and 16 OFI raised during the internal audit.	
4.1.2.2	FGSB established Internal Audit Procedure, document number: FGSB-MSPO-4.1.2.1 rev 0, dated 01/02/2019.  Stated in the procedure: <ul style="list-style-type: none"><li>Internal audit conducted once in every 12 months.</li><li>Internal audit template and action plan forms.</li></ul> FGSB established Action Plan form, which includes: <ul style="list-style-type: none"><li>Root cause analysis</li><li>Action plan</li><li>Review on action plan</li></ul>	Yes
4.1.2.3	FGSB conducted management review dated 21/08/2020.  Internal audit findings are included as one of the agenda in management review	Yes
4.1.3.1	FGSB conduct management review once a year after internal audit assessment conducted.  The most recent management review conducted on 21/08/2020 with agenda includes: <ul style="list-style-type: none"><li>Internal audit results</li><li>Action Plan for closure of non-conformities.</li></ul>	Yes
4.1.4.1	FGSB established Continual Improvement Plan, dated 30/07/2020.  The CIP table describe: <ul style="list-style-type: none"><li>Activities</li><li>Expected outcomes</li><li>Frequency and timeframe of CIP</li><li>Person In charge</li><li>Resources</li></ul> CIP established includes social, environmental, safety and health aspects.	Yes
4.1.4.2	FGSB established Mechanism for New Information, Techniques, and technologies standards, dated 01/02/2019.  The procedure states on: <ul style="list-style-type: none"><li>Top management responsibility to identify evaluate and discuss on new technologies.</li><li>Training allocation for workers.</li></ul>	Yes



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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> <li>Monitoring on implementation and improvement</li> </ul>	
4.1.4.3	<p>FGSB established Mechanism for New Information, Techniques, and technologies standards, dated 01/02/2019.</p> <p>There is no new technology captured in the CIP as audit date</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>FGSB established stakeholders list dated 22/08/2020 listing stakeholders in group:</p> <ul style="list-style-type: none"> <li>i. Local communities.</li> <li>ii. Government agencies.</li> <li>iii. Suppliers.</li> <li>iv. Contractors.</li> <li>v. NGOs.</li> </ul> <p>External stakeholder's consultation conducted individually from 04/07/2020 until 28/08/2020.</p> <p>The stakeholder's consultation involved company policies, procedures and awareness.</p>	Yes
4.2.1.2	<p>FGSB established list of publically available documents dated 03/07/2020.</p> <p>The list of publically available documents are:</p> <ul style="list-style-type: none"> <li>i. Company policies</li> <li>ii. Company procedures</li> <li>iii. Assessment such as EIA and SIA.</li> <li>iv. Copy of company licenses and permits.</li> <li>v. Records such as request and grievances.</li> </ul> <p>List of documents required approval:</p> <ul style="list-style-type: none"> <li>i. Workers personal information</li> <li>ii. Workers pay slips</li> <li>iii. Company profit and lost profile.</li> </ul>	Yes
4.2.2.1	<p>FGSB established communication and consultation procedure doc number USSB-MSPO-4.2.2.1 dated 01/02/2019.</p> <p>The procedure describe field staff is the appointed communication officer responsible for communication and consultation.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	The SOP is displayed at estate notice board. Interviewed internal and external stakeholders aware and understand the consultation and communication procedure.	
4.2.2.2	FGSB estate staff is appointed as person in charge for MSPO which includes communication and consultation to stakeholders. Date of appointment 02/05/2019.	Yes
4.2.2.3	FGSB established stakeholders list dated 04/07/2020. The list includes all relevant stakeholders group.  FGSB established request form. The request form is available at estate  There are no request from stakeholders.	Yes
4.2.3.1	FGSB established Traceability procedure, Doc no; USSB-MSPO-4.2.3.1, dated 01/02/2019.  The procedure include: <ul style="list-style-type: none"><li>• Flowchart of FFB traceability.</li><li>• Traceability documents, FFB delivery chit, delivery note and mill weighbridge ticket.</li></ul>	Yes
4.2.3.2	FGSB update and monitor daily FFB production using the traceability form.  The internal audit conducted on 17/08/2020 with no findings on traceability.	Yes
4.2.3.3	FGSB field staff appointed as person in charge for MSPO which includes traceability. Date of appointment 08/11/2018.	Yes
4.2.3.4	FGSB established traceability documents ; <ul style="list-style-type: none"><li>i. Traceability form</li><li>ii. FFB delivery chit or Delivery notes</li><li>iii. Weighbridge ticket from buyer (Mill)</li></ul> All FFB sales and delivery records are maintained and documents are reviewed.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	FGSB established list of permits and licenses dated 02/06/2020.  Example: <ul style="list-style-type: none"><li>• MPOB License with validity from 01/05/2020 until 30/04/2021</li><li>• Trading License with validity from 13/01/2020 until 31/12/2020</li></ul>	Yes
4.3.1.2	FGSB established legal requirement register dated 02/06/2020 include relevant acts and regulations applicable for oil palm operations.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Example of laws and regulations: <ul style="list-style-type: none"><li>Environmental Quality (Clean Air) Regulation 1978 (Amendment 2000)</li><li>MPOB License Regulation 2005</li></ul>	
4.3.1.3	FGSB established legal requirement register updated on 02/06/2020 include relevant acts and regulations applicable for oil palm operations. The legal register states will be update once a year or when necessary by the administrative clerk. Interview with administrative clerk confirmed any update of any relevant law will be updated to the legal register. Example of updated laws and regulations: <ul style="list-style-type: none"><li>Environmental Quality (Scheduled Waste) Regulations 1989 (Amendment 2015)</li><li>Prevention and Control of Infectious Diseases Regulation 2020</li></ul>	Yes
4.3.1.4	FGSB appointed the administrative clerk as person in-charge for updating legal documents, regulations, and licenses dated 02/01/2019.	Yes
4.3.2.1	FGSB land titles are Country Lease issued by the Sabah State Land Office. There is no diminish the land use rights of other users.	Yes
4.3.2.2	FGSB land titles are Country Lease with 99 years leased period and issued by Sabah States Land and Survey Office. The actual land use is for cultivation of agricultural, crops of economical values.	Yes
4.3.2.3	Land titles include map consist of title number, size in acre and boundary stone numbers. During site verification, boundary markers is marked with wooden stick of red and white colour.	Yes
4.3.2.4	FGSB land titles are issued by Sabah States Land and Survey Office. Therefore, no land disputes.	Yes
4.3.3.1	FGSB land titles are Country Leased and issued by the Sabah State Land Office. Therefore, there is no native or customary right land.	Yes
4.3.3.2	FGSB land titles are Country Leased and issued by the Sabah State Land Office. Therefore, there is no native or customary right land.	Yes

