

MSPO CERTIFICATION SUMMARY REPORT

GEMINI TRADING CORPORATION SDN
BHD

STAGE 2 – CERTIFICATION AUDIT

Date: 2-3/12/2019

TUV NORD (Malaysia) Sdn Bhd
No. 9F-1A, 9th Floor, Tower 2 @ PFCC
Jalan Puteri ½, Bandar Puteri Puchong
47100 Puchong, Selangor.
Phone: +603 8600 4031/4032
Fax: +603 8600 4550

MSPO Certification Summary Report

Company Name: Gemini Trading Corporation Sdn Bhd

Certifying Unit: Gemini Trading Corporation Sdn Bhd

Client Number: 92-141

Audit Type: Stage 2 – Certification audit



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Abbreviations

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

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1. INTRODUCTION

Gemini Trading Corporation Sdn Bhd has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct stage 2 certification audit for its 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 stage 2 certification audit is to assess the 1 estate with 3 divisions by an independent certification body with the aim for compliance of the standards.

1.2. Scope

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

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

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

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

1. Malaysian Sustainable Palm Oil Part 3: General Principles for Oil Palm Plantations and Organised Smallholders audit guidance;
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 member contributed to the review of documents, the assessment of the project activity and to the preparation of this report.

Qualification of the Lead Auditor: Ariff Bin Lokman

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

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auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	
Successfully completed MS 2530 series of standards training	Successfully completed MS 2530 series 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.	Conducted more than 30 man days as lead auditor for MS 2530.
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia, English and/ or any other local language.	Able to communicate in Bahasa Malaysia and English.
Field working experience in the palm oil sector, or demonstrable equivalent	7 years working experience in oil palm plantation.
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	7 years working experience in oil palm plantation.
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Successfully completed IMS ISO 9001, 14001 and 45001 Lead Auditor 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 and auditor for MSPO scheme.

Qualification of Team Member

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;	Khairul Anwar Bin Ismail	Graduate in Agricultural Science	Yes

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Requirement	Assessor	Qualification	Compliance
v) Social Sciences and/or Anthropology; vi) Business Management; or vii) Other relevant related fields			
At least five (5) years of work experience in the oil palm sector or related field in consultancy / auditing of similar industry or equivalent related to and as necessary for the certification process. (e.g., sustainability, palm oil management; agriculture, ecology; social science)	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Successfully completed MS 2530 series of standards training	Khairul Ismail Anwar Bin	Successfully completed MS2530 series training.	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 Ismail Anwar Bin	Conducted more than 20 man days as auditor for MS 2530.	Yes
A good knowledge in handling and evaluating sources of information and data. Able to communicate in Bahasa Malaysia or any other local language.	Khairul Ismail Anwar Bin	Bahasa Malaysia and English.	Yes
Field working experience in the palm oil sector, or demonstrable equivalent	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use	Khairul Ismail Anwar Bin	5 years working experience in oil palm plantation.	Yes
Health and safety auditing on the farm and in processing facilities, for example ISO 45001 or Occupational, Health & Safety Assurance System	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes	Khairul Ismail Anwar Bin	Successfully completed SA 8000 Basic training.	Yes
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS) or High Conservation Value (HCV)	Khairul Ismail Anwar Bin	Successfully completed IMS ISO 9001, 14001 and 45001 LA course.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

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

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

Stage 1 audit

The stage 1 certification audit is conducted on 04/10/2019 at Gemini Office that covers desk review activities:

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

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- Interviews of relevant operation personnel
- Assessment reporting

Stage 2 Certification audit:

Stage 2 certification audit is conducted on 02/12/2019 to 03/12/2019 covers the following activities but not limited to below:

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

On-site Assessment

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

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

For the stage 2 certification audit, Gemini Trading Corporation Sdn Bhd has 1 estate with 3 divisions. Therefore, no selection required.

Table 2-1: List of Estates Selected

Name of Division	Coordinates
Kg Tambuluran	N 6°48'26" E 116°43'16"
Kg Rampai	N 6°53'12" E 116°41'40"
Kg Popot Sikuati	N 6°52'48" E 116°43'35"

Non-conformance:

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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 located at Kudat, Sabah.

The details of the 3 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) (Jan 2020 to Dec 2020)
	Total*	Planted**	
Kg Tambuluran	109.92	103.42	2,360.00
Kg Rampai	80.08	78.51	1,770.00
Kg Popot Sikuati	75.85	72.89	1,770.00
Total	265.85	254.82	5,900.00

*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 / estate	Kg Tambuluran division	Kg Rampai division	Kg Popot Sikuati division
2004	0.00	0.00	35.03
2005	47.70	0.00	17.14
2006	17.65	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	103.42	78.51	72.89
Total Immature	0.00	0.00	0.00
Total	103.42	78.51	72.89

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3.3. Replanting program for each estate

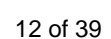
GTCSB has not establish replanting programme since the palm are still in the production phase.
The expected 1st replanting is in year 2029.

