



MSPO CERTIFICATION SUMMARY REPORT

GEMINI TRADING CORPORATION
SDN. BHD.

SURVEILLANCE 03

Onsite Audit Date: 19/12/2022 - 20/12/2022

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MSPO Certification Summary Report

Company Name: Gemini Trading Corporation Sdn. Bhd.

Certifying Unit: Gemini Trading Corporation Sdn. Bhd.

Client Number: 92-141

Audit Type: ASA 03

Mode of Audit: Onsite



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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	Malaysian 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	Malaysian Palm Oil Certification Council
SDS	Safety Data Sheet

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1. INTRODUCTION

Gemini Trading Corporation Sdn. Bhd. has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct surveillance three (03) 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 three (03) audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

1.2. Scope

The assessment is based on the documentation established by the Gemini Trading Corporation Sdn. Bhd.

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 one team member. The audit team members contributed to the review of documents, the assessment of the project activity and preparation of the report.

Qualification of the Lead Auditor: Navin Baskram

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;	Bachelor in Biotechnology and Master in Environmental Management.

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Requirement	Qualifications
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)	Four (4) years working experience in oil palm plantation and two (2) years' experience as sustainability executive and Internal Auditor. Two (2) years' experience in RSPO accreditation for RSPO scheme accreditation body.
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS2530 series of standards for Lead Auditors.
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.	Completed 20 man days requirement to qualify as auditor. Currently undergoing process of completing 15 man days as trainee lead auditor for qualification as Lead Auditor.
Field working experience in the palm oil sector or demonstrable equivalent	Four (4) years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Four (4) years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed ISO9001 standard for Lead Auditors.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed ISO45001 standard for Lead Auditors.
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Successfully completed SA 8000 Basic training.
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Successfully completed ISO14001 standard for Lead Auditors.

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Requirement	Qualifications
Attended High Conversation Value Assessment training	Successfully completed High Conversation Value Assessment training.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in both Bahasa Malaysia and English.

Qualification of Team Member

Requirement	Name of 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	Khairul Anwar Bin Ismail	Graduate in Bachelor of Media Technology (Major in Broadcasting)	Yes
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	6 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Khairul Anwar Bin Ismail	Successfully completed MS2530 series of standards for Lead Auditors	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 and appointed as auditor for MSPO scheme.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Field working experience in the palm oil sector or demonstrable equivalent	Khairul Anwar Bin Ismail	6 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
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 9001, 14001, 45001 Lead Auditor course.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Khairul Anwar Bin Ismail	Successfully completed Basic SA 8000 training.	Yes
Environmental and ecological auditing or experience with organic agriculture. or Successfully completed Environmental Management Systems ISO 14001 standard	Khairul Anwar Bin Ismail	Successfully completed IMS ISO 14001:2015 Lead auditor course and auditor for MSPO scheme.	Yes
Completed High Conversation Value assessment	Khairul Anwar Bin Ismail	Attended and completed the HCV-HCS for producers online course.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Khairul Anwar Bin Ismail	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- Contract review;
- Appointment of team members;
- Contact client for relevant documentation according to the applicable MSPO standards;
- Audit planning;
- Background investigation, desk review of submitted documents;
- Assessment, inspections, interviews operational personnel, workers, contractors; review of documentation;
- Reporting;
- Resolution of non-conformance (NC) (if any);
- Draft audit reporting;
- Technical review;
- Final audit reporting;
- Final approval, certification decision and issuance of certificate.

The surveillance three (03) audit is conducted in accordance to the certification procedure.

Surveillance Three (03):

Surveillance three (03) audit conducted onsite from 19/12/2022 – 20/12/2022 covering the following activities but not limited to below:

Onsite:

- Background investigation;
- Review of documentation established but not limited to below:
 - Policies;
 - Estate(s) map(s);
 - Land title(s);
 - Standard Operating Procedures;
 - Work Flow Charts;
 - Management Plans;
 - Operating licenses and approvals;
 - Operating records;
 - Training records;
 - Applicable Legislation Documents ;

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- Onsite visit, observations and inspection of estate(s) facilities and field activities;
- Interview operation personnel and field workers for understanding of work assigned;
- Reviewed revised and updated documentation established and implemented;
- Reports established;
- Work plans established;
- Review and closed out of non-conformance raised during in last 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 by means of physical site inspections, observation of tasks and processes, interview workers and operation personnel, review of documentation and data. Checklists and questionnaires were used to guide the collection of information.

For the surveillance three (03) audit, Gemini Trading Corporation Sdn Bhd has 1 estate. Therefore, no selection required.

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

Gemini Trading Corporation Sdn. Bhd is an oil palm plantation company head office located at 1st Floor S8, Taman Anggerrik Mill 7, Jalan Lintas Sibuga, Sandakan, Sabah.

The details of the divisions as below:

Name of Division	Location	Coordinates
Kg Tambuluran	Mile 33, Kudat, Sabah	N 6°48'26" E 116°43'16"
Kg Rampai	Mile 24, Kudat, Sabah	N 6°53'12" E 116°41'40"
Kg Popot Sikuati	Mile 21, Kudat, Sabah	N 6°52'48" E 116°43'35"

3.1. Production volume

Name of Division	Area (Ha)		Projected FFB Production (mt) (December 2022)
	Total*	Production**	
Kg Tambuluran	109.92	103.72	154.00
Kg Rampai	80.08	78.51	123.00
Kg Popot Sikuati	75.85	72.89	123.00
Total	265.85	255.12	400.00

*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 Division

Year / Division	Kg Tambuluran Division	Kg Rampai Division	Kg Popot Sikuati Division
2004	0.00	0.00	27.88
2005	17.37	0.00	17.14
2006	6.21	19.66	16.20
2007	18.11	21.66	0.00
2008	0.00	21.45	0.00
2009	19.96	0.00	0.00
2010	0.00	7.20	0.00
2011	0.00	8.54	0.00
2014	0.00	0.00	4.52
Total Mature	61.65	78.51	65.74

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2021	24.03	0	7.15
2022	18.04	0	0
Total Immature	42.07	0.00	7.15
Total	103.72	78.51	72.89

3.3. Replanting program for each division

Year of replanting	Planted area (ha) in each division			Total area to be replanted (ha)
	G1 Kg Popot Sikuati Division	G2 Kg Rampai Division	G3 Kg Tambuluran Division	
2029	35.02	0	0	35.02
2030	17.14	0	47.70	64.84
2031	16.20	19.66	17.65	53.51
2032	0	21.66	18.11	39.77
2033	0	21.45	0	21.45
2034	0	0	19.96	19.96
2035	0	7.20	0	7.20
2036	0	8.54	0	8.54
2039	0	0	0	0
Total	68.36	78.51	103.42	250.29