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### Principle 3: Compliance to legal requirements

Indicator	Summary of Assessment	Compliance
4.3.3.3	<p>FGSB land titles are Country Leased and issued by the Sabah State Land Office. There are no customary lands as the estate is neighboring with other plantations.</p> <p>There is no issue of land use rights raised during stakeholders meeting and no grievance records related to land issues.</p>	Yes

### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
4.4.1.1	<p>FGSB established SIA report dated on 30/07/2019, doc no: FGSB/SIA-01.</p> <p>The SIA include information from feedback obtain from internal and external stakeholders includes smallholders, suppliers, contractors, local communities, neighboring estates and mills and government agencies conducted in year 2020.</p> <p>The table of assessment and action plan includes issue, impacts, positive/negative, action plan, PIC and status.</p> <p>Example: Negative impact</p> <p>Issue raised: Lack of awareness of Complaints and grievances among workers</p> <p>Action plan: To conduct awareness briefing to improve workers understanding on the SOP</p> <p>Review on training documents sighted awareness training for complaint and grievance SOP conducted on 04/08/2020 and 11/07/2020.</p>	Yes
4.4.2.1	<p>FGSB established SOP 'Aduan, Cadangan dan Rungutan, doc no: FGSB-MSPO- 4.4.2.1 dated 01/02/2019 signed by director.</p> <p>Complaint &amp; grievance flow chart and complaint box displayed at estate notice board.</p> <p>Time line to resolve complaints within 7 days, and in case the issue can't be resolved by estate in-charge it will be forwarded to top management and to be resolve within 7 days.</p> <p>Site interviewed with workers inform they are aware on compliant procedure.</p>	Yes
4.4.2.2	<p>FGSB established SOP 'Aduan, Cadangan dan Rungutan, doc no: FGSB-MSPO- 4.4.2.1 dated 01/02/2019 signed by director.</p> <p>The procedure describes the process on handling the complaint and to be resolve within 7 days by Estate in-charge. If case complaint unable to be resolve by estate in-charge it will be forward to top management and to be resolve within 7 days.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Review on complaint record, no complaint lodged as of audit date. Interview with workers and dependents they are aware complaint procedure.	
4.4.2.3	FGSB established complaint and grievance form and made available at the estate office for workers and stakeholders.  Interview with workers and dependents informed they are aware complaint procedure.	Yes
4.4.2.4	FGSB conducted briefing on complaint and grievances as follows: <ul style="list-style-type: none"> <li>Workers are briefed on 04/08/2020 and 11/07/2020.</li> <li>Stakeholders are briefed on 14/07/2020 for local communities, suppliers on 10/08/2020, neighboring estates and mills on 04/07/2020 and 29/07/2020, government agencies on 14/07/2020 and NGO on 26/08/2020.</li> </ul> Interview with workers informed they are aware on the complaint and grievance procedure. The complaint form and box are available outside the estate office.	Yes
4.4.2.5	FGSB established SOP 'Aduan, Cadangan dan Rungutan, doc no: FGSB-MSPO- 4.4.2.1 dated 01/02/2019 signed by director.  The SOP describes in clause 5.12.6 all complaints will be archive for 3 years.  Review on the complaint record there is no complaint lodged as of audit date.  Complaint records are well kept and maintained since 05/06/2019.	Yes
4.4.3.1	FGSB provides job opportunities to local communities.  Example: Admin clerk and field workers.	Yes
4.4.4.1	FGSB established Occupational Safety & Health (OSH) Policy dated 01/01/2019 signed by Director.  The policy states that "FGSB is committed to providing a safe workplace for all of its workers. The company recognize that all workers have the right to work in a safe and healthy environment, consistent with the Occupational Safety & Health Act and any other applicable legislation."  The policy is displayed at estate notice board.  OSH Policy briefed to all workers dated 04/07/2020.  External stakeholders informed on the OSH Policy individually dated 04/07/2020 to 29/07/2020.	Yes
4.4.4.2	a OSH Policy is displayed at notice board.  OSH Policy briefing provided to workers dated 07/07/2020.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	External stakeholders informed on the OSH Policy individually dated 04/07/2020 to 29/07/2020.	
b	<p>FGSB established Hazard identification Risk Assessment and Risk Control (HIRARC) dated 05/09/2019 include all relevant field activities.</p> <p>The table describe the activity, hazard, injury, existing control measures, risk rating, recommended control measures, and PIC (Status).</p> <p>Example:</p> <p>Activity: Mixing pure chemical with water</p> <p>Hazard: Expose to chemical</p> <p>Effect: Health Problem</p> <p>Existing Risk Control: Safety briefing during morning muster</p> <p>Risk Rating: L2, S4, Risk score 8 Medium</p> <p>Recommended Control Measures: SOP training, prepare portable eyewash, PPE training, First aid training</p> <p>PIC (Status): Estate In-charge</p>	Yes
c i	<p>Safe Work Practice (SWP) training was conducted on each of the estate operation.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Training on Safe Working Procedure dated 27/07/2020.</li> <li>• Training of PPE usage dated 23/07/2020.</li> <li>• Training on Chemical Handling dated 22/07/2020.</li> </ul> <p>Interviewed workers informed they are aware of the safe work practices.</p>	Yes
c ii	<p>SDS is displayed at chemical store, fertilizer store and lubricant store.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>- Fertilizer "ASF Comp 44" effective date 05/01/2016.</li> <li>- Chemical "Ally - Metsulfuron Methyl" effective date 03/01/2018</li> </ul> <p>SDS are available in English and Malaysia language.</p> <p>Chemical store is in good condition and locked. Liquid chemical placed in tray below and powder chemical placed on top with sufficient ventilation.</p>	Yes
d	FGSB established records of PPEs issuance and records are maintained and updated.	Yes