3.4. Maps of Company Location and Plantation



Location of Gemini Estate

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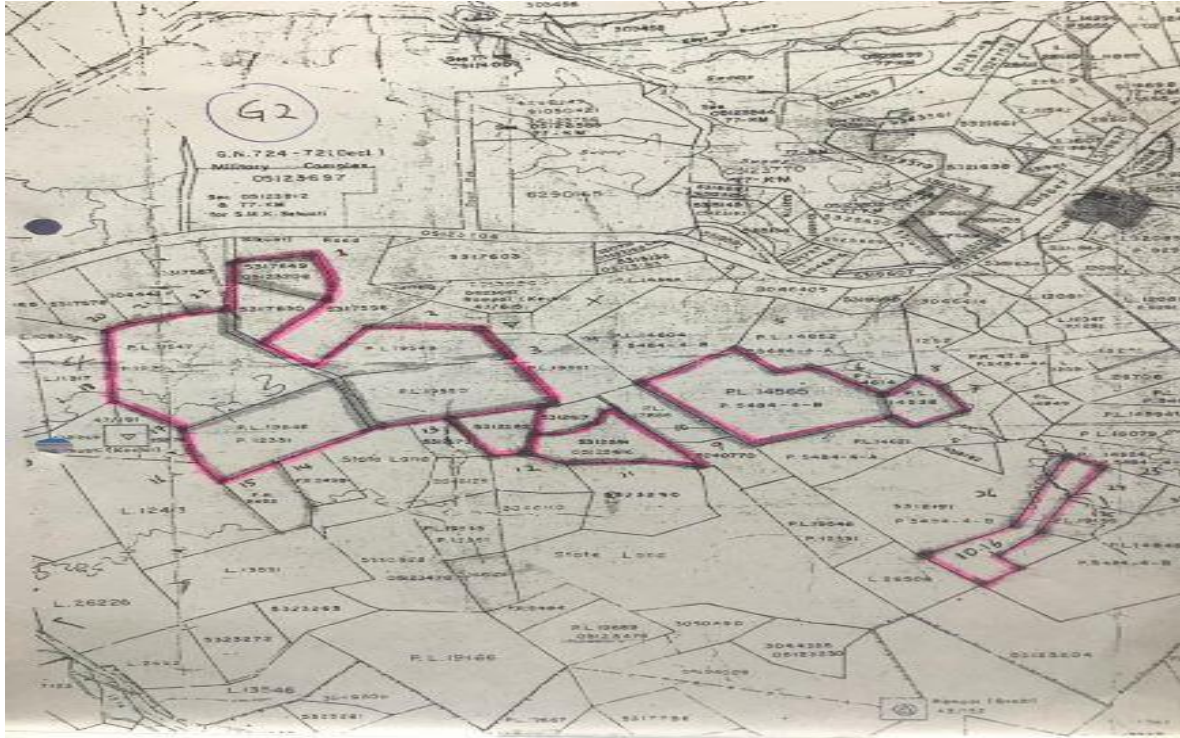
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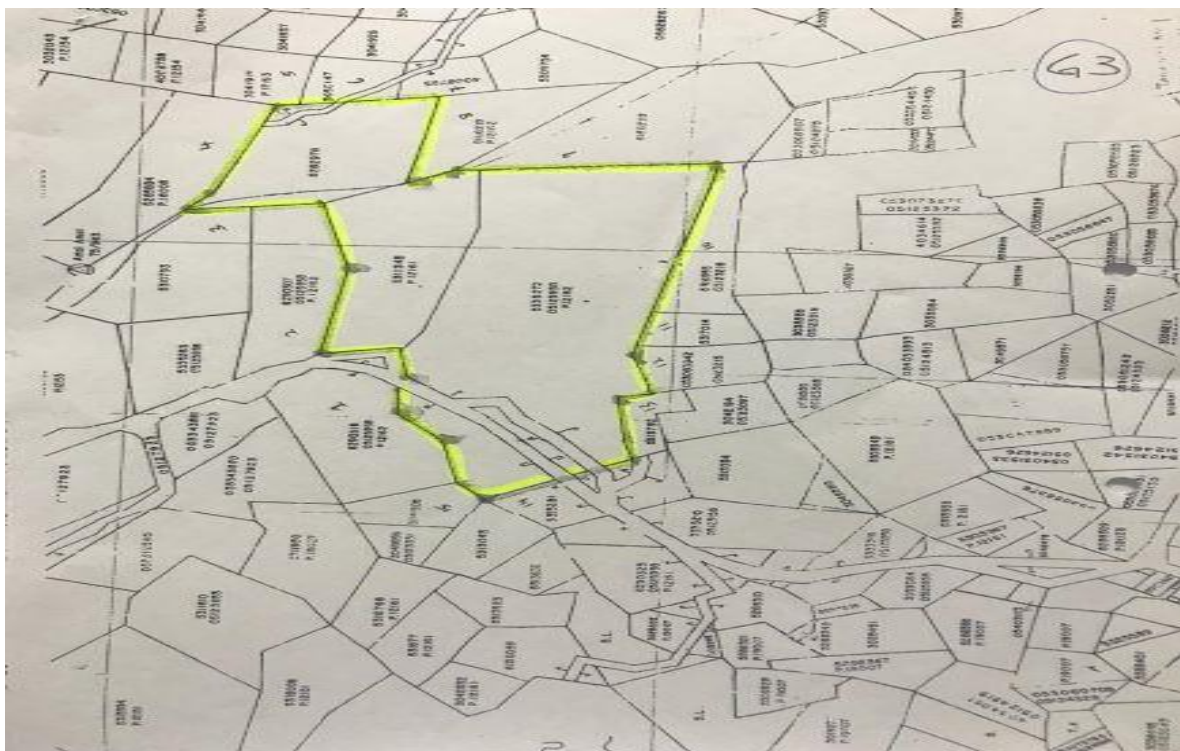
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Kg. Popot Sikuati Division



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4. CERTIFICATION ASSESSMENT

4.1. Stage 1 certification audit

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

4.1.1. Stage 1 Certification Audit:

The objective of the stage 1 audit is to assess the readiness of the documentation established and implemented in accordance to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

These organization shall undergo both Stage I and II audit

Gemini Trading Corporation do not has any certification, therefore, has to undergo Stage I audit.

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

The Stage I audit is conducted on 04/10/2019 covering the following activities:

- Review of documentation for compliance to relevant P & C requirements for plantation and mill;
- Reporting of findings found

4.1.2. Stage 2 Certification audit:

The Stage 2 certification audit is conducted on 02/12/2019 to 03/12/2019 covering Gemini Trading Corporation Sdn Bhd.

During the Stage 2 certification audit, there is 0 Major, 0 Minor and 3 Opportunities for Improvement (OFI) are raised.