3.4. Maps of Estate Location

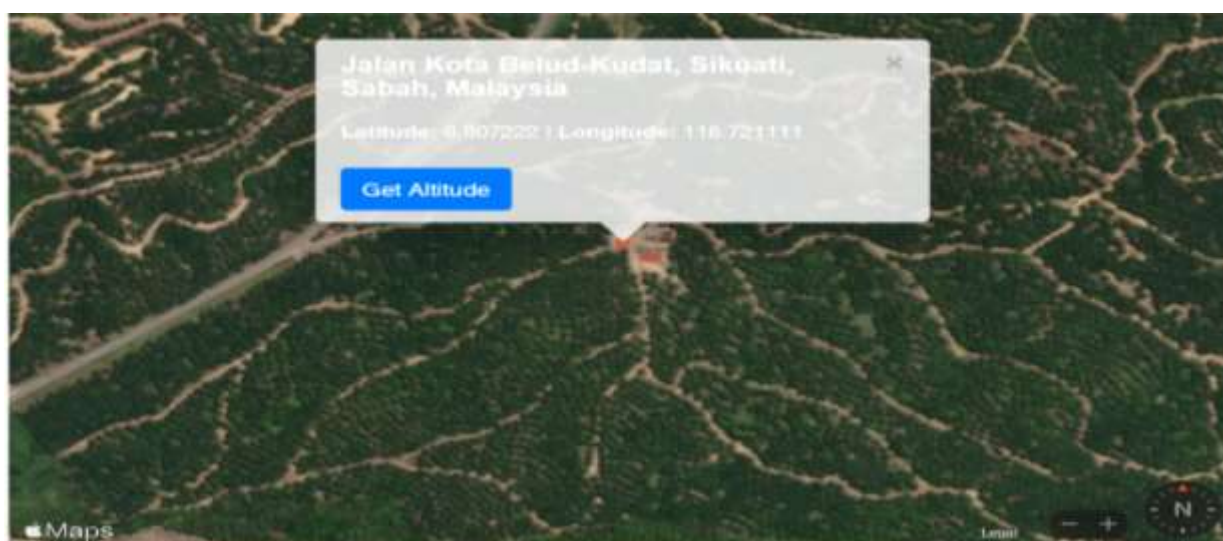


Figure 1: Kg. Tambuluran Division location

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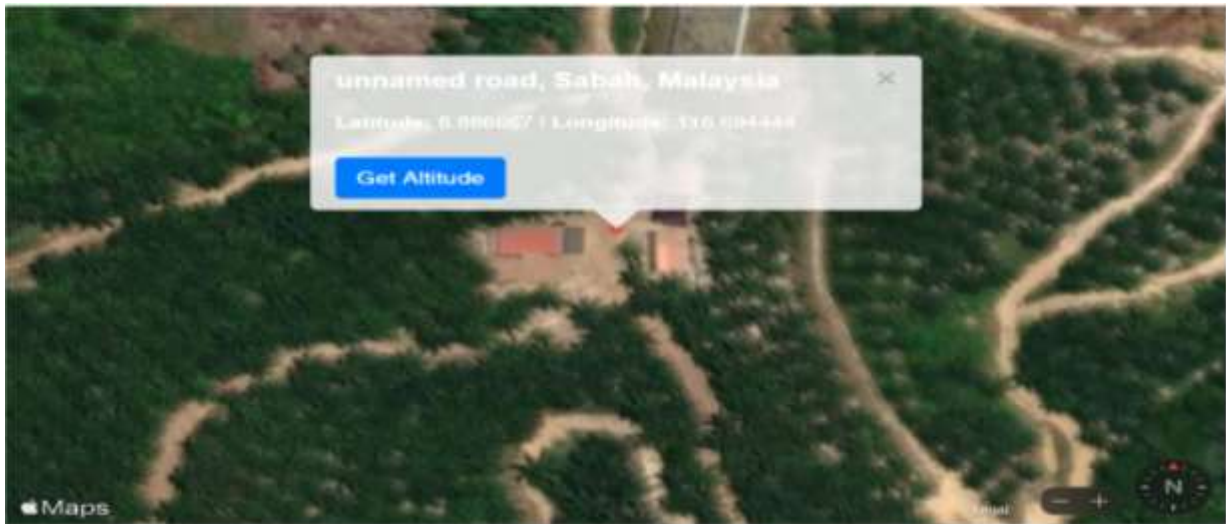


Figure 2: Kg. Rampai Division location

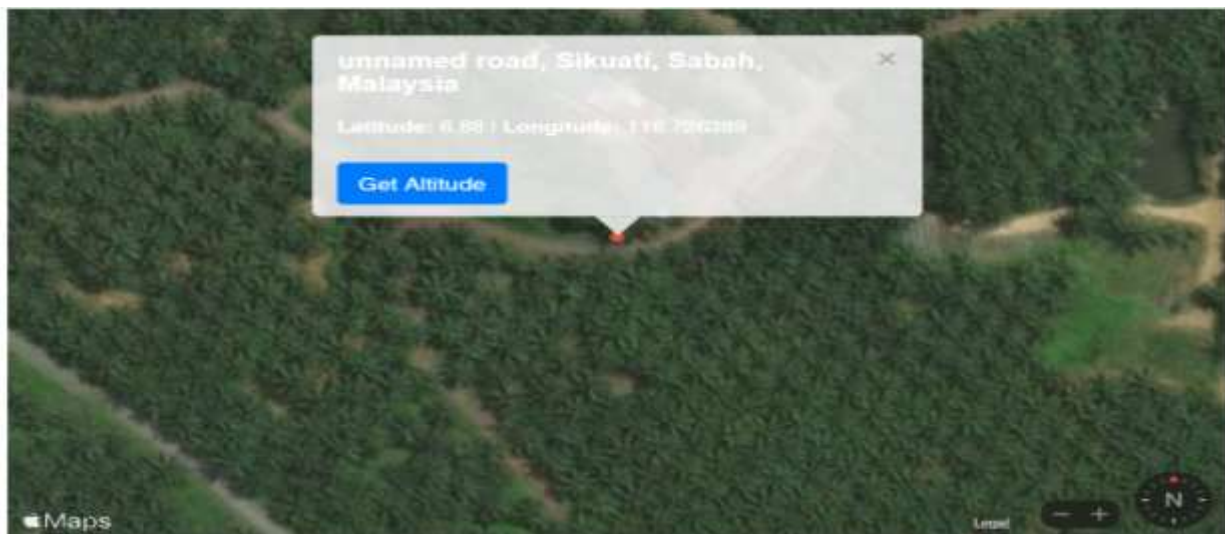


Figure 3: Kg. Popot Sikuati Division location

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4. CERTIFICATION ASSESSMENT

4.1. ASA 03

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

4.1.1. Surveillance Three (03):

The surveillance three (03) audit is conducted onsite from 19/12/2022 to 20/12/2022 covering Gemini Trading Corporation Sdn. Bhd.

During the last remote surveillance two (02) audit, there are 0 Major, 0 Minor, 2 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

According to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit of the management unit, the CB shall carry out stakeholder consultation to ensure continued compliance with the requirements of the certification standards. However, stakeholders' consultation during surveillance audit may be limited to those stakeholders who have raised concerns, complaints or disputes prior to the audit.

Therefore, there is no physical stakeholders consultation conducted for this surveillance audit.

TUV NORD (Malaysia) Sdn. Bhd., has published the audit notification on 18/12/2022 to announce the audit of the certified unit. As at audit date on 19/12/2022 there are no comments received.

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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 indicator or evidences and when non conformity is found. Summary of the non-conformity can be found below in section 4.6