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	<p>Type of PPE for activity in accordance to HIRARC and CHRA assessment is identified.</p> <p>Example: Chemical Spraying</p> <p>PPE: Nitrile Glove, Goggles, Apron, N95 respirator, rubber boots.</p> <p>Field observation and interviewed with workers informed they are aware and understand on requirement of wearing PPEs.</p>	
e	<p>FGSB established SOP for safe handling of chemical "Manual Prosedur Pengurusan Bahan Kimia" doc no: FGSB-MSPO-4.5.3.3 dated 01/01/2019.</p> <p>CHRA conducted on 05/08/2019 and valid for 5 years.</p> <p>All chemical products are store in original label and packaging.</p>	Yes
f	<p>FGSB appointed estate staff as the person in-charge for worker's safety &amp; health dated 02/05/2019.</p>	Yes
g	<p>FGSB has a total number of 20 workers. It is below the minimum requirements of 40 or more persons employed at the place of work to establish an OSH committee in accordance to Occupational Safety &amp; Health Act 1994 Section 30. Therefore, quarterly meeting is not applicable to FGSB.</p> <p>FGSB conduct 2<sup>nd</sup> half management meeting dated 02/07/2020 and 1<sup>st</sup> half management meeting dated 03/02/2020 includes agenda safety and health and COVID-19 in the minutes meeting as the two ways communication method between employer and employees.</p>	Yes
h	<p>FGSB established Accident and Emergency Response Procedure dated 02/07/2020.</p> <p>Emergency evacuation layout and emergency contact numbers are displayed at notice board.</p> <p>Emergency Response Procedure been briefed to workers dated 23/07/2020.</p>	Yes
i	<p>Internal first aid training been conducted on 12/09/2019 by trained first aider to all workers.</p> <p>Estate in-charge is a competent first aider and attended first aid training dated 28/07/2019.</p> <p>First aid kit is available at work site and estate office and maintained by first aider.</p>	Yes
j	<p>Records of accidents and injuries is established and reported in 2<sup>nd</sup> half management meeting dated 02/07/2020. No accident reported from Oct 2019 until audit date.</p> <p>Annual Accident Report for year 2019 submitted to DOSH dated 13/01/2020.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.5.1	<p>FGSB established Social and Human Right policy dated 01/01/2019 and updated on 23/08/2019 signed by Director.</p> <p>The policy states FGSB subscribes to Universal Declaration of Human Rights which in preamble states, "Whereas recognition of inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world" the company is committed to ensure that the fundamental Human Rights of all employees shall be respected and upheld.</p> <p>Onsite visit observed the policy is displayed at estate notice board.</p> <p>FGSB conducted briefing on the policy for stakeholders by individually meeting as follows:</p> <ul style="list-style-type: none"> <li>Workers are briefed on 04/08/2020 and 11/07/2020.</li> <li>Stakeholders are briefed on 14/07/2020 for local communities, suppliers on 10/08/2020, neighboring estates and mills on 04/07/2020 and 29/07/2020, government agencies on 14/07/2020 and NGO on 26/08/2020.</li> </ul> <p>Interview with workers informed they are aware and understand on the policy.</p>	Yes
4.4.5.2	<p>FGSB established Social and Human Right policy dated 01/01/2019 and updated on 23/08/2019 signed by Director.</p> <p>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.</p> <p>Onsite visit observed the policy is displayed at estate notice board.</p> <p>During site interview with workers, it is noted the workers of both gender, male and female are aware of Social and Human Right policy and confirmed that there is no discrimination practice at work place.</p>	Yes
4.4.5.3	<p>FGSB paid workers in accordance to Minimum Wage Order (Amendment) 2018 of RM1,100/month or RM42.31/day or RM5.28/hour or agreed task piece rate.</p> <p>FGSB established worker's contract agreement for workers with a copy provided.</p> <p>FGSB established "Harga Kerja Mulai 2020" for piece rated tasks. The piece rate include field operations for harvesting, pruning, loose fruit collection, slashing, circle &amp; path spraying, manuring include loading, mandore commission, FFB loader (farm tractor) and FFB loading ramp.</p> <p>Review worker's pay slip for the month of July 2020 paid according to Minimum Wage Order (Amendment) 2018 or the agreed piece rate.</p>	Yes
4.4.5.4	<p>FGSB monitor contractor worker pay by means of payment voucher. Payment vouchers from 05/01/2020 until 10/07/2020 are maintained.</p>	Yes