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

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

4.2. Stakeholders' Consultation

TUV NORD (Malaysia) Sdn. Bhd., has published the public notification on 04/11/2019 as to accommodate stakeholder's consultation meeting for Gemini Trading Corporation Sdn Bhd to provide comments. As at audit date on 02/12/2019 there are no comments received.

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Invitation letters are sent on 04/11/2019 to invite relevant stakeholders to attend a local stakeholders' consultation on 02/12/2019 to gather information from the local communities in accordance to §7, 3.2 of the Certification Procedure requirements.

The topics of discussion are as below:

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

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

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

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

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

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

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

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

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

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

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

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

Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
1	Any information from Company as regards to the MSPO audit?	Stakeholders confirmed they are informed of the MSPO audit through invitation letters	Positive comment

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Items	Subject discussed	Audit team findings	Company response and proposed action to be taken
		and public announcement made by the company.	
2	Social issues	No communities and neighbouring estates attended. Therefore no input of this topic.	No action required.
3	Type of land title – Country Leased, Provisional Leased, Native title	Participants are no local communities, therefore no input of this topic.	No action required.
4	Economy / livelihood Is there any impact on livelihood after the introduction of MSPO?	Participants commented with MSPO certification will improve livelihood of workers.	Positive comments
5	Does MSPO largely benefits the local community?	Stakeholders are not local communities, therefore no comments on this topic.	No action required.
6	Environmental understanding	Stakeholders attended are aware of environmental aspect and impact from stakeholders meeting briefing.	Positive comment
7	Awareness towards species, habitats, and high conservation values	Stakeholders attended are aware on HCV area. They have confirmed of no hunting and killing of wildlife allowed.	Positive comment
8	Are there any plantation management practices that affect you?	Stakeholders are not local communities, therefore no comments on this topic.	No action required.
9	Do you consider any management is in conflict with the MSPO principles and criteria?	Stakeholders confirmed the estate has taken effort to meet the MSPO requirements.	Positive comment
10	Do you have any suggestions for management?	No suggestion from stakeholders attended.	No action required.