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Gemini Trading Corporation Sdn. Bhd. (GTCSB) established MSPO Policy on 01/04/2020 updated on 01/04/2021 signed by the Company Director.</p> <p>The policy established is available in both Bahasa Malaysia and English languages.</p> <p>Site visit observed policy is displayed at estate notice boards.</p> <p>GTCSB conducted stakeholders meeting includes MSPO policy briefed dated 22/10/2022.</p> <p>Company policies briefing conducted on 20/10/2022 to all workers and staffs.</p> <p>Field interviews with sampled sprayers, manurers and harvesters informed, they are aware of the MSPO policy.</p>	Yes
4.1.1.2	<p>GTCSB established internal audit SOP, document number GT-4.1.2-1, updated on 02/09/2022.</p> <p>GTCSB conduct internal audit once a year as stated in the internal audit SOP.</p> <p>Internal audit carried out on 02/12/2022 has identified the strong and weak points and the results are reviewed.</p> <p>Example weak point:</p> <ol style="list-style-type: none"> Some workers still lacking awareness on MSPO. <p>Example strong point:</p> <ol style="list-style-type: none"> Good documentation and management system established. Good commitment from top management towards MSPO commitment. 	Yes
4.1.2.1	<p>GTCSB established internal audit audit SOP, document number GT-4.1.2-1, updated on 01/09/2021.</p> <p>Results of internal audit carried out on 02/12/2022 was shared and reviewed.</p> <p>There are no findings for the internal audit carried out on 02/12/2022.</p>	Yes
4.1.2.2	<p>GTCSB conducted management review, includes internal audit finding.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	Management review meeting was carried out on 05/02/2022.	
4.1.2.3	GTCSB conducted management review, includes internal audit finding. Management review meeting was carried out on 05/02/2022.	Yes
4.1.3.1	GTCSB conduct 10 rounds of management meeting per year. Reviewed the management review meeting minutes dated 05/10/2022. The management review discussed the internal audit findings. No non-conformities raised during the internal audit. External audit findings has been discussed in the management review.	Yes
4.1.4.1	GTCSB established continual improvement plan (CIP) which includes social and environmental and safety and health impact dated 01/04/2019 and updated on 06/12/2022. Example: Social <ul style="list-style-type: none"> • Activity: Road Upkeep; • Improvement action: Estate Manager to arrange with contractor and upkeep the estate road during raining season; • Expected outcome: To make sure no overnight FFB harvested due to the bad road conditions; • Timeframe: 5 Years; • Person In-Charge: Estate Manager; • Date completed: Continuous. Environment <ul style="list-style-type: none"> • Activity: Training programme; • Improvement action: Estate Manager to provide continuous briefing to workers on environmental compliance; • Timeframe: 1 Year; • Person In-Charge: Estate Manager; • Date completed: 30/10/2022. Reviewed and verified training records for workers on 20/10/2022. Field interviews with sampled chemical sprayers, harvesters and manurers informed they have been briefed on environmental compliance within the estate such as proper domestic waste management.	Yes
4.1.4.2	GTCSB established Identification and Implementation of new procedure and techniques or new industry standards and technology dated 25/04/2019 and updated on 02/09/2020.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	At the point of audit, there are no new technology implemented.	
4.1.4.3	<p>GTCSB established Identification and Implementation of new procedure and techniques or new industry standards and technology dated 25/04/2019 and updated on 02/09/2020.</p> <p>The flowchart indicates necessary resources including the identification of new information or technique, implementation control, budget and training will be provided if applicable, available and feasible for adoption.</p> <p>Site interview with GTCSB Estate Manager, informed there is no new technology currently implemented at the estate.</p>	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>GTCSB established Consultation and Communication flow chart dated 24/04/2019. The procedure includes method of communication with stakeholders.</p> <p>GTCSB established stakeholders list updated on 02/09/2022 includes government agencies, supplier, neighbor and palm oil mill, collecting center and NGOs.</p> <p>Document review on stakeholders meeting minute, the procedure is communicated to workers dated 20/10/2022 and external stakeholders dated 22/10/2022.</p> <p>External stakeholders meeting is carried out face to face.</p> <p>There is no negative feedback or request recorded in the meeting minutes.</p> <p>Field interviews with sampled sprayers, manurers and harvesters informed they have been briefed on the Consultation and Communication flow chart.</p> <p>During site visit observed flowchart displayed at estate notice boards.</p>	Yes
4.2.1.2	<p>GTCSB established 'List of Transparency and Information Documents' updated on 02/09/2022.</p> <p>Reviewed the list of transparency and information document that include the publicly available and confidential documents.</p> <p>Example of documents publicly available:</p> <ol style="list-style-type: none"> 1. MPOB licence; 2. Trading Licences. <p>Example of confidential documents are:</p> <ol style="list-style-type: none"> 1. Financial Report; 2. Bank Statements; 3. Company budget. 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.2.1	<p>GTCSB established Consultation and Communication SOP, Doc. No: GT-4.2.2 dated 22/04/2019 and updated on 01/04/2020.</p> <p>The communication method as following:</p> <ol style="list-style-type: none"> 1. Written method / circular; 2. Bulletins; 3. Meeting; 4. Training / talk / briefing; 5. Complaint and grievance procedure; 6. Stakeholder request and response book (within 14 days). <p>Document review on stakeholders meeting minutes, the procedure is communicated to external stakeholders on 22/10/2022. Internal stakeholders have been briefed regarding this procedure regularly during daily morning muster.</p>	Yes
4.2.2.2	<p>GTCSB appointed Estate Manager as person in-charge for consultation and communication dated 22/04/2019. The information on appointed person in charge is stated in the SOP.</p> <p>Reviewed the stakeholders meeting minutes dated 22/10/2022 informed that Estate Manager is the person in charge for communication and consultation.</p>	Yes
4.2.2.3	<p>GTCSB established list of stakeholders updated on 02/09/2022 as follows:</p> <p>The list of stakeholders includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders, contractors and consultants.</p> <p>GTCSB established Consultation and Communication SOP, Doc. No: GT-4.2.2 dated 22/04/2019 and updated on 01/04/2020.</p> <p>The procedure states Estate Manager is in charge of communication and consultation with stakeholders and the dateline of response to request and complaints is within 14 days.</p> <p>Based on the latest stakeholders' feedback from the stakeholder meeting on 22/10/2022, no negative feedbacks or complaints from respective stakeholders.</p>	Yes
4.2.3.1	<p>GTCSB established SOP for Traceability doc no: GT-4.2.3, dated 22/04/2019 and updated on 02/09/2021.</p> <p>The flowchart of FFB delivery process describes:</p> <ul style="list-style-type: none"> • Harvesting of FFB in field; • FFB loading chit checking by bunch checker; • Submission of FFB loading chit to office; • Record at FFB sale book (Keep record for 7 years). 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>GTCSB use FFB delivery chits as documents from estate for transporting FFBs to mills. GTCSB received mill weighbridge ticket as a proof of FFB delivery.</p> <p>The records include FFB record from FFB checker, dispatch chit, and weighbridge ticket.</p> <p>During document review, FFB record books, delivery notes and weighbridge tickets were verified.</p> <p>The unique number is the FFB delivery order number.</p> <p>Example of information on Oil Mill weighbridge ticket for Estate includes:</p> <ul style="list-style-type: none"> i. Date: 07/10/2022; ii. Delivery note no: 02059; iii. Collecting Center: Pengangkutan Shun Jaya Sdn Bhd; iv. W/bridge ticket no: 002307; v. Net weight: 3980 Kg. <p>Example of Information Estate Delivery Order:</p> <ul style="list-style-type: none"> i. FFB delivery chit number: 02059; ii. Date: 07/10/2022; iii. Estate: Gemini Trading Cooperation Sdn. Bhd; iv. Lorry No: SAA 2763 X; <p>Final weight of FFB is based on Oil Mill's weighbridge ticket.</p>	
4.2.3.2	<p>GTCSB carried out Internal audit on 02/12/2022 that includes traceability system.</p> <p>There are no findings for traceability found in internal audit result.</p>	Yes
4.2.3.3	<p>GTCSB appointed Estate Manager as person in-charge for traceability dated 02/09/2020.</p>	Yes
4.2.3.4	<p>GTCSB established monthly FFB yield production report.</p> <p>Traceability SOP updated 02/09/2021 describe the records are kept for period of 7 years.</p> <p>Reviewed GTCSB FFB delivery chit and mill weighbridge ticket dated 30/09/2019 from estate to mill are well maintained.</p> <p>The unique number of both documents is the FFB delivery order number.</p> <p>Example:</p> <p>FFB delivery chit information;</p> <ul style="list-style-type: none"> 1. DO Number: 00173; 2. Date:30/09/2019; 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<p>3. Vehicle no: SAC 7395F.</p> <p>Mill weighbridge ticket information;</p> <ol style="list-style-type: none"> 1. Ticket no: 248127 2. DO number: 00173; 3. FFB net weight: 5410 Kg; 4. Date: 30/09/2019. <p>All the stated information can be trace to GTCSB FFB delivery note.</p>	

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>GTCSB established list for permits and license updated on 01/11/20212.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. MPOB license valid until 30/11/2023; 2. JTK permit valid until 10/01/2023; 3. Trading license valid until 31/12/2022. 	Yes
4.3.1.2	<p>GTCSB establish legal register dated 25/03/2019 and updated on 01/11/2022 with applicable laws, regulations and guidelines are kept as soft copies.</p> <p>The applicable clauses are listed in the summary of the legal register.</p> <p>The legal list included:</p> <ol style="list-style-type: none"> 1. Prevention and control of infectious Diseases Act 1988, 2. Environmental Quality Act 1974; 3. Human Rights Commission Act 1999. 	Yes
4.3.1.3	<p>GTCSB establish legal register dated 25/03/2019 and updated on 01/11/2022 with applicable laws, regulations and guidelines are kept as soft copies</p> <p>The latest update includes Minimum Wage Order 2022.</p>	Yes
4.3.1.4	<p>The PIC for update the legal register is the Estate Manager.</p> <p>GTCSB establish flowchart for Mechanism of tracking changes in the law' document no 4.3.1-2, updated on 02/09/2022.</p> <p>GTCSB establish flowchart Mechanism for implementation of legal requirements doc no. 4.3.1.1 dated 22/04/2019 updated on 02/09/2022 describes the estate manager is the PIC to track and monitor on any changes.</p>	Yes