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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	The worker is paid based on per ton of FFB transported..	
4.4.5.5	FGSB established employee workers list latest update on 04/09/2020. The record contain full names, gender, date of birth, a job description and date of entry.	Yes
4.4.5.6	FGSB established worker contract for every worker recruited and duly signed by workers and management. During site interviewed workers informed they are briefed on the contract terms and conditions and received copy after signed. The contract covered agreed wages, overtime wages, leave entitlement, working hours, medical leave, insurance coverage, EPF and agreement signature by both parties which is employee and employers.	Yes
4.4.5.7	FGSB used the check roll record system to monitor workers reporting to work and after work. Sighted the check roll records that are traceable to the wages payment. Workers had been briefed on the working hours during the contact agreement.	Yes
4.4.5.8	Working hours are available at office notice board. The working hours from 6.00 am to 2.30 pm The break time is between 10.00 am to 10.30 am On-site interview with workers they are aware on working hours and overtime rates is based on mutual basis.	Yes
4.4.5.9	FGSB paid worker's wages according to Minimum Wage Order (Amendment) 2018 or agreed task piece rate with a copy of pay slip provided to all workers. Reviewed worker pay slip and cross counter check with the wage and overtime payment meet the legal requirement and same as conditions stated in employment contract. Interview with workers informed they understand the wage and overtime rate.	Yes
4.4.5.10	FGSB provide benefits to workers as follows: i. Medical bill ii. Hari Raya Bonus iii. Transportation for clinic iv. SOCSO for all Workers	Yes
4.4.5.11	FGSB adopts industry best practice for living quarters with water, electricity, recreational area and gardening area provided.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Onsite visit at housing area observed housing compound are well maintained.	
4.4.5.12	<p>FGSB established Sexual Harassment, violence and gender policy dated 01/01/2019 sign by director.</p> <p>The policy states include prevent sexual harassment and any others forms of violence against women, workers and community.</p> <p>The policy is displayed at the estate notice board.</p> <p>Training conducted for workers, staff and external stakeholder as follows:</p> <p>FGSB conducted briefing on the policy for stakeholders by individually meeting as follows:</p> <ul style="list-style-type: none"><li>Workers are briefed on 04/08/2020 and 11/07/2020.</li><li>Stakeholders are briefed on 14/07/2020 for local communities, suppliers on 10/08/2020, neighboring estates and mills on 04/07/2020 and 29/07/2020, government agencies on 14/07/2020 and NGO on 26/08/2020.</li></ul> <p>Onsite interview with female workers inform they are aware and understand on the policy. They feedback there is no practice or related cases happened on sexual harassment or violence at workplace.</p>	Yes
4.4.5.13	<p>FGSB established Social and Human Right policy dated 1/01/2019 and updated on 23/08/2019 signed by Director.</p> <p>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.</p> <p>No union form by workers currently in FGSB.</p>	Yes
4.4.5.14	<p>FGSB established Social and Human Right policy dated 1/01/2019 and updated on 23/08/2019 signed by Director.</p> <p>The policy states no child as defined by Malaysia law should be employed.</p> <p>Review on the employee list, all the workers are above 18 years.</p> <p>No child and young worker sighted during site visit verification</p>	Yes
4.4.6.1	<p>FGSB established Training Needs and Training Program Annually dated 03/09/2020.</p> <p>Training programme includes:</p> <p>First aid training, Safe working procedure, Chemical handling procedure, PPE usage, Fire drill / Emergency response plan, Job functions, Environmental awareness, Waste management, Riparian zone, Protected animals, Zero burning and Good agricultural practices (GAP).</p> <p>Sighted training records:</p> <ul style="list-style-type: none"><li>GAP for all workers dated 04/08/2020 conducted by estate staff.</li></ul>	Yes

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### Principle 4: Social Responsibility, health, safety and employment conditions

Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"><li>Chemical handling for maintenance workers dated 22/07/2020 conducted by estate staff.</li><li>Company policies briefing for all workers dated 04/08/2020 conducted by estate staff.</li><li>Safe work practices for all workers dated 27/07/2020 conducted by estate staff.</li><li>Environmental &amp; biodiversity briefing for all workers dated 01/09/2020 by Estate Manager and estate staff.</li></ul>	
4.4.6.2	<p>Training Needs Analysis / Matrix 2020-2021 has been established dated 26/06/2020.</p> <p>The training need analysis / matrix table includes training topic, trainer, participant, frequency and remarks.</p> <p>Example:</p> <p>Training Topic: Training Fire Drill / Emergency Response Plan</p> <p>Trainer: Internal</p> <p>Participant: Internal Stakeholders</p> <p>Frequency: Annually</p> <p>Remarks: Best down when fire extinguisher about to expire.</p>	Yes
4.4.6.3	<p>Training Needs and Training Program Annually has been established dated 10/08/2020.</p> <p>The training needs / program were planned for whole year according to the established activity SOP, which include social, environmental and safety aspects.</p> <p>Example of programme:</p> <ul style="list-style-type: none"><li>Waste management training in July 2020</li><li>Buffer zones, zero burning and protected animal briefing in August 2020.</li></ul>	Yes

### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>FGSB established Environmental Policy, dated 01/01/2019, sign by company Director.</p> <p>The policy states:</p> <ol style="list-style-type: none"><li>Commitment to identify and protected of primary forest.</li><li>Commitment to protect wildlife.</li><li>Commitment to against uncontrolled open burning.</li></ol>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>iv. Create awareness on environmental matters.</p> <p>Environmental policy training conducted to workers on 04/08/2020.</p> <p>FGSB established Environmental Improvement Plan, dated 27/07/2020.</p> <p>The plan includes:</p> <ul style="list-style-type: none"> <li>i. Activities and action plan</li> <li>ii. Objective/Expected outcome.</li> <li>iii. Timeframe.</li> </ul>	
4.5.1.2	<p>a FGSB established Environmental Policy, dated 01/01/2019, sign by company Director.</p> <p>The objective of environmental Improvement plan Create awareness on Environmental Policy.</p> <ul style="list-style-type: none"> <li>i. Monitoring of energy use to optimize nonrenewable energy.</li> <li>ii. Proper waste management plan.</li> </ul>	Yes
	<p>b Environmental Management Plan established includes environmental aspects and impacts, risk assessment, action plan, person in charge and timeline.</p> <p>Example of environmental aspects and impacts:</p> <p>Activities:</p> <p>Construction of bunding and sumps outside stores and provision of spill kits. Maintenance of sumps.</p> <p>Objective: To reduced risk of pollution from spillage of fuels and pesticide.</p> <p>Frequency: One off</p> <p>Timeframe: Done</p> <p>Person in charge: Estate in Charge</p> <p>Impact assessment: To mitigate pesticide, petroleum and hydrocarbon spillage to water and soil.</p>	Yes
4.5.1.3	<p>The Environmental Aspect and impact are included in the Environmental Management Plan.</p> <p>Example of mitigation of negative impacts:</p> <p>Activities: Prepare and maintain proper landfill for domestic waste disposal. Waste segregate practiced. .</p> <p>Objective: Minimized risk of pollution on underground water.</p> <p>Frequency: On going</p> <p>Timeframe: On going</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Person in charge: Estate in Charge</p> <p>Impact assessment: Prevention of contamination of ground water and soil.</p> <p>Observation on field indicates the distance between landfill and water source are more than 500 meters.</p>	
4.5.1.4	<p>The Environmental Aspect and impact is included in the Environmental Management Plan.</p> <p>Example of programme to promote positive impacts:</p> <p>Activities: Recycling of empty pesticide containers and fertilizer bags after triple rinsing.</p> <p>Objective: Reduction of waste and removal of contamination risks.</p> <p>Frequency: On going</p> <p>Timeframe: On going</p> <p>Person in charge: Estate in Charge</p> <p>Impact assessment: Promoting recycle and to prevent incorrect disposal and reduce garbage.</p> <p>Observation on field indicates proper segregation of recycle and organic waste from housing area. Recyclable wastes are collected at recycle bin and organic wastes are disposed at landfill.</p>	Yes
4.5.1.5	<p>FGSB established Training Plan for year 2020.</p> <p>The plan includes training on:</p> <ul style="list-style-type: none"> <li>i. Estate environmental management.</li> <li>ii. Waste management.</li> <li>iii. Riparian zone, protected animals and zero burning.</li> </ul> <p>Environmental and waste management awareness for workers conducted on 20/07/2020.</p>	Yes
4.5.1.6	<p>FGSB conducted Environmental meeting once a year involving management team and workers. Latest environmental meeting conducted on 01/09/2020 involving estate staff and workers.</p> <p>The meeting agenda includes:</p> <ul style="list-style-type: none"> <li>• Information disseminated by management to staff and workers Buffer zone monitoring</li> <li>• Zero burning monitoring</li> <li>• Awareness on schedule waste management.</li> </ul> <p>1. Feedback by workers related to environmental matters.</p>	Yes
4.5.2.1	FGSB established baseline for diesel usage.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Total diesel usage per mt of FFB for 2016 until 2019 are available and compared with the actual diesel usage per mt of FFB for 2020.	
4.5.2.2	FGSB established budget against actual diesel usage. Monthly diesel usage are reviewed and compared with budget for monitoring purposes. The monthly diesel usage are below compared to the budgeted estimation. The management has implemented plan to reduce the usage of diesel.	Yes
4.5.2.3	There are no usage of renewable energy for the time being. FGSB does not practice renewable energy currently.	Yes
4.5.3.1	FGSB established source and type of waste. Example source and type of wastes; Gaseous waste Source: Fronds, landfill, fertilizers. Type of waste: Methane, Nitrogen oxide. Solid waste Source: Household, industrial activities. Type of waste: Plastics organic waste, agricultural waste. Liquid waste Source: Household, industrial activities. Type of waste Sewage, pesticide, waste oil.	Yes
4.5.3.2	a FGSB established Waste Management Plan, dated 27/07/2020. Example, source of waste: Vehicles, Machineries and generators. Waste generated: Schedule waste, example used lubricant oil and hydraulic oils. Empty chemical containers. Action plan:	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Scheduled waste are collected and stored at scheduled waste store. Monitoring on scheduled waste through scheduled waste inventory. Disposal by licensed contractors.</p>	
	<p>b FGSB implemented segregation and recycling of waste.</p> <p>Example:</p> <p>Source:</p> <p>Domestic waste.</p> <p>Action plan:</p> <p>Waste separation into biodegradable and non-biodegradable. Biodegradable waste will be send to landfill. All non-biogredable waste, are to be recycle.</p> <p>Observation on landfill confirmed only domestic waste sighted</p>	Yes
4.5.3.3	<p>FGSB established SOP for Handling of Used Chemicals, USSB-MSPO dated 01/01/2019.</p> <p>The procedure states</p> <p>Description of used chemical are chemical either not being used, due or damage.</p> <ul style="list-style-type: none"> <li>i. Management of used chemicals.</li> <li>ii. Labeling of chemicals</li> <li>iii. Records</li> </ul> <p>Review on scheduled waste inventory indicates total amount of scheduled wastes are below 20 mt and within 180 days of storage.</p>	Yes
4.5.3.4	<p>FGSB established SOP for Handling of Used Chemicals, USSB-MSPO dated 01/01/2019. The procedure stated on</p> <ul style="list-style-type: none"> <li>i. Rinse empty chemical containers with water.</li> <li>ii. Mark and punctured the empty chemical containers</li> <li>iii. Stored it designated areas.</li> </ul> <p>Observation on scheduled waste stores indicate all empty chemical containers are marked, punctured and stack properly</p>	Yes
4.5.3.5	<p>FGSB manage their domestic waste generated from workers housing to land fill.</p> <p>During site verification on the site landfill is located 750 m from housing area and more than 500 m from water ways. The area is fence and mark together with opening and closing date.</p>	Yes
4.5.4.1	<p>FGSB established Waste pollution identification and management plan.</p> <p>Assessment review:</p>	Yes