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

Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
4.1.1.1	<p>Gemini Trading Corporation Sdn Bhd (GTCSB) established MSPO Policy dated 22/04/2019 signed by Company Director.</p> <p>The policy is publicly available at estate notice board.</p> <p>GTCSB conducted external stakeholder meeting on 29/08/2019 includes MSPO policy briefing</p> <p>Company policies briefing conducted on 22/08/2019 to all workers and staff.</p> <p>Interview during the site visit, the workers understand the MSPO policy.</p>	Yes
4.1.1.2	<p>GTCSB MSPO Policy dated 22/04/2019 signed by Company Director.</p> <p>The policy statement includes commitment to complying with the MSPO requirement and continual improvement by harnessing its resource of people, processes and technology to ensure the continuous production of oil palm product in sustainable manner.</p>	Yes
4.1.2.1	<p>GTCSB established SOP for internal audit, document number 4.1.2-1, date 25/04/2019 with a flow chart describing the process.</p> <p>Stated in the SOP the frequency for internal audit is once a year.</p> <p>The procedure states to identify the weak point and strong point at the audit. The weak point on internal audit are allowed to have one year time frame to be resolved.</p> <p>The internal audit conducted on 23/09/2019.</p>	Yes
4.1.2.2	<p>GTCSB established SOP for internal audit, document number 4.1.2-1, date 25/04/2019 with a flow chart describing the process.</p> <p>Internal audit conducted by using internal audit checklist.</p> <p>Internal audit summary results states strength and weak points.</p> <p>Strength:</p> <p>Good establishment of the company policies.</p> <p>Weakness:</p> <p>CHRA report is not yet done.</p>	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>Action plan: Quotation from Rehpro scientific Sdn Bhd dated 26/08/2019. Tentative date to visit estate is on 26/09/2019. At current status is waiting for report.</p> <p>PIC: Estate Manager</p> <p>Time frame: Immediate</p>	
4.1.2.3	<p>GTCSB conducted management review on 24/09/2019.</p> <p>Internal audit result discussed in the management review.</p>	Yes
4.1.3.1	<p>GTCSB conducted Management review on 24/09/2019 and discuss the internal audit findings.</p> <p>The agenda:</p> <ul style="list-style-type: none"> Internal audit result discuss Other matters <p>The frequency for management review is once a year after internal audit.</p>	Yes
4.1.4.1	<p>GTCSB established Continual Improvement Plan (CIP) dated 30/09/2019.</p> <p>The CIP has categorized into social, environment and safety and health.</p> <p>Example:</p> <ol style="list-style-type: none"> Social: Labour quarter upkeep (painting, roofing, kitchen), time frame 1 year, and completed on 28/08/2019. Environment: Rebuild fertilizer, chemical, schedule wastes and general store, time frame 1 year, start 01/04/2019, PIC estate manager, completed on 15/09/2019. Safety and health: CHRA report, time frame 1 years, start 01/08/2019, PIC estate manager, status completed. <p>Site observation recycling of empty pesticide containers for spraying activities.</p>	Yes
4.1.4.2	<p>GTCSB established procedure for Identification and Implementation of new procedure, techniques and technology dated 25/04/2019.</p> <p>The SOP describe process for implementation new technology:</p> <ul style="list-style-type: none"> Identification Implementation and control. (include the training, evaluation) <p>No new techniques or new technology was used at the moment.</p>	Yes
4.1.4.3	<p>GTCSB established the procedure for Identification And Implementation of new procedure, techniques and technology dated 25/04/2019.</p> <p>The SOP describes the process for implementation of new technology.</p> <p>There is no new information and technology being implemented in the estate. Thus, no training conducted for workers.</p>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	<p>GTCSB established Consultation and Communication Procedure dated 25/04/2019.</p> <p>GTCSB established list of stakeholders dated 01/08/2019 that include surrounding communities, government authorities, suppliers, mills, and NGOs.</p> <p>Sighted stakeholder request and response record book with no request from stakeholder.</p> <p>External stakeholder meeting conducted on 29/08/2019 and internal Stakeholder meeting conducted on 22/08/2019</p> <p>Interview with worker at estates confirmed that they are aware of the procedure.</p>	Yes
4.2.1.2	<p>GTCSB established List of Transparency and Information Document dated 22/04/2019.</p> <p>The list categorized transparency documents and confidential documents. Transparency documents are documents can be shared with stakeholders while confidential documents are for internally and need approval from management when any request.</p> <p>The list is presented during external and internal stakeholders meetings on 29/08/2019 and 22/08/2019 respectively.</p>	Yes
4.2.2.1	<p>GTCSB established Consultation and Communication procedure dated 25/05/2019.</p> <p>The procedure states the Estate Manager is in charge of the communication and consultation.</p> <p>External and Internal Stakeholders meetings conducted on 29/08/2019 and 22/08/2019 respectively include briefing on this SOP.</p> <p>Interviewed workers are aware of the procedure.</p>	Yes
4.2.2.2	<p>GTCSB organisation chart states the Estate Manager is appointed as sustainability leader who will be in charge for stakeholders' consultation and communication.</p> <p>Stakeholders meeting minutes statethe person in charge is the sustainability leader.</p>	Yes
4.2.2.3	<p>GTCSBs established List of stakeholders dated 01/08/2019.</p> <p>Consultation and Communication SOP describe any request from stakeholders to be resolve within 14 days.</p> <p>External stakeholders meeting conducted on 29/08/2019 and Internal stakeholder meeting conducted on 22/08/2019 did not have any request for information.</p>	Yes
4.2.3.1	<p>GTCSB established SOP for Traceability doc no: GT-4.2.3, dated 25/04/2019 for FFB delivery from field to mill.</p> <p>Describe in the flow chart</p> <ul style="list-style-type: none"> Field/harvester bunches 	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Loading chit/ loader Delivery note to mill Record FFB in sale book Weighbridge ticket from mill 	
4.2.3.2	GTCSB conducted Internal audit that include traceability system. There are no findings for traceability.	Yes
4.2.3.3	GTCSB appointed the estate manager as person in charge for traceability systems dated 02/11/2019.	Yes
4.2.3.4	<p>GTCSB established records of sales and delivery verified by estate manager on a daily basis. The records are kept for a period of 7 years.</p> <p>Example:</p> <ol style="list-style-type: none"> FFB log book. FFB weighbridge ticket. <p>Review on the records such as harvesting chit to mill weighbridge are available. Unique identification number is the delivery note is stated in the mill weighbridge ticket.</p>	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	<p>GTCSB established list of related laws, regulation and guideline dated 01/04/2019 and updated 22/04/2019.</p> <p>GTCSB established list for permits and license dated 22/04/2019</p> <p>Example:</p> <ol style="list-style-type: none"> Business license register number KDT172019/1928 Validity period 21/01/2019 – 31/12/2019. MPOB License 503340902000 validity period 01/12/2019 to 30/11/2020 	Yes
4.3.1.2	<p>GTCSB established legal register and regulations dated 01/04/2019 and updated 22/04/2019.</p> <p>Example:</p> <ul style="list-style-type: none"> Pesticides Act 1974 (Act 149) Occupational Safety and Health Act 1994 Sabah Labour Ordinance Cap 67 	Yes
4.3.1.3	The legal register establish 01/04/2019 and latest updated 22/04/2019.	Yes
4.3.1.4	Appointed person for updating legal documents, regulations and licenses is estate manager.	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.1	GTCSB land titles are country lease and provisional lease issued by Sabah Land Authority. Therefore, will not diminish land use rights of other users	Yes
4.3.2.2	GTCSB land titles states Gemini Trading Corporation Sdn Bhd is the legal owner issued by Sabah Land authority. The tenure of the land is 99 years.	Yes
4.3.2.3	Eash land title has a map stating the size in hectare with boundary stone numbering. During site verification, boundary markers are inspected and well maintain with wooden stick / used tires	Yes
4.3.2.4	GTCSB lands are purchased from previous owners and transfer issued by Sabah Land Authority Department Therefore, no disputes found during document review.	Yes
4.3.3.1	GTCSB land titles are country lease and provisional leased issued by Sabah Land Authority. No customary land titles listed in the summary of land titles.	Yes
4.3.3.2	GTCSB does not has any customary title, therefore, no map established.	Yes
4.3.3.3	GTCSB land title are issued by Sabah Land Authority where a public notification is made by the land office during transfer of title from previous owner.. Therefore no FPIC or negotiated documents established.	Yes

Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.1.1	GTCSB established SIA dated 29/08/2019. The SIA includes information from survey and meeting feedback from internal and external stakeholders with a summary of positive and negative impacts and the timeline to monitor for completion. The action and implementation is the responsibility of the Estate Manager. The positive impacts are continuously promoted while negative impacts are mitigation with a time frame to carry out the action and included in CIP for monitoring. The SIA will be reviewed once a year with feedback from stakeholders.	Yes
4.4.2.1	GTCSB established Complaint and Grievance procedure dated 22/04/2019. The procedure is displayed at estatenoice board. The procedure states that any complaint received by Mandore should be resolve within 3 days. If Mandore is not able to resolve it will be brought up to estate manager to resolve within 13 days.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	Site interview with field workers they understand the process to make complaint or grievance when required.		
4.4.2.2	GTCSB established complaint and grievance form. Complaint record is review with no complaint lodged as of audited date. Workers interview confirmed no complaint lodged as of audit date.		Yes
4.4.2.3	The complaint and grievance form is available at the estate notice board that can be access by workers and stakeholders.		Yes
4.4.2.4	GTCSB conducted briefing to workers on 22/08/2019 that include complaint and grievance procedure. The external stakeholder conducted on 29/08/2019 include the complaint and grievance procedure. During interview with workers they are able to demonstrate their awareness on the procedure and complaint could be lodged at any time.		Yes
4.4.2.5	Review of complaint records there are no complaints lodged as at audit date.		Yes
4.4.3.1	GTCSB provides job opportunity to local communities for estate operation and office admin work.		Yes
4.4.4.1	Safety and Health policy dated 22/04/2019 signed by Director. The policy is available at the estate notice boards. Records of briefing on safety policy and PPE usage conducted on 22/08/2019.		Yes
4.4.4.2	a	The safety and health policy is available at the notice boards Workers are briefed on the policy on 22/08/2019.	Yes
	b	Risk assessment HIRARC established No. GT-4.4.4-4 dated 08/10/2019 includes all relevant field activities The HIRARC table include activity, hazards, risk and effects, risk assessment (consequence, likelihood, risk rating), existing control, PIC, risk assessment after control and date review. Example Activity: Transport of workers Hazards: Slip and fall Risk and Effects: fracture or sprain and possible fatality Risk Assessment: 12 (High) Existing Control: Road Worthy vehicle; Vehicles are regularly maintained	
	c i	Records of training on safety and PPE usage conducted to workers on 22/08/2019.	