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Principle 3: Compliance to legal requirements														
Indicator	Summary of Assessment	Compliance												
4.3.2.1	<p>GTCSB establish list of land titles listing the title Number, size (Ha) issuance authority, year of tenure, date of title and expiry date.</p> <p>Type of land titles are Country Leased and Provisional Leased.</p> <p>Type of activity: Currently coconut or rubber or paddy.</p> <p>Application to change to Oil Palm submitted to District Land Department in Kudat on 02/12/2018 and waiting for approval.</p> <p>The latest update form Jabatan Pertanian dated 24/05/2022, the land use change status is still in progress for next action from Jabatan Pemungut Hasil Tanah.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>Title no.</th> <th>Total Ha</th> <th>Land tenure</th> <th>Validity date</th> </tr> </thead> <tbody> <tr> <td>PL056145389</td> <td>2.36</td> <td>99 years</td> <td>28/04/1950 to 27/03/2048</td> </tr> <tr> <td>CL056145656</td> <td>13.99</td> <td>99 years</td> <td>05/05/1950 to 31/08/2048</td> </tr> </tbody> </table>	Title no.	Total Ha	Land tenure	Validity date	PL056145389	2.36	99 years	28/04/1950 to 27/03/2048	CL056145656	13.99	99 years	05/05/1950 to 31/08/2048	Yes
Title no.	Total Ha	Land tenure	Validity date											
PL056145389	2.36	99 years	28/04/1950 to 27/03/2048											
CL056145656	13.99	99 years	05/05/1950 to 31/08/2048											
4.3.2.2	<p>GTCSB establish land title list states Gemini Trading Corporation Sdn Bhd is the legal owner stated in the land title approved by Sabah Land authority.</p> <p>The tenure of the land is 99 years lease.</p> <p>For Example</p> <ol style="list-style-type: none"> CL No.: 055107278. HA : 12.67; Land usage: Rubber; Issue by: The director of land & Survey on behalf of The government of State Of Sabah; The owner : Gemini Trading Corporations Sdn Bhd; Tenure: 99 years. PL No PL056282707. Ha: 9.91; Land usage: Rubber; Issue By : The director of land & Survey on behalf of The government North Borneo; Owner: Gemini Trading Corporations Sdn Bhd; Tenure: 99 years. 	Yes												
4.3.2.3	<p>Map was available of each land title. The land title includes a map stating the size in a hectare with boundary markers.</p> <p>Example;</p> <p>Title no: PL056282707;</p>	Yes												