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### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment		Compliance						
	<p>Waste products:</p> <p>Greenhouse Gas (GHG) emission.</p> <p>Action plan:</p> <p>Enforce zero burning policy. Monitor use of fossil fuel, reduce reuse or recycle possible.</p> <p>List of identified GHG related to estate operations:</p> <p>Fertilizer - Methane.</p> <p>Diesel – Carbon monoxide</p> <p>EFB / fronds - Methane.</p>								
4.5.4.2	<p>FGSB established GHG Action Plan, dated 27/072020. The plan include assessment on objective and mitigation measure for controlling and reducing GHG emission.</p> <p>Objective:</p> <p>Reduction of fossil fuel use.</p> <p>Action plan:</p> <p>More stringent control and monitoring of vehicles, machineries and generators.</p> <p>Impacts:</p> <p>Fossil fuel monthly usage maintained and below monthly budget..</p>		Yes						
4.5.5.1	a	FBSB established Water Management Plan dated 27/07/2020.	Yes						
		<table><tr><td>Source</td><td>Usage</td></tr><tr><td>Pond</td><td>Operational purposes. Such as chemical mixing, washing PPE, and vehicle washing.</td></tr><tr><td>Rain Water</td><td>Domestic purposes.</td></tr></table>		Source	Usage	Pond	Operational purposes. Such as chemical mixing, washing PPE, and vehicle washing.	Rain Water	Domestic purposes.
		Source		Usage					
	Pond	Operational purposes. Such as chemical mixing, washing PPE, and vehicle washing.							
Rain Water	Domestic purposes.								
b	<p>FGSB has conducted water test for river flowing through the estate. Two points are taken; incoming and outgoing river flow.</p> <p>Example.</p> <p>Result of the test is within the permissible range of Water Quality Index of Department of Environment.</p>	Yes							
c	<p>The water management plan describe several ways to optimize water usages:</p> <p>i. Construction of water drain on field to retain rain water.</p> <p>ii. Pruned ford stack properly to retain water and soil moisture.</p> <p>iii. Soil pit established to retain water in the field.</p>	Yes							



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Principle 5: Environment, natural resources, biodiversity and ecosystem services																			
Indicator	Summary of Assessment		Compliance																
	iv.	Rinse water collected from chemical containers washing are reused for premixing.																	
	d	FGSB water management plan describe several ways to protect the water courses: i. Established and maintain buffer zone. ii. Established of landfill far away from water course to prevent contamination. Field observation at buffer zone area is maintained with no sign of non-permitted activities such as chemical spraying or manuring.	Yes																
	e	During field inspection, observed riparian zone is well maintained and no vegetation removed.	Yes																
	f	There are no use of bore water by the estate	Yes																
4.5.5.2	Observation on river confirmed no building of bunds, weirs and dams by estate management.		Yes																
4.5.5.3	Water harvesting are practices at estate facilities and field. In-field drains and pits are built to retain water to increase soil moisture.		Yes																
4.5.6.1	a	FGSB Biodiversity Assessment is conducted by third party consultant, dated 22/07/2019. The assessment has identify and conclude on availability of high biodiversity area as below: <table border="1"> <thead> <tr> <th>Block</th><th>Forest</th><th>River</th><th>Wildlife sanctuary</th></tr> </thead> <tbody> <tr> <td>Block 1</td><td>Elopura forest reserve</td><td>Sg. Sepagaya</td><td>No</td></tr> <tr> <td>Block 2</td><td>No</td><td>Sg. Sepagaya</td><td>No</td></tr> <tr> <td>Block 3</td><td>No</td><td>Sg. Sepagaya</td><td>No</td></tr> </tbody> </table>	Block	Forest	River	Wildlife sanctuary	Block 1	Elopura forest reserve	Sg. Sepagaya	No	Block 2	No	Sg. Sepagaya	No	Block 3	No	Sg. Sepagaya	No	Yes
Block	Forest	River	Wildlife sanctuary																
Block 1	Elopura forest reserve	Sg. Sepagaya	No																
Block 2	No	Sg. Sepagaya	No																
Block 3	No	Sg. Sepagaya	No																
	b	FGSB established Biodiversity Assessment dated 22/07/2019. The assessment include flora and fauna identification within the estate area. Example of listed rare, threatened, and endangered species: <ul style="list-style-type: none"> <li>Wild boar (<i>Sus scrofa</i>)</li> <li>Eagle (<i>Accipitridae sp.</i>)</li> <li>Landak raya (<i>Hystrix brachyuran</i>)</li> </ul> Training in Buffer zone, zero burning and protected wildlife conducted on 04/08/2020	Yes																