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>c ii</p> <p>SDS are available at the store.</p> <p>Example: SDS for Ammonium Sulphate effective date 13/12/2018.</p> <p>SDS in English and Bahasa Malaysia</p> <p>Store is in good condition and locked. Liquid chemical are placed on tray below powder chemicals.</p> <p>All chemicals have original labels</p>	
	<p>d</p> <p>Records of PPEs issuance are maintained.</p> <p>Example:</p> <ul style="list-style-type: none"> • Safety helmet • Goggle • Cotton hand-glove • Safety boots, <p>During site visit all workers are provided with proper PPEs for the assigned task according to HIRARC and CHRA</p> <p>CHRA is conducted by certified assessor dated 26/09/2019.</p>	
	<p>e</p> <p>GTCSB established SOP 'Penyimpanan Dan Pengurusan Bahan Kimia' dated 01/03/2019.</p> <p>GTCSB adopts the SDS for handling of chemicals and storage</p>	
	<p>f</p> <p>Organization chart is reviewed and the person in charge for safety and health is the Assistant Manager</p>	
	<p>g</p> <p>GTCSB internal stakeholder meeting dated 22/08/2019 include the discussion on safety issue and accident report.</p> <p>GTCSB workers are below 40 people and required to conduct OSH meeting on a quarterly basis based on DOSH requirement.</p>	
	<p>h</p> <p>GTCSB established emergency response plan dated 01/02/2019</p> <p>Emergency contact numbers and emergency response plan available at notice boards.</p>	
	<p>i</p> <p>The estate in-charge and workers representative are trained in first aid on 30/06/2019. All operations have a first aid kit.</p>	
	<p>j</p> <p>GTCSB established record book for accidents and injuries. No reported of any major injuries.</p> <p>Sighted JKKP registration dated 10/2/2019.</p>	
4.4.5.1	<p>GTCSB established Good Social Practice policy dated 22/04/2019 signed by Director.</p> <p>The policy states Respect and protect the fundamental of Human Rights as stated in Universal Declaration of Human Rights of the United Nations.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The policy displayed at estate noticeboards and available in English and Bahasa Malaysia language.</p> <p>Training of social policy conducted on 22/08/2019 for all workers.</p> <p>During site verification and interview with workers, they are aware of the policy.</p>	
4.4.5.2	<p>GTCSB established Good Social policy dated 22/04/2019 that states company does not engage in or support discrimination practices and provide equal opportunity regardless race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>The policy is displayed at noticeboard.</p> <p>During interview with workers they confirmed there is no discrimination practices.</p>	Yes
4.4.5.3	<p>GTCSB established contract agreement for workers in accordance to Sabah Labour Ordinance.</p> <p>The contract agreement states the pay rate of RM5.37 per hour in accordance to the Minimum Wage Order 2018.</p> <p>The working contracts are signed by workers and management.</p> <p>The check roll and pay slip is review that the worker pay is in accordance with Minimum Wage Order 2018.</p>	Yes
4.4.5.4	<p>GTCSB do not engage contractors for field operations, maintenance and FFB delivery. Therefore, no contractor worker wage available for review.</p>	Yes
4.4.5.5	<p>GTCSB established list of workers that contain name, gender, date of birth, date joined, job description, nationality and wages.</p> <p>Document review and site interview confirmed all workers are permanent employed.</p>	Yes
4.4.5.6	<p>GTCSB established work contract for every worker recruited.</p> <p>The management provide fair contract duly signed by both parties.</p> <p>The worker is briefed on the terms and conditions, wage, and copy is provided.</p> <p>During site interview with workers confirmed they are briefed on the contract terms and conditions and received a signed copy.</p>	Yes
4.4.5.7	<p>GTCSB established the 'Masa Kerja Di Ladang' and displayed at notice boards.</p> <p>The working hours starts from 7.00am to 5:00pm with rest time from 11:00am to 2:00am.</p> <p>Workers work time is recorded using the morning muster check roll.</p> <p>Working hours are stated in work contract.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Interview with workers, they are aware on the working hours.	
4.4.5.8	<p>GTCSB established the 'Masa Kerja di Ladang' and displayed at the estates notice board.</p> <p>The working hours starts from 7.00am to 5:00pm with rest time from 11:00am to 2:00am.</p> <p>Reviewed on pay slip, contract and check roll of workers for working hours complied to Sabah Labour Ordinance.</p> <p>No overtime practiced by the estate.</p> <p>During field visit workers feedback they understand the working hours and overtime. Worker confirmed the wage paid is in line with legal requirements.</p>	Yes
4.4.5.9	<p>Pay records are reviewed to crosscheck the wage paid is in line with legal regulations and work contracts.</p> <p>The wages records for October 2019 are according to the Minimum Wage Order 2018.</p> <p>Interview with workers confirmed they understand the wages and overtime rates.</p>	Yes
4.4.5.10	GTCSB provide benefits to workers such as medical care, insurance, housing, water and electricity.	Yes
4.4.5.11	<p>GTCSB housing follow the industry best practices.</p> <p>Site observation on the worker's living quarters has basic amenities such as water, electricity and gardening area.</p>	Yes
4.4.5.12	<p>GTCSB established Good Social Practice policy dated 22/04/2019.</p> <p>The policy states prevent sexual harassment and any others forms of violence against women, workers and community.</p> <p>The policy is displayed at estate notice boards.</p> <p>The policy has briefed to workers on 22/08/2019.</p> <p>No complaint lodged for related issue.</p>	Yes
4.4.5.13	<p>GTCSB established Good Social Policy dated 22/04/2019 states respect employees that have rights and freedom to form or join trade union.</p> <p>During the interview with workers there is no union form in GTCSB. However, worker meeting is conducted annually as communication tools between workers and management team.</p> <p>GTCSB conducted workers' meeting on 22/08/2019. The meeting attended by management team and all workers.</p>	Yes
4.4.5.14	GTCSB Good Social policy dated 22/04/2019 states Ensure no child or young person under age 18 shall be or permitted to be, engaged in any employment other than those allowed by the laws.	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Worker personal file and workers master list do not have child labour employed by the estate.</p> <p>Onsite observation, no child labour or young person employed by GTCSB estate. All workers are above 18 years prior joining the estates.</p>	
4.4.6.1	<p>GTCSB established training plan 2019 dated 01/08/2019.</p> <p>Trainings are provided to staff and workers.</p> <p>Example:</p> <p>Policies, PPE, harvesting and spraying on 22/08/2019.</p>	Yes
4.4.6.2	<p>GTCSB estates established training based on job task.</p> <p>Training matrix is establish for individual worker to identify training need.</p>	Yes
4.4.6.3	<p>Continuous training program plan for year 2019 dated 01/08/2019 is establish for all workers based on job function.</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 22/04/2019 signed by Director.</p> <p>The policy is available at estate notice boards in both Bahasa Malaysia and English.</p> <p>GTCSB established Environmental Management Plan (EMP) dated 01/07/2019.</p> <p>Environment policy training conducted on 22/08/2019.</p>	Yes
4.5.1.2	<p>a GTCSB established Environmental policy, dated 22/04/2019 signed by 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 appropriate remedial measures to avoid environmental degradation 2. To protect the environment for GTCSB from neglect, mismanagement and irresponsible activities in palm oil estates operations 3. To ensure conformation to all activities are within the laws/acts and legislation of state and nation 	Yes