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	Total area: 9.91 Ha. During field visit observed boundary markers are well maintained with wooden stick/used tires.	
4.3.2.4	GTCSB land are purchased from previous owner have been approved for transfer by State Land Department. Therefore, no disputes found during document review.	Yes
4.3.3.1	GTCSB land titles are country and provisional leased issued by the state or district land offices. There are no customary land title. Therefore, there are no land use rights issues. Example: Provisional Lease no PL056282707, validity from 01/01/1963 to 31/12/2067, 99 years tenure, purpose for coconut. Total area are 9.91 ha own by Gemini Trading Corporation Sdn Bhd on 20/79/2004.	Yes
4.3.3.2	GTCSB does not has any customary title, therefore, no map available.	Yes
4.3.3.3	GTCSB land title are approved by State or Sabah offices where a public notification is made by the land office during transfer of title from previous owner. Therefore no FPIC required.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	GTCSB established Social Impact Assessment, updated on 31/10/2022. The assessment include survey and feedback from internal stakeholders such as workers and external stakeholders such as NGOs, government agencies, neighbouring estates, suppliers and dealers. According to the management, the assessment will be conducted annually or if there any changes required. The assessment has taken consideration positive and negative impacts. Example: 1) Positive Impact; Issue: New Minimum Wages; Action: To ensure a minimum wage according to minimum wage order 2022 effective from 01/05/2022; PIC: Estate Manager; Status: Completed.	Yes
4.4.2.1	GTCSB established complaint and grievance procedure, doc. no. PH-4.4.2, updated 01/09/2021.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Evidence of complaint and grievance procedure displayed at estate notice board observed.</p> <p>The flowchart indicates the PIC and timeline to resolve any complaint received.</p> <p>Timeline to resolve complaint is 3 days at estate level and required 10 days more for top management approval of any unsolved complaint at estate level.</p> <p>Field interviews with chemical sprayers, manurers and harvesters informed they understand the complaint and grievance procedure.</p>	
4.4.2.2	<p>GTCSB established complaint and grievance procedure, doc. no. PH-4.4.2, updated 01/09/2021.</p> <p>During site visit observed complaint and grievance procedure is displayed at estate notice board.</p> <p>The flowchart indicates the PIC and timeline to resolve any complaints received.</p> <p>Timeline to resolve complaint is 3 days at estate level and required 10 days more for top management approval of any unsolved complaint at estate level.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they understand the complaint and grievance procedure.</p>	Yes
4.4.2.3	<p>GTCSB established procedure indicates that supervisor needs to resolve the complaint received within 3 days while the Estate Manager needs to resolve the complaint within 10 days.</p> <p>There are no complaints received for year 2022.</p>	Yes
4.4.2.4	<p>GTCSB complaint and grievance book are available at the office and accessible by all workers and stakeholders.</p> <p>During site visit, observed complaint and grievance forms displayed at office.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they understand the complaints process.</p> <p>There are no complaints lodge for year 2022.</p>	Yes
4.4.2.5	<p>GTCSB conducted training on procedure for all workers on 20/10/2022.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they are aware of the complaint procedure.</p> <p>During site visit observed working procedure is displayed at estate notice boards.</p>	Yes
4.4.3.1	<p>GTCSB employed locals to support estate operations.</p> <p>Review on employee list dated 30/11/2022 confirmed that 17% or 5 out of 29 workers are local people.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment	Compliance	
4.4.4.1	<p>GTCSB establish Safety and Health policy updated on 01/09/2021 signed by Company Director.</p> <p>Policy states:</p> <ol style="list-style-type: none"> 1. Protecting the safety and health of all members of the company and others who may be affected by the work carried out; 2. Preventing and maintain a clean and safe environment work place for all our employees; 3. Providing all necessary safety devices and protective equipment and to supervise their use; 4. Communicating the policy to all employees' interested parties and persons working for all on behalf of the company; 5. Continually improving the performance of the safety and health management system; 6. Ensure all the precautions are follows the safe use of agricultural chemical in plantation; 7. Creating a safe system of work includes providing information, instruction, training activities in accordance with the duties of employer as stipulated in the Occupational Safety and Health Act 1994; 8. Responsibility for providing PPE and SOP for workers to prevent infectious disease. <p>During site visit observed policy displayed at the estate notice boards.</p> <p>Briefing on policies to workers conducted on 20/10/2022.</p>	Yes	
4.4.4.2	a	<p>GTCSB establish Safety and Health policy updated on 01/09/2021 signed by Company Director.</p> <p>Briefing on policies to workers conducted on 20/10/2022.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they understand the Safety and Health Policy.</p> <p>During site visit, observed safety policy displayed at estate notice boards.</p> <p>Information on safety policy has been shared with external stakeholders during stakeholder meeting on 22/10/2022.</p>	Yes
	b	<p>GTCSB established risk assessment doc. No. GT-4.4.4-4 updated on 01/10/2022.</p> <p>HIRARC established include all the relevant activities of the estate operations.</p> <p>HIRARC table include activity, hazards, risk and effects, risk assessment (consequence, likelihood, risk rating), existing control,</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>PIC, risk assessment after control (consequence, likelihood, risk rating description) and date review.</p> <p>For example</p> <p>Activity: Cutting bunch stalk;</p> <p>Hazards: Accidental cut by axe or knife;</p> <p>Risk and Effects: Cut or injuries;</p> <p>Risk Assessment: 6;</p> <p>Risk Level: Moderate;</p> <p>Existing Control: Regular training and briefing to workers;</p> <p>Risk Control Proposal: Constant monitoring;</p> <p>PIC: Estate Manager.</p> <p>Field interviews with sampled harvesters informed they understand the risk of specific task.</p> <p>Reviewed and verified training records on harvesting carried out on 20/10/2022.</p>	
c i	<p>GTCSB conducted briefing on safe work practices to workers on 20/10/2022 conducted by Estate Manager.</p> <p>The training included awareness on safety policy, PPE, emergency evacuation procedure, fire extinguisher and operation safety and health procedure.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed by they are aware of Safety and Health Policy and working procedure.</p>	Yes
c ii	<p>During site visit, observed SDS displayed at storage facilities.</p> <p>Example of SDS information:</p> <p>Product: Cyperplex 25EW;</p> <p>Function : Chemical;</p> <p>Date SDS prepared: 01/01/2019.</p> <p>Reviewed and verified latest medical surveillance records for chemical sprayers carried out on 27/10/2022.</p> <p>The medical surveillance report concluded all workers are fit for chemical spraying.</p> <p>During site visit at stores observed and safety signage are displayed. Chemicals and fertilizers are labels and properly stacked.</p>	Yes
d	<p>GTCSB provide appropriate personal protective equipment (PPE) to their workers.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>PPE records are reviewed.</p> <p>Example:-</p> <p>PPE Issued: Safety helmet, Google and cotton hand-glove, mask and Safety boots,</p> <p>Date of Issued: 20/10/2022.</p> <p>PPE issuance records are reviewed.</p> <p>CHRA report dated 26/09/2019 include the type of PPE needed.</p> <p>For example:</p> <p>Task: Chemical application</p> <p>PPE provided: Nitrile glove, N95 Mask, safety glasses, apron and safety boots.</p>	
e	<p>GTCSB established procedure 'Penyimpanan Dan Pengurusan Bahan Kimia' doc. No: 4.6.1-10 updated 01/06/2021.</p> <p>The SOP describes the steps to handle chemicals and storage.</p> <p>During site visit, observed chemical containers arranged and stored in chemical store. All chemical containers are well arranged and stored appropriately in chemical store.</p>	Yes
f	<p>GTCSB Assistant Manager is appointed as person in charge to safety health in estate as stated in organization chart updated 01/09/2021.</p>	Yes
g	<p>GTCSB has less than 40 workers, therefore not required to conduct quarterly safety meeting in accordance to DOSH requirements.</p> <p>GTCSB workers meeting conducted on 20/10/2022 include the discussion on safety issue such as PPE, safety SOPs, disposal of mask, and reporting of accidents.</p>	Yes
h	<p>GTCSB establish flowchart for emergency respond plan doc. No. GT-4.4.4-1 dated 01/04/2021.</p> <p>During site visit, observed emergency procedure and contact number displayed at estate notice board.</p> <p>GTCSB workers meeting conducted on 20/10/2022 include awareness on emergency procedure.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they are aware of the accident reporting procedure.</p> <p>As of todate, there are no accidents reported.</p>	Yes
i	<p>GTCSB conducted first aid and CPR by Malaysian Red Crescent Sandakan District on 30/06/2019 which involve the Estate Mandores and Assistant Manager.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	<p>During site visit observed emergency procedure and contact number displayed at estate notice board.</p> <p>During site visit verified first aid kits and content of first aid kits.</p> <p>Site interview with supervisor informed they have been trained on first aid kit.</p> <p>Reviewed latest first aid training carried out on 20/10/2022.</p>	
j	<p>GTCSB establish record book for accidents and injuries. Accident record book and JKKP forms are reviewed.</p> <p>There is no major injuries as at audit date.</p> <p>Copy JKKP registration form dated 10/02/2019 is verify.</p> <p>JKKP 8 report submission dated 11/01/2022 with no accident case sighted in the report has been shared and reviewed.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed there are no accidents for 2022 and they were briefed on accident reporting procedure.</p>	Yes
4.4.5.1	<p>GTCSB established Good Social Practice policy updated 01/04/2021 signed by Company Director.</p> <p>The policy states:</p> <ul style="list-style-type: none"> Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations. <p>During field visit observed policy is displayed at estate notice boards.</p> <p>Workers are briefed on Good Social Practice policy dated 20/10/2022.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they are aware of Good Social Practice policy.</p>	Yes
4.4.5.2	<p>GTCSB established Good Social Practice policy updated 01/04/2021 signed by Company Director.</p> <p>The policy states:</p> <ul style="list-style-type: none"> The company does not engage in or support discriminatory practices and provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed that there is no discrimination practiced at the estate.</p>	Yes
4.4.5.3	<p>GTCSB established employment contract which stated list of piece rated works. The employment contracts are signed by workers and estate manager.</p> <p>Based on pay slips review, workers are paid according to the agreed piece rate stated in employment contract.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Example:</p> <p>Workers are paid based on working hours RM 7.22/hour.</p> <p>Piece rated work is paid based on piece rate list agreed by both parties.</p> <p>Reviewed wages paid for workers with passport number C6545208, C78452060 and AT819894.</p> <p>Wages are paid accordingly.</p> <p>Field interviews with sampled workers as mentioned above informed that they understand wages calculation and no unauthorized deductions has been made by the management.</p>	
4.4.5.4	<p>GTCSB does not engage contractors for field operations and transport of FFBS. Thus, no pay slip for contractor's workers available.</p>	Yes
4.4.5.5	<p>GTCSB established list of workers by divisions.</p> <p>The worker's list states name, gender, nationality, Date of birth, date join work, age, and job task.</p>	Yes
4.4.5.6	<p>GTCSB established employment contracts signed by workers and estate management.</p> <p>The contracts terms and conditions covers all terms and conditions as stipulated in Sabah Labour Ordinance and Minimum Wages Order 2022 such as annual leave, sick leave, termination period and wages.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed that they have been briefed regarding the contract agreement and understand the content of the contract.</p>	Yes
4.4.5.7	<p>GTCSB established check roll records system to monitor workers working hours.</p> <p>Workers are briefed on the working hours during the morning muster.</p> <p>Review of workers' pay slip and field interview with estate management and sampled chemical sprayers, manurers and harvesters informed no overtime practiced by the company.</p>	Yes
4.4.5.8	<p>During site visit, observed working hours for GTCSB displayed at estate office notice boards.</p> <p>Working hours:</p> <p>Start Work: 7.00am – 11.00am;</p> <p>Rest Time: 11.00am – 1.00pm;</p> <p>Resume Work: 1.00pm – 5.00pm.</p> <p>The working hours are in line with Sabah Labour Ordinance, spread of 10 hours including 8 hours of work and 2 hours of rest time.</p>	Yes

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Indicator	Summary of Assessment	Compliance
	Field interviews with sampled chemical sprayers, manurers and harvesters informed that know the working hours at the estates and there are no additional work time requested by the management.	
4.4.5.9	<p>GTCSB established payslip and distributed to workers.</p> <p>Review on November 2022 payslips for workers with passport numbers C6545208, C78452060 and AT819894 describe workers are paid base on mutually agreed piece rate stated in their employment contract.</p> <p>There are no overtime carried out by workers. Therefore no overtime payments.</p> <p>Besides, workers' wages have not been compromised due to Covid-19.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they understood the wages provided by company.</p> <p>Workers confirmed they are given copy of payslips for their reference.</p>	Yes
4.4.5.10	<p>GTCSB provides benefits to both local and foreign workers.</p> <p>Types of benefits provided are as below:</p> <ol style="list-style-type: none"> 1. Medical expenses; 2. Transportation to clinic; 3. SOCSO coverage for Foreign and local Workers; 4. KWSP for local workers; 5. Housing; 6. Free water supply. <p>Field interviews with sampled chemical sprayers, manurers and harvesters confirmed the types of benefits provided by the management.</p>	Yes
4.4.5.11	<p>GTCSB adopts palm oil industry best practices for worker quarters.</p> <p>The worker quarters are provided with clean water and electricity.</p> <p>During site visit at worker quarters, confirm the worker quarters are in good condition.</p> <p>Besides, water storage tanks are also provided for workers to ensure no shortage in water supply.</p>	Yes
4.4.5.12	<p>GTCSB established Good Social Practice policy; updated 01/04/2021 signed by Company Director.</p> <p>The policy states</p> <ul style="list-style-type: none"> • Ensure that procedures are in place to prevent sexual harassment and any other forms of violence against women, workers and community. <p>During site visit observed policy displayed at estate notice boards.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Briefing on policy conducted on 20/10/2022 for workers.</p> <p>Field interviews with female workers informed there are no forms of sexual harassment at workplace.</p>	
4.4.5.13	<p>GTCSB established Good Social Practice policy updated 01/04/2021 signed by company director states:</p> <ul style="list-style-type: none"> Respect employees that have rights and freedom to form or join trade union. <p>No trade union formed or established at GTCSB.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed there are no trade unions formed at the estates.</p> <p>However, there are biannual meetings between worker representatives and management.</p>	Yes
4.4.5.14	<p>GTCSB established Good Social Practice policy dated 01/04/2020, sign by company director.</p> <p>Policy states:</p> <ul style="list-style-type: none"> Ensure that no child or young person under age 18 shall be or be required or permitted to be, engaged in any employment other that those allowed by the laws. <p>Employee list has been shared and reviewed. All workers are above 18 years of age.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed there are no children employed or child labour practiced by the estate management.</p>	Yes
4.4.6.1	<p>GTCSB established training plan for year 2022.</p> <p>Training provided: SOP for Safe Working, Chemical handling, PPE use, Fire Drill and Emergency Response plan, Company Policy, Social and Human Right</p> <p>Example of training record:</p> <p>Company policies, MSPO, safety and health, environment and social dated 20/10/2022.</p>	Yes
4.4.6.2	<p>GTCSB conducted training according to the workers job task.</p> <p>Training matrix based on Job task is established and each workers employed for the respective job or task will need to undergo the respective training.</p> <p>Training need analysis and training matrix had been established updated 20/10/2022 for estate mandore and workers. The need is based on job description.</p> <p>Records of training, includes attendance list, photos and materials are verified.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.6.3	<p>GTCSB established the Annual Training Programme for year 2022.</p> <p>Training programme for all workers and management updated on 29/10/2022.</p> <p>Example list of training programme:</p> <ol style="list-style-type: none"> 1. Company Policies; 2. SOPs; 3. Safety; 4. Environment. <p>Trainings related to all workers was carried out on 20/10/2022.</p>	Yes

Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.1.1	<p>GTCSB established Environmental policy, dated 01/04/2021 signed by Director.</p> <p>The policy stated "GTCSB is committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources. Management shall strive to promote environmental improvements whenever practical that will ensure a sustainable future.</p> <p>During site visit observed policy is displayed at office notice board in both Bahasa Malaysia and English.</p> <p>GTCSB has established Environmental Management Plan (EMP) updated on 22/04/2022.</p> <p>The EMP has include the relevant laws and regulation such as Environmental Quality (Scheduled waste) Regulation 2005.</p> <p>EMP has stated Activity, Environment Aspect, Environment Impact, risk assessment, mitigation or improvement plan, monitoring, and PIC.</p> <p>Stakeholders consultation conducted on 22/10/2022 include briefing of Environmental policy.</p> <p>Policy training conducted to workers, dated 20/10/2022.</p> <p>Site interviews with sample chemical sprayers, harvesters and manurers informed workers aware of Environmental policy and environmental plan.</p>	Yes
4.5.1.2	<p>a GTCSB has established Environmental policy, dated 01/04/2021 signed by Company Director.</p> <p>Objective of EMP are:</p> <ol style="list-style-type: none"> 1. To ensure a continuous awareness of the need to check and monitor key environment components for GTCSB and take 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>appropriate remedial measures to avoid environmental degradation;</p> <p>2. To protect the environment for GTCSB from neglect, mismanagement and irresponsible activities in palm oil estates operations;</p> <p>3. To ensure conformation to all activities are within the laws/acts and legislation of state and nation.</p>	
b	<p>GTCSB EMP included the environmental aspect and impacts assessment, updated on 22/04/2022.</p> <p>The assessment identify the aspects and impacts for all estate operation such as spraying, manuring, harvesting, transport of FFB.</p> <p>Below is the example of the EMP aspect and impacts assessment:</p> <p>Activities : Manuring;</p> <p>Environment Aspect : Fertilizer residue washed into water ways;</p> <p>Risk score: 3;</p> <p>Risk description: Low;</p> <p>Environment Negative impact: Water pollution;</p> <p>Mitigation/improvement plan: Triple wash, mark and keep in stored for recycle use or send to third party disposal.</p> <p>Monitoring plan: By marking palms near to streams and training for workers;</p> <p>Post control risk score: 2;</p> <p>Risk description: Low;</p> <p>Responsibility: Estate Manager.</p>	Yes
4.5.1.3	<p>GTCSB established EMP with latest updated on 22/04/2022 include the Negative and positive impact assessment</p> <p>Mitigation for negative impact and promotion for positive impact had been included.</p> <p>EMP has mitigate the negative impacts and promote to the positive ones example:</p> <p>Activities: Manuring;</p> <p>Positive Impacts: Manuring using bowl rather than plastic to reduce natural depletion;</p> <p>Plan to promote: Regular site inspection and training.</p>	Yes
4.5.1.4	<p>GTCSB had established the CIP latest updated on 23/10/2021 for environmental and include the promotion of positive impact.</p> <p>For example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activities: To provide continuous training to the workers with related to environmental;</p> <p>Positive Impacts: A better understanding on protection of environmental and workers working in a good environmental condition;</p> <p>Person in charge: Estate Manager;</p> <p>Status: Conducted in October 2022.</p> <p>Review on the training records, the environmental training conducted on 20/10/2022.</p>	
4.5.1.5	<p>GTCSB conducted Policy Training for the employees dated 20/10/2022. Stated in the training records including training material, list attendant and photos.</p> <p>Training program 2022 established and include the environment training.</p> <p>Field interviews sampled chemical sprayers, manurers and harvesters informed they are aware of environmental policy.</p>	Yes
4.5.1.6	<p>GTCSB conducted environmental meeting dated 20/10/2022. The meeting include workers to discuss related issue with environmental. Estate manager as a chairman of the meeting. Sighted the minute meeting of discussion. No feedback from workers regarding to environmental issue.</p> <p>The frequency of the meeting is to be conducted once a year.</p>	Yes
4.5.2.1	<p>GTCSB established diesel consumption records dated 01/11/2022, the baseline is based on 3 years data from 2020 to 2022. The baseline are set as parameter to ensure present diesel usage are at optimum condition. The total diesel usage for year 2022 as of 30/11/2022 is lower compared 2021 because FFB dispatch location has changed from Langkong Mill to a much nearer Collecting Center.</p>	Yes
4.5.2.2	<p>GTCSB has established the diesel budget and actual usage for year 2021 and 2022, update 01/11/2022. The established records of diesel consumption for machineries and vehicles usage are monitor on monthly basis. Actual diesel usage is lesser compared to budget due to change in location of FFB dispatch.</p> <p>GTCSB received electricity supply from SESB. A record to monitor usage of electricity is established and updated on 30/11/2022.</p>	Yes
4.5.2.3	<p>GTCSB does not practice renewable energy for their estate.</p>	Yes
4.5.3.1	<p>GTCSB established Waste Management Plan updated on 01/09/2022.</p> <p>Example of waste identified and its sources:</p> <p>Solid waste</p> <p>Sources: Fertilizer Application;</p> <p>Type of waste: Empty fertilizer bags.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services									
Indicator	Summary of Assessment	Compliance							
4.5.3.2	<p>a</p> <p>GTCSB established Waste Management Plan updated on 01/09/2021 include identification and monitoring sources of waste and pollution.</p> <p>For example:</p> <p>Waste: Empty fertilizer bags;</p> <p>Source: Fertilizer application;</p> <p>Disposition method: Reused for recycle loose fruit collection;</p> <p>Monitoring Plan: Proper monitoring;</p> <p>Responsibility: Estate Manager.</p>	Yes							
	<p>b</p> <p>GTCSB established Waste Management Plan updated on 01/09/2021 has identified waste generated that could be recycle or reused had been implemented.</p> <p>Below is the example :</p> <table border="1"> <thead> <tr> <th>No</th> <th>Source Of Pollution</th> <th>Method</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>EFB, Palm frond</td> <td>Reused</td> <td>Used for mulching, soil conditioner, nutrient enhancement</td> </tr> </tbody> </table>	No	Source Of Pollution	Method	Remarks	1.	EFB, Palm frond	Reused	Used for mulching, soil conditioner, nutrient enhancement
No	Source Of Pollution	Method	Remarks						
1.	EFB, Palm frond	Reused	Used for mulching, soil conditioner, nutrient enhancement						
4.5.3.3	<p>GTCSB has established SOP work safety for chemical handling document no. 4.6.1-10 updated 01/06/2021.</p> <p>The SOP describe on:</p> <ul style="list-style-type: none"> Action taken before entering chemical store; Safety precaution in chemical store; Chemical store management. <p>SOP triple-rinse of chemical container has documented and displayed at estate notice board.</p> <ol style="list-style-type: none"> Quarter fill the container with water; Close the container cap and shake for 30 seconds; Empty the container by placing it upside down over the spray tank. Hold it there for 30 seconds or more. Repeat these steps 3 times. <p>During site visit, observed empty containers are triple rinsed and marked with "X" for chemical premixing.</p>	Yes							
4.5.3.4	<p>GTCSB has established SOP work safety for chemical handling document no. 4.6.1-10 updated 01/06/2021. The SOP describe on:</p> <p>The SOP has describe on:</p>	Yes							