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.6.2	<p>a FGSB established Biodiversity Assessment's action plan.</p> <ul style="list-style-type: none"> <li>i. Awareness to internal and external stakeholders.</li> <li>ii. Established of signage to discourage any illegal or inappropriate hunting nearby forest and riparian area.</li> </ul>	Yes
	<p>b FGSB has conduct awareness briefing to workers and external stakeholders..</p> <p>The pictorial wildlife signage is display at estate notice board.</p> <p>Interviewed workers and stakeholders informed they are aware and understand prohibition on hunting wildlife within the estate area.</p>	Yes
4.5.6.3	<p>FGSB has established management plan for biodiversity management.</p> <p>Example:</p> <p>Maintaining buffer zone.</p> <p>Action plan:</p> <ul style="list-style-type: none"> <li>i. Buffer zone signage to be located at buffer zone area.</li> <li>ii. Training on buffer zone conducted to workers.</li> </ul> <p>Field observation sighted buffer zone signage available and maintained. Buffer zone, zero burning and protected animals training conducted on 04/08/2020.</p> <p>Interviewed worker informed they are aware and understand on requirement to preserve and maintain buffer zone.</p>	Yes
4.5.7.1	<p>FGSB established Environmental Policy, dated 01/01/2019 and signed by Director states that FGSB is committed to against uncontrolled open burning practices in all field activities.</p> <p>During on site verification at field operation, buffer zone and labor quarters no open burning activities found. No burning signage sighted at workers housing and estate notice board.</p> <p>Zero Burning practices been briefed to estate workers dated 04/08/2020.</p> <p>Interviewed workers informed they are aware of zero burning practices.</p>	Yes
4.5.7.2	<p>FGSB practices the MPOB Oil Palm Replanting Guidelines, "Chapter 8 Crop Residue Management &amp; Innovative Technique for Oil Palm Replanting – Conventional Zero Burning Practice of Oil Palm Replanting".</p> <p>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.</p>	Yes
4.5.7.3	<p>There are no serious palm diseases sighted during the field visits that require burning.</p> <p>There are no application documents sighted for controlled burning.</p>	Yes

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### Principle 5: Environment, natural resources, biodiversity and ecosystem services

Indicator	Summary of Assessment	Compliance
4.5.7.4	Site verification at replanted area, no burning sign observed. Palms are felling, chipping and shredded.	Yes

### Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	FGSB had adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 & 3 by Ian Rankie and Thomas Fairhurst. The SOP includes nursery practices, mature and immature activities. GAP training conducted by estate in-charge on 04/08/2020	Yes
4.6.1.2	FGSB has adopted Field Handbook Immature Series for soil conservation measures. The SOPs describes; <ul style="list-style-type: none"> <li>i. Minimize soil erosion</li> <li>ii. Reduce rainwater runoff and nutrient losses</li> <li>iii. Increase water infiltration</li> <li>iv. Conserve moisture and increase water infiltration</li> <li>v. Areas where the slope exceeds 40° should not be planted.</li> </ul> Planting of Legume Cover Plants as improved mechanism to prevent the soil erosion. <ul style="list-style-type: none"> <li>i. Erosion control</li> <li>ii. Improved soil conditions</li> <li>iii. Reduced soil temperatures, more rapid water infiltration and reduced surface water runoff.</li> </ul> Onsite visit observed oil palms planted on flat and undulating land.	Yes
4.6.1.3	FGSB established permanent block marking for each block include information of year planting, block number, total area and source of oil palm seedlings.	Yes
4.6.2.1	FGSB has established 10 years business plan from 2020 to 2030 dated 20/01/2020 signed by Director. The business plan include crop projection for 10 year, cost of production, cash flow projection, expenditure, revenue projection, profit and loss.	Yes
4.6.2.2	FGSB established 10 years business plan from 2020 to 2030 dated 20/01/2020 signed by Director include replanting plan as follows: Year 2020: 22 Ha Year 2021: 35 Ha Year 2022: 35 Ha	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.2.3	<p>FGSB established 10 years business plan from 2020 to 2030 dated 20/01/2020 signed by Director.</p> <p>The business plan includes;</p> <ul style="list-style-type: none"><li>i. Planting material</li><li>ii. Crop projection for 10 years</li><li>iii. Cost of FFB production/Mt</li><li>iv. Price forecast</li><li>v. Cumulative cash flow</li></ul>	Yes
4.6.2.4	<p>FGSB established monthly progress report for monitoring of monthly costing.</p> <p>Monthly progress report August 2020 is available and review.</p> <p>The report covered the following;</p> <ul style="list-style-type: none"><li>• Manpower</li><li>• FFB production</li><li>• Rainfall</li><li>• Work programme</li><li>• Diesel usage</li></ul>	Yes
4.6.3.1	<p>FGSB use quotation system to purchase products and services.</p> <p>Example: Purchasing of chemicals</p> <p>FGSB received fertilizer price quotation from supplier.</p> <p>FGSB issued local purchased order (LPO) to supplier as per quotation product and price as agreed.</p> <p>Sighted payment made according to terms and conditions as per supplier invoice.</p> <p>All purchased products are documented and maintained in the purchasing file.</p>	Yes
4.6.3.2	<p>FGSB kept records of quotation and purchase order agreed by both parties on the terms and conditions.</p> <p>Review on payments records made within 60 days according to the invoice.</p>	Yes
4.6.4.1	<p>FGSB established contract agreement with FFB transporter dated 01/07/2020 for FFB delivery duly agreed and signed by both parties.</p> <p>The contract agreement includes MSPO requirements describes as follows:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"><li>By signing this Agreement, the contractor undertakes that they have been briefed by the company and understand the MSPO requirements.</li><li>It is the duty of the contractor to ensure all the contractor's operations relating to the company are in compliance to the MSPO standard.</li></ul>	
4.6.4.2	FGSB established contract agreement with FFB transporter dated 01/07/2020 for FFB delivery. The contract had include the agreed price for work payment and is duly signed by both parties.	Yes
4.6.4.3	FGSB established contract agreement with FFB transporter dated 01/07/2020 for FFB delivery. The contract agreement includes MSPO requirements; under 2.1 – 2.4  The contract agreement includes MSPO statement describe as follow: <ul style="list-style-type: none"><li>Contractor agree to be assessed by MSPO approved auditors and will allow access to visit its premise.</li></ul>	Yes
4.6.4.4	FGSB used daily records of sale and delivery of FFB, weighbridge tickets and FFB details listing for monitoring contractor work progress.  Review records of sales and deliveries for the month of August 2020 are well maintained.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	FGSB Planting statement is review. There is no new planting. The 1 <sup>st</sup> planting is conducted on 1995 and the 1 <sup>st</sup> replanting in 2018. Therefore, no biodiversity assessment required.	Yes
4.7.1.2	FGSB Planting statement is review. There is no new planting. The 1 <sup>st</sup> cycle replanting conducted in 2018 for an area of 21.75 ha that is less than 100ha. Therefore, no PMM required.	Yes
4.7.2.1	FGSB has established 10 years business plan from 2020 to 2030 dated 20/01/2020 by Director is review. The report shows soil map for Sandakan area. The soil type for FGSB are Lungmanis, Rumidi, Kretam and Lokan. Site observation indicates there is no peat soil within the FGSB.	Yes
4.7.3.1	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.2	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.3	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholders scheme in FGSB. Therefore, not applicable.	Yes
4.7.4.1	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no soil map established.	Yes
4.7.4.2	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no topography map established.	Yes
4.7.5.1	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no map established and no permit available.	Yes
4.7.5.2	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no plan to minimize adverse impacts or significantly increased risk for planting on fragile and marginal soil established.	Yes
4.7.5.3	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no soil map established.	Yes
4.7.6.1	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	FGSB Planting statement is review. There is no new planting conducted within the estate. There is no sacred sites, therefore no management plan established.	Yes
4.7.6.3	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no SOP on handlings any customary land ownership and compensation established.	Yes

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4.7.6.4	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no compensation and agreement established.	Yes
4.7.6.5	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no identification and assessment of legal and recognized customary rights established	Yes
4.7.6.6	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no system established for calculating the compensation for distribution.	Yes
4.7.6.7	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no compensation plan established.	Yes
4.7.6.8	FGSB Planting statement is review. There is no new planting conducted within the estate. Therefore, no communities affected.	Yes

### 4.4. Status of Non-Conformities Previously Identified

	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.
X	Not applicable. No non-conformity raised in previous audit.
<i>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.</i>	
<i>Note 2: All minor NCs raise in last audit are required to capture in this report together with the closing of the non-compliance.</i>	

### 4.5. Detail of Audit Findings in last audit

There is no non-conformity raised in last audit.

### 4.6. Detail of Onsite Audit Findings Identified During This Audit

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

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

Nr.	Indicator	Description	Location	Opportunity for Improvement
1	4.4.4.2	The occupational safety and health plan shall cover the following:	Office	HIRARC has been established on 05/09/2019 includes the risk assessment of each activity in estate operation. Fantasi Generasi Sdn. Bhd.

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Nr.	Indicator	Description	Location	Opportunity for Improvement
		b) The risks of all operations shall be assessed and documented		may consider improving HIRARC assessment for <ul style="list-style-type: none"><li>• Infectious disease Covid-19</li><li>• Nursery water pond</li></ul>
2	4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	Estate	Fantasi Generasi Sdn. Bhd. has established Water Management Plan. Estate may consider to improve the assessment of water sources for domestic use.



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### 5. CONCLUSION

Fantasi Generasi Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance 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 Part 3 General Principles for Oil Palm Plantations and Organised Smallholders.

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:	146.89 Ha
Certified FFBs January to August 2020:	1,433.21 Mt
Project FFBs September to December 2020:	719.09 Mt

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### 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

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

Puchong, 25/10/2020

Chan Shi Lie  
TUV NORD (Malaysia) Sdn Bhd  
Audit Trainee Team Leader

Puchong, 25/10/2020

Cheong, Chun Yuen (Robert)  
TUV NORD (Malaysia) Sdn Bhd  
Certifier / Approver

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### 7. LIST OF STAKEHOLDERS

**Table 7-1: List of Interviewed Stakeholders**

No.	Organisation
1.	Borhill Estate
2.	Prolific Yield Sdn Bhd
3.	Agri-Horticultural Trading (Sandakan) Sdn Bhd
4.	Behn Meyer Agricare (M) Sdn Bhd
5.	Agri Machinery Services

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### 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 or 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