	<p>b GTCSB established Environmental Management Plan (EMP) dated 01/07/2019 identify the aspects and impacts for all operations such as chemical spraying, manuring, harvesting and transport of FFB.</p> <p>Example:</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>Activities: Chemical Spraying</p> <p>Environment Aspect: Over spraying of chemical</p> <p>Environment Negative impact: Water and soil pollution</p> <p>Mitigation/improvement plan: Prevention and follow the spraying SOP. Spraying only apply at palm circle and working path</p> <p>Monitoring plan: Continuously monitored and follow SOP</p> <p>Responsibility: Estate Assistant Manager and Mandore</p>	
4.5.1.3	<p>Environmental Management Plan (EMP) dated 01/07/2019 include negative impact and promote the positive.</p> <p>Example:</p> <p>Activities: Chemical Spraying</p> <p>Negative Impact : Water and soil pollution Soil erosion from clearing of natural vegetation and planting on sloping and terraces areas</p> <p>Mitigation plan: Prevention and follow the spraying SOP. Spraying only apply at palm circle and working path</p> <p>Activities: Waste Management</p> <p>Positive Impacts: Reduction of waste and removal of contamination risk</p> <p>Plan to promote: Reuse empty chemical container for chemical mixing, and flower pot to reduce soil pollution</p>	Yes
4.5.1.4	<p>GTCSB established CIP for environmental and include the promoting positive impacts</p> <p>For example:</p> <p>Activities: Waste Management</p> <p>Positive Impacts: Reduction of waste and removal of contamination risk</p> <p>Plan to promote: Reuse empty chemical container for chemical mixing, and flower pot to reduce soil pollution</p> <p>Sighted the empty chemical container record for monitoring.</p>	Yes
4.5.1.5	GTCSB conducted Policies and SOPs Training for the workers and staff includes environmental training dated 22/08/2019	Yes
4.5.1.6	<p>GTCSB conducted environmental meeting dated 22/06/2019 discuss environmental issue.</p> <p>GTCSB management informed the frequency of the meeting will be conducted annually at suitable time.</p>	Yes
4.5.2.1	<p>GTCSB established baseline for diesel consumption records dated 01/09/2019 for 3 years from 2016 to 2018.</p> <p>The baseline is a guideline to monitor and compare against the actual usage.</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.2.2	GTCSB has established the non-renewable energy budget from 2019 to 2021 dated 01/09/2019 GTCSB established records of actual diesel consumption on monthly basis for comparison against estimates.	Yes
4.5.2.3	GTCSB does not practice renewable energy for the estates.	Yes
4.5.3.1	GTCSB established source and type of wastes list dated 02/09/2019. Example: Solid waste Sources: Household (Domestic) Type of waste: plastic, food waste, tins and bottle Liquid waste Sources: Workshop Type of waste: Used Engine Oil	Yes
4.5.3.2	a GTCSB established source and type of wastes list dated 02/09/2019. Example: Waste: Engine oil / lubricants Source: Vehicle, Gearbox Location: Scheduled waste store Monitoring Plan: Proper monitoring, storage and disposal as scheduled waste, constant checks on storage drum for any leakages Pollution: Soil Pollution, Water Pollution	Yes
	b Empty chemical containers are reused for pre-mix chemicals, Rotten bunch and fronds to enhance soil nutrients. Plastics, paper, metal and glass are segregated and sold to generate income.	
4.5.3.3	GTCSB established SOP work safety for storage and handling of chemical document no. 4.6.1-10 dated 01/03/2019. In addition, SDS Is adopted for handling of used chemicals and to manage any balance unused chemical will be stored for next application.	Yes
4.5.3.4	GTCSB established SOP work safety for empty pesticides containers handling dated 22/04/2019. The SOP describe: 1. No reuse of empty chemical containers except as flower pot or waste bins.	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<p>2. Empty chemical containers stored in scheduled waste store.</p> <p>3. Triple rinsing for all used empty containers before stored at scheduled waste stores.</p> <p>During visit at chemical store sighted empty chemical containers are rinsed, mark (X) in red colour and reused for spraying activities.</p>	
4.5.3.5	<p>GTCSB establish domestic wastes segregated for recycling.</p> <p>No landfill established by estate. Domestic waste are dispose at nearest municipal domestic collection point.</p>	Yes
4.5.4.1	<p>GTCSB established assessment for relevant pollution activities dated 02/09/2019.</p> <p>Example:</p> <p>Waste: Engine oil / lubricants</p> <p>Source: Vehicle, Gearbox</p> <p>Disposition method: Collected by DOE authorized collector</p> <p>Monitoring Plan: Proper monitoring, storage and disposal as scheduled waste, constant checks on storage drum for any leakages</p> <p>Pollution: Soil Pollution, Water Pollution</p>	Yes
4.5.4.2	<p>GTCSB established waste management plan dated 01/07/2019.</p> <p>The plan includes the action plan for significant pollutants and emissions.</p> <p>Example:</p> <p>Solid waste: Fertilizer bags</p> <p>Negative impact: improper handling empty fertilizer bags.</p> <p>Positive impacts: fertilizer application is essential for palm growth and crop production.</p> <p>Action plan:</p> <ul style="list-style-type: none"> Washing and re use for collection loose fruits. No manuring during monsoon season and no manuring at buffer zones. 	Yes
4.5.5.1	<p>a GTCSB established water management plan dated 30/04/2019.</p> <p>The water source are from pond, pipe water and rain water</p> <p>The usage of water as follows:</p> <p>Pond: Estate operations for chemical application</p> <p>Rain: Domestic usage and estate operations for chemical application</p> <p>Pipe water: Domestic usage</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	<p>b GTCSB estates do not have streams, rivers or waterways within the estates. Therefore, no monitoring establish for outgoing water.</p> <p>c GTCSB establish rainfall records to manage water usage for housing quarters and field operations. Triple rinse water from empty chemical containers are reuse for pre-mix.</p> <p>d Field observation and review of estate maps there are no rivers or streams within the audited estates. Therefore, no buffer zone or riparian required to establish</p> <p>e The estate do not have river or streams. Therefore not applicable.</p> <p>f During site visit at housing areas, there are no bore wells used for water supply.</p>	
4.5.5.2	No bunds and weirs constructed during site verification	Yes
4.5.5.3	GTCSB practices rain harvesting for domestics used.	Yes
4.5.6.1	<p>a GTCSB had established the biodiversity survey dated 22/08/2019 to capture wild life sighted. GTCSB has established the Plan 'Bersama – sama Memerangi Pemburuan Haram' dated 01/07/2019. The records are displayed at estate notice boards and workers are briefed during morning muster. During site interview, workers inform when sighted any wildlife to feedback to the estate management. No hunting or capturing of protected wildlife.</p> <p>b GTCSB monitor wildlife in and surrounding of the estates. The list is displayed at the estates notice board. Example of wildlife found: monitor lizard and Minas Hutan.</p>	Yes
4.5.6.2	<p>a GTCSB established the notification 'Bersama – sama Memerangi Pemburuan Haram'. The notification includes the Wildlife department guideline on penalty for hunting or capturing of protected wildlife. The notification is displayed on estates notice boards. During site interview, workers understand on wildlife conservation. They confirmed sighted any wildlife to feedback to estate management.</p> <p>b GTCSB established Environment Policy dated 22/04/2019 states company committed to minimizing the environmental impact of its operations and understands the importance of conserving natural resource.</p>	Yes