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Principle 5: Environment, natural resources, biodiversity and ecosystem services											
Indicator	Summary of Assessment	Compliance									
	<ol style="list-style-type: none"> No reuse of empty schedule waste except for planting pot or as waste collector bin; Empty chemical containers are to stored; Triple rinsing was conducted for all used empty containers before stored. <p>All empty container used for storage the spraying chemical pre-mix.</p> <p>During site visit, observed empty containers are triple rinsed and marked with "X" for chemical premixing.</p>										
4.5.3.5	<p>GTCSB has established domestic wastes segregated for recycling and those cannot be recycled will be to the nearest rubbish bin.</p> <p>No landfill established by estate and domestic waste are disposed at nearest municipal domestic collection.</p>	Yes									
4.5.4.1	<p>GTCSB has established Waste Management Plan, updated 01/09/2022.</p> <p>Example of waste identified and its sources :</p> <p>Gaseous waste</p> <p>Sources: Tractors;</p> <p>Type of waste: Smoke, Carbon monoxide.</p>	Yes									
4.5.4.2	<p>GTCSB Waste Management Plan updated on 01/09/2022. All pollutions has the action plan to monitoring continuous improvement plan.</p> <p>Example:</p> <p>Gaseous waste:</p> <p>Source: Tractors;</p> <p>Negative impact: Greenhouse gas emissions;</p> <ul style="list-style-type: none"> Action plan: Frequent servicing of tractors according to schedule. 	Yes									
4.5.5.1	<p>a</p> <p>GTCSB has established water management plan updated on 30/09/2022.</p> <p>The plan states the estate has source water from water tank (rainwater), pond and pipe water.</p> <table border="1"> <thead> <tr> <th>Operation</th> <th>Source</th> <th>Usage</th> </tr> </thead> <tbody> <tr> <td>Estate</td> <td>Pond Water tank</td> <td>Weed spraying, washing PPE, triple rinsing, vehicle washing</td> </tr> <tr> <td>Domestic usage</td> <td>Pipe water</td> <td>Drinking, cooking, bathing</td> </tr> </tbody> </table>	Operation	Source	Usage	Estate	Pond Water tank	Weed spraying, washing PPE, triple rinsing, vehicle washing	Domestic usage	Pipe water	Drinking, cooking, bathing	Yes
Operation	Source	Usage									
Estate	Pond Water tank	Weed spraying, washing PPE, triple rinsing, vehicle washing									
Domestic usage	Pipe water	Drinking, cooking, bathing									

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>b</p> <p>Water usage are from rain harvest, from pond or from external source.</p> <p>No waterways within the GTCSB estate. Therefore, no monitoring required for outgoing water.</p> <p>Site visit sighted the water discharge from worker quarters goes to the nearest field with proper drainage system.</p> <p>All worker quarters are provided with toilets and equipped with septic tank.</p>	Yes
	<p>c</p> <p>GTCSB established the water management plan updated on 30/09/2022 include the total water consumption usage for domestic and operation usage.</p> <p>Estate had reused the rain water for domestic purpose and operation activity such as for chemical spraying.</p> <p>GTCSB has established monitoring record 'Rain Fall- daily data record 2020' for rain harvest.</p> <p>No dugs pits established to collect water for use at fields.</p> <p>GTCSB established water usage summary to monitor domestic water usage.</p>	Yes
	<p>d</p> <p>There are no waterways, wetland, river and stream sighted during field visit. No buffer zone and riparian zone need to be established.</p> <p>Review on worker meeting minutes conducted on 20/10/2022 include environment topics such as protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones.</p>	Yes
	<p>e</p> <p>No waterways, wetland, river and stream sighted during field visit. No buffer zone and riparian zone need to be established.</p>	Yes
	<p>f</p> <p>GTCSB do not use bore wells for water supply.</p>	Yes
4.5.5.2	There are no bunds and weirs constructed by GTCSB.	Yes
4.5.5.3	GTCSB used rain harvesting for water collection. Pruned fronds are stalked in hilly area horizontally to prevent soil erosion encourage soil moisture.	Yes
4.5.6.1	<p>a</p> <p>GTCSB had established the Biodiversity Value Habitats found, dated 17/11/2020.</p> <p>The assessment has listed type of animal species found within the estate area.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Water monitor; 2. Jungle mynas; 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>3. Dragon flies.</p> <p>GTCSB has established the Information template 'Together Fighting Illegal Poachers dated 01/07/2019.</p> <p>The plan has consist:</p> <ol style="list-style-type: none"> 1. Type of protected animals; 2. Penalty or punishment for hunting or killing wild and endangered species; 3. Related laws and regulation. <p>During site visit, observed the information is displayed on the estate notice board for review and worker informed regarding this during morning muster.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they aware on the wildlife and has monitor and report to management if any animal seen.</p>	
	<p>b</p> <p>GTCSB has established 'Biodiversity value habitats found' updated 17/11/2022.</p> <p>The information has been displayed in notice board for worker to review.</p> <p>The example of species found as below:</p> <ol style="list-style-type: none"> 1. Water monitor; 2. Wild boars. 	Yes
4.5.6.2	<p>a</p> <p>GTCSB had established the Biodiversity Value Habitats found, updated on 17/11/2022.</p> <p>The assessment has listed type of animal species found within the estate area.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Water monitor; 2. Wild boars. <p>GTCSB has established the Information template 'Together Fighting Illegal Poachers dated 01/07/2019.</p> <p>The plan has consist:</p> <ol style="list-style-type: none"> 1. Type of protected animals; 2. Penalty or punishment for hunting or killing wild and endangered species; 3. Related laws and regulation. 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>During site visit, observed the information is displayed on the estate notice board for review and workers informed regarding this during morning muster.</p> <p>Field interviews with sampled chemical sprayers, manurers and harvesters informed they aware on the wildlife and has monitor and report to management if any animal seen.</p>	
	<p>b GTCSB has established Environment Policy updated 01/04/2021. The policy stated company committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resources.</p> <p>Point 7 stated educating and enhancing awareness pertaining to protection of environment and biodiversity of all related stakeholders through regular trainings and communication.</p> <p>During site visit, observed the information is displayed on the estate notice board for review and worker informed regarding this during morning muster.</p>	Yes
4.5.6.3	<p>GTCSB established monitoring records to monitor wildlife in and around the estates.</p> <p>Monitoring record latest updated on 02/10/2022 is reviewed.</p>	Yes
4.5.7.1	<p>GTCSB has established Zero burning policy updated 01/04/2021 signed by Director.</p> <p>The policy stated zero burning activities of any kind except where necessary write the prior approval of the relevant authorities. This includes domestic waste, agricultural waste and biomass or by products generated by estate.</p>	Yes
4.5.7.2	<p>GTCSB has establish Policy of zero burning, updated 01/04/2021 signed by (Director)</p> <p>There are no serious palm diseases observed during field visit and as per interview with management. Therefore, no special approval for open burning from the relevant authorities</p>	Yes
4.5.7.3	<p>Observed field conditions during field visit indicates 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
4.5.7.4	<p>GTCSB manage to obtained referral book to manage their replanting activities in field by referring 'Field Handbook: Oil Palm Series for Immature Volume 2 & Mature by Ian Rankie and Thomas Fairhurst – September 1999'.</p> <p>There are replanting carried out in year 2022 for a total of 254.28 ha.</p> <p>During field visit at replanting area observed that the old palms are felled, chipped, shredded and mulched.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>GTCSB established SOP for best practice example:</p> <ol style="list-style-type: none"> 1. SOP for spraying, doc. no.: 4.6.1.-2 updated on 01/06/2021; 2. SOP for manuring doc. no.: 4.6.1-4 updated on 01/06/2021; 3. SOP for harvesting, doc. no.: 4.6.1 – 6 updated on 01/06/2021. <p>Briefing conducted on 20/10/2022 for workers that include SOPs. Training material and attendance records reviewed.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. MSPO policy training; 2. Complaint and grievances procedure; 3. PPE handing training; 4. Spraying and chemical mixing training; 5. Manuring procedure training; 6. Safe work for slashing. 	Yes
4.6.1.2	<p>GTCSB adopts Field handbook oil palm series volume 2, immature dated 1999, doc no: ISBN: 981-04-1433-1.</p> <p>Page 54 describe terraces of platform are constructed in steeper areas in order to:</p> <ul style="list-style-type: none"> • Facilitate effective establishment, maintenance and harvesting of palms; • Minimize soil erosion; • Reduce rainwater runoff and nutrient losses; • Increase water infiltration; • Conserve moisture and increase water infiltration; • Provide each palm with equal access to light, nutrients and water. <p>During field visit and interviews with sampled chemical sprayers, manurers, harvesters and management team indicates there is no riparian zone within the both estate.</p> <p>However, workers did aware that no chemical or fertilizer application to be carry out near the waterways.</p>	Yes
4.6.1.3	<p>GTCSB established block marker for each block.</p> <p>Example:</p> <p>Div: G1;</p> <p>Block: 07;</p> <p>Total Ha: 4.52;</p> <p>Year planting: Aug 2014;</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Seeding: SLDB D x P.	
4.6.2.1	<p>GTCSB established management financial and budget for 5 years from 2020 until 2024 dated 01/09/2021.</p> <p>The financial management plan includes:</p> <ol style="list-style-type: none"> 1. FFB production and price forecast; 2. Total expenditure; 3. Labor wages; 4. Budget for continuous improvement plan; 5. Summary budget for CIP. 	Yes
4.6.2.2	<p>GTCSB established management financial and budget, updated 01/11/2022. The budget established allocated for year 2019 until 2025.</p> <p>The financial management plan includes:</p> <ol style="list-style-type: none"> 1. FFB production and price forecast; 2. Total expenditure; 3. Labor wages; 4. Budget for continuous improvement plan. 	Yes
4.6.2.3	<p>GTCSB established replanting programe for year 2021 until 2034 updated 01/11/2022.</p> <p>Example:</p> <p>Replanting in year 2022: 18.04 Ha</p>	Yes
4.6.2.4	<p>GTCSB established 7 years financial management plan from 2019 to 2025 includes following:</p> <ol style="list-style-type: none"> 1. Planting material; 2. Cost per ton; 3. Expected FFB output; 4. Yield per ha; 5. Price forecast. 	Yes
4.6.3.1	<p>GTCSB established the pricing mechanism for the product purchased.</p> <p>Quotation and purchasing order had been established.</p> <p>The payment term stated for example the rate agree price and quantity of the product had been established inside the purchase order</p> <p>The price is agree and signed by both parties.</p> <p>Reviewed and verified chemical purchase records for year 2022.</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.3.2	GTCSB has documented records of quotation as agreed on the term and conditions. Payments are made on a monthly basis in timely manner to supplier. Sighted invoice payment for Biotech Solutions Sdn Bhd has been paid by management.	Yes
4.6.4.1	GTCSB does not engaged contractors for field operations and transportation. Therefore, no records of briefing established.	Yes
4.6.4.2	GTCSB does not engage any contractors. Therefore, no contract agreement established.	Yes
4.6.4.3	GTCSB does not engage any contractors. Therefore, no documents established.	Yes
4.6.4.4	GTCSB does not engage any contractors. Therefore, no documents established.	Yes