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

Indicator	Summary of Assessment	Compliance
	<p>Point 7 in policy describes educating and enhancing awareness to protection of environment and biodiversity of all related stakeholders through trainings and communication.</p> <p>The pictorial wildlife list is displayed at estate notice boards.</p> <p>Internal and external stakeholders are briefed on wildlife conservation during meeting on 22/02/2019 and 29/04/2019 respectively.</p>	
4.5.6.3	<p>GTCSB establish monitoring records to monitor wildlife in and around the estates.</p> <p>Monitoring record dated 20/08/2019 and 15/11/2019 is review.</p>	Yes
4.5.7.1	<p>GTCSB established Zero burning policy dated 22/04/2019 signed by Director.</p> <p>The policy describes zero burning activities of any kinds and includes domestic waste, agricultural waste and biomass or by products generated and when necessary written prior approval from the relevant authorities must be obtained.</p>	Yes
4.5.7.2	<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>GTCSB has establish policy of zero burning dated 22/04/2019 signed by Director.</p> <p>There are no application documents for approval of controlled burning sighted.</p>	Yes
4.5.7.4	<p>GTCSB adopt the field handbook for immature oil palm, volume 2 series number: ISBN 981-04-1433-1 as a guideline for replanting practices.</p> <p>No replanting activities as audit date.</p>	Yes

Principle 6: Best Practices

Indicator	Summary of Assessment	Compliance
4.6.1.1	<p>GTCSB established SOP for best practice.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Harvesting SOP doc no: 4.6.1-5 dated 22/04/2019. 2. SOP for Storage and Handling of Chemical document No. 4.6.1-10 dated 01/03/2019 3. SOP for chemical mixing document No. 4.6.1-2, dated 01/07/2019. <p>Training conducted on 22/08/2019 for workers that include SOPs. Training material and attendance records reviewed.</p> <p>Example:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<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 	
4.6.1.2	<p>GTCSB adopted the best management practices SOP from Field Book Oil palm planting volume 1, 2 & 3 by Ian Rankie and Thomas Fairhurst.</p> <p>Volume 2 Tanaman belum berhasil, page 53 pembuatan teres kontur dan tapak kuda.</p> <p>SOP mention to avoid the erosion.</p> <p>Page 57 Tanaman penutup tanah</p> <p>Planting Legume cover crop (LCC). To avoid soil erosion of water, nutrient.</p> <p>There is no riparian zone within the estate.</p>	Yes
4.6.1.3	GTCSB established permanent block markers for each block that include block number, block size, date of planting and planting material.	Yes
4.6.2.1	<p>GTCSB established financial and budget for 4 years from 2019 to 2022.</p> <p>The content of financial plan includes:</p> <ol style="list-style-type: none"> 1. Financial Projection 2. Long Term Management Plans 3. Oil Palm Mature – Budget & Projection Operation Cost 4. Replanting programme 	Yes
4.6.2.2	<p>GTCSB has not establish replanting programme since the palm are still in the production phase.</p> <p>The expected 1st replanting is in year 2029.</p>	Yes
4.6.2.3	<p>GTCSB established 4 years financial management plan from 2019 to 2022 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
4.6.2.4	The business plan is monitored through profit and loss statement every year. Sighted statement of account as at 31/08/2018	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.3.1	GTCSB purchased chemicals from the supplier. Quotation dated 20/11/2019 sighted and accepted by both parties. The quotation describes the product pricing and payment terms.	Yes
4.6.3.2	GTCSB has documented records of quotation agreed by both parties on the terms and conditions. Payments are made on a monthly basis in timely manner. Sighted payment made according to quotation terms and conditions.	Yes
4.6.4.1	GTCSB does not engage contractors. Therefore, no documents established.	Yes
4.6.4.2	GTCSB does not engage contractors. Thus, no contract agreement available for review.	Yes
4.6.4.3	GTCSB does not engage contractors. Therefore, no agreement established	Yes
4.6.4.4	GTCSB does not engage contractors. Therefore, no documents established.	Yes

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	GTCSB established planting statement dated 12/04/2019. The first planting is in 2004 and latest planting is in 2014. There is no new planting.	Yes
4.7.1.2	Planting statement, estate map and land title are reviewed. There is no new planting or replanting therefore, no EIA or PMM required.	Yes
4.7.2.1	Planting statement, estate map and land title are reviewed. There are no peat land sighted during field inspection.	Yes
4.7.3.1	Planting statement, estate map and land title are reviewed and there is no new planting. Therefore, no SEIA established.	Yes
4.7.3.2	Planting statement, estate map and land title are reviewed and there is no new planting. Therefore, no SEIA established.	Yes
4.7.3.3	Planting statement, estate map and land title are reviewed and there is no new planting. Therefore, no SEIA established.	Yes
4.7.3.4	There are no smallholders in the certification. Therefore, not applicable.	Yes
4.7.4.1	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no soil map established.	Yes
4.7.4.2	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no topography map established.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.7.5.1	Planting statement, estates maps and land titles are reviewed and there are no new plantings, therefore not applicable.	Yes
4.7.5.2	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore no plans establish.	Yes
4.7.5.3	Planting statement, estates maps and land titles are reviewed and there are no new plantings, therefore no documents establish.	Yes
4.7.6.1	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore no FPIC conducted.	Yes
4.7.6.2	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore no management plan establish to maintain scared sites.	Yes
4.7.6.3	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no documents established.	Yes
4.7.6.4	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no documents established.	Yes
4.7.6.5	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no documents established.	Yes
4.7.6.6	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no compensation documents established.	Yes
4.7.6.7	Planting statement, estate map and land title are reviewed. There is no new planting. Therefore, no compensation claims documents established.	Yes
4.7.6.8	Planting statement, estate map and land title reviewed. There is no new planting. Therefore, no impact to local communities.	Yes

4.4. Status of Non-Conformities Previously Identified

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

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4.5. Detail of Audit Findings in last audit

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

4.6. Detail of Audit Findings Identified During This Audit

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

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

Nr.	Indicator	Location	Opportunity for Improvement
1.	4.4.4.2 (b)	Office	Gemini could consider improve the risk assessment.
2.	4.5.2.1	Office	Gemini could consider improve the monitoring of diesel consumption and energy management plan.
3.	4.5.4.2	Offuce	Gemini may consider to improve the action plan to reduce the identified pollution and emission.

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5. CONCLUSION

Gemini Trading Corporation has commissioned TUV NORD (Malaysia) Sdn Bhd to conduct stage 2 certification audit for its estates according to MSPO 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

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

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

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

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

Total certified number of estates:	1	
Total certified production area:	265.85	Ha
Certified FFBs January to November 2019:	5,026.77	Mt
Projection FFBs December 2019:	584.38	Mt
Projection FFBs January to December 2020:	5,900.00	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

<input checked="" type="checkbox"/>	Recommended for Certification
<input type="checkbox"/>	Recommended for Continuity of Certification
<input type="checkbox"/>	Recommended for Suspension of Certification

Puchong, 21/01/2020

Arif Bin Lokman
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 21/01/2020

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

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7. LIST OF INTERVIEWEES

Table 7-1: List of Interviewed Persons and Stakeholders

No.	Name	Organisation / Function
1.	Andrew Tsu Min Fah	Jabatan Pertanian Kudat
2.	Mohd Rasidi	Balai Bomba Kudat
3.	Mohd Hairi Jati	MPOB

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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
- ☐ Additional annexes, number