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Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	GTCSB established Planting statement dated 01/11/2022. The first planting is conduct on 2004. The latest replanting is conduct on 2022. There no new planting for the area. Review the planting programme date 01/11/2022, the replanting will be completed in 2022.	Yes
4.7.1.2	There is no new planting conducted, thus no EIA required. According to the planting statement, the latest planting (1 st cycle) on 2014. Review the planting programme date 01/11/2022, the replanting will be commenced in 2022 for 18.04 Ha.	Yes
4.7.2.1	Planting statement, estates maps and land titles are reviewed. There are no peat land in both estates.	Yes
4.7.3.1	Planting statement, estates maps and land titles are reviewed. All division of estates are in the 1 st planting starting from 2004 until 2014. Therefore, no SEIA established.	Yes
4.7.3.2	Planting statement, estates maps and land titles are reviewed. All division of estates are in the 1 st planting starting from 2004 and replanting in year 2022. Therefore, no SEIA established.	Yes
4.7.3.3	Planting statement, estates maps and land titles are reviewed. All division of estates are in the 1 st planting starting from 2004 and replanting in year 2022. Therefore, no SEIA established.	Yes
4.7.3.4	Planting statement, estates maps and land titles are reviewed. All division of estates are in the 1 st planting starting from 2004 and replanting in year 2022. Therefore, no SEIA established.	Yes
4.7.4.1	Planting statement, estates maps and land titles are reviewed. All division of estates are in the 1 st planting starting from 2004 and replanting in year 2021. Therefore, no soil map established.	Yes
4.7.4.2	Planting statement, estates maps and land titles are reviewed. All division of estates are in the 1 st planting starting from 2004 and replanting in year 2022. Therefore, no topography map established.	Yes
4.7.5.1	Planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore not applicable.	Yes
4.7.5.2	Planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore no plans establish.	Yes
4.7.5.3	Planting statement, estates maps and land titles are reviewed. There are no new plantings, therefore no documents establish.	Yes
4.7.6.1	Planting statement, estate maps and land titles are reviewed. There are no new planting, therefore no FPIC conducted.	Yes

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4.7.6.2	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore no management plan establish to maintain sacred sites.	Yes
4.7.6.3	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents established.	Yes
4.7.6.4	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents established.	Yes
4.7.6.5	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no documents established.	Yes
4.7.6.6	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation documents established.	Yes
4.7.6.7	Planting statement, estate maps and land titles are reviewed. There are no new plantings, therefore, no compensation claims documents established.	Yes
4.7.6.8	Planting statement, estate maps and land titles reviewed and there are no new plantings. Therefore, no impact to local communities.	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	No non-conformity raised in previous audit.
<p><i>Note 1: If a minor non-conformity raised in last audit, is not closed out or repeated, the finding will be raised to a Major non-conformity.</i></p> <p><i>Note 2: All major and minor NCs raise in last audit are required to capture in this report together with the review of the non-compliance implementation.</i></p>	

4.5. Detail of Audit Findings in last audit

AUDIT OUTCOME		
During last Audit	0	MAJOR Non-Conformities
	0	MINOR Non-Conformities

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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.	4.5.1.2	b. The aspects and impacts analysis of all operations.	Fertilizer Store	GTCSB could improve environment management for fertilizer store.

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5. CONCLUSION

Gemini Corporation Trading Sdn. Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct annual surveillance two (02) audit consisting of one (01) 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 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 estate(s):	1
Total certified production area:	255.12 Ha
Certified FFBS January to November 2022:	3,469.46 Mt
Project FFBS November to December 2022:	400 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, 25/12/2022

Navin Baskram
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 28/12/2022

Muhammad Khairul Anuar bin Azizul
Hasan
TUV NORD (Malaysia) Sdn Bhd
Certifier / Approver

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7. LIST OF STAKEHOLDERS

No stakeholders' consultation conducted in accordance to ACB – OPMC 4 Issue 2 dated 04/09/2020, Stakeholder Consultation Requirements Section 6: Consultation during audit, §6.1: During the stage 2 and recertification audit. Therefore, no stakeholders listed.

MSPO Certification Summary Report

Company Name: Gemini Trading Corporation Sdn. Bhd.

Certifying Unit: Gemini Trading Corporation Sdn. Bhd.

Client Number: 92-141

Audit Type: ASA 03

Mode of Audit: Onsite



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

This report is sent by the certification body to 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