

MSPO CERTIFICATION SUMMARY REPORT

GEMINI TRADING CORPORATION SDN
BHD

SURVEILLANCE 01

Remote Audit Date: 30/11/2020 – 01/12/2020

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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 01

Mode of Audit: Remote



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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 an surveillance audit for its oil palm estate according to MS 2530-3:2013 Part 3 General principles for Oil Palm Plantations and Organised Smallholders.

1.1. Objective

The objective of this surveillance audit is to assess the estate by an independent certification body with the aim for compliance of the standard.

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 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;

1.3. Appointment and qualification of team members

The audit team appointed consists of one team leader and 1 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: Khairul Anwar Bin Ismail

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 Agricultural Science

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Requirement	Qualifications
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)	5 years working experience in oil palm plantations
Successfully completed MPOCC endorsed lead auditor trainings	Successfully completed MS 2530 series 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.	Qualified as Lead auditor for MSPO scheme.
Field working experience in the palm oil sector or demonstrable equivalent	5 years working experience in oil palm plantation.
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	5 years working experience in oil palm plantation.
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Successfully completed IMS ISO 9001 Lead Auditor course.
Health and safety auditing on the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Successfully completed IMS ISO 45001 Lead Auditor course.
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 IMS ISO 14001 Lead Auditor course.
Attended High Conversation Value Assessment training	Qualified as Lead Auditor for MSPO scheme.
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Able to communicate in Bahasa Malaysia and English.

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Qualification of Team Member(s)

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	Mohamad Norhisham Bin Mohd Salleh	Graduate in Applied Science (Major In Agrobiology).	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)	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Successfully completed MPOCC endorsed lead auditor trainings	Mohamad Norhisham Bin Mohd Salleh	Successfully completed MS2530 series of standard 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.	Mohamad Norhisham Bin Mohd Salleh	Qualified as lead auditor for MSPO scheme.	Yes
Field working experience in the palm oil sector or demonstrable equivalent	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes
Good Agricultural Practices (GAP) and Integrated Pest Management (IPM), pesticide and fertilizer use	Mohamad Norhisham Bin Mohd Salleh	5 years working experience in oil palm plantations.	Yes

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Requirement	Name of Assessor	Qualification	Compliance
Successfully completed Quality Management Systems (QMS) ISO9001 standard	Mohamad Norhisham Bin Mohd Salleh	Qualified as lead auditor for MSPO scheme.	Yes
Health and safety auditing of the estate processes and activities Or Successfully completed Occupational, Health & Safety Management System ISO 45001 standard	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 45001:2018 Lead Auditor course.	Yes
Workers welfare and social auditing experience or Successfully attended SA8000 or related social or ethical accountability codes	Mohamad Norhisham Bin Mohd Salleh	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	Mohamad Norhisham Bin Mohd Salleh	Successfully completed ISO 14001:2015 Lead auditor course and auditor for MSPO scheme	Yes
Completed High Conversation Value assessment	Mohamad Norhisham Bin Mohd Salleh	Qualified as lead auditor for MSPO scheme.	Yes
Able to communicate in Bahasa Malaysia, English and / or any other local language.	Mohamad Norhisham Bin Mohd Salleh	Able to communicate in Bahasa Malaysia and English.	Yes

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2. METHODOLOGY

The audit approach consists of the following steps:

- 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.

Surveillance Audit:

Surveillance audit 01 is conducted remotely on 30/11/2020 – 01/12/2020 for following activities but not limited to below:

Remote

- Confirmation of the appropriate interactive communication tools as describe in IAF MD4
- Virtual 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
- Virtual inspection of estate(s) facilities and field activities;

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- Virtual interview operation personnel and field workers for understanding of work assigned;
- Virtual stakeholders communication; If required
- 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

Remote 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 virtual 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.

The communication tool applied for remote audit is Zoom, WhatsApp and Telephone.

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

Table 2-1: Estate(s) 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:

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 with head office located at 1st Floor S8, Taman Anggerrik Mill 7, Jalan Lintas Sibuga, Sandakan, Sabah.

The details of the estate(s) or 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 Estate	Area (Ha)		Actual FFB production		Projected FFB Production (mt) (Dec 2020)
	Total*	Production* *	Jan to Dec 2019	Jan to Nov 2020	
Kg Tambuluran	109.92	103.42	2,070.62	1,320.11	150
Kg Rampai	80.08	78.51	1,400.25	1,453.76	200
Kg Popot Sikuati	75.85	72.89	1,764.93	1,402.75	150
Total	265.85	254.82	5,235.80	4,176.62	500

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

**Immature + Mature Area

3.2. Planting Program for Each Estate or 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

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Total Immature	0.00	0.00	0.00
Total	103.42	78.51	72.89

3.3. Replanting program for each estate or division

Year of replanting	Planted area (ha) in each division			Total area to be replanted (ha)
	G1 Popot	G2 Rampai	G3 Tambuluran	
2029	35.02	-	-	35.02
2030	17.14	-	47.70	64.84
2031	16.2	19.66	17.65	53.51
2032	-	21.66	18.11	39.77
2033	-	21.45		21.45
2034	-	-	19.96	19.96
2035	-	7.2	-	7.20
2036	-	8.54	-	8.54
2039	-	-	-	-
Total	72.89	78.51	103.42	250.29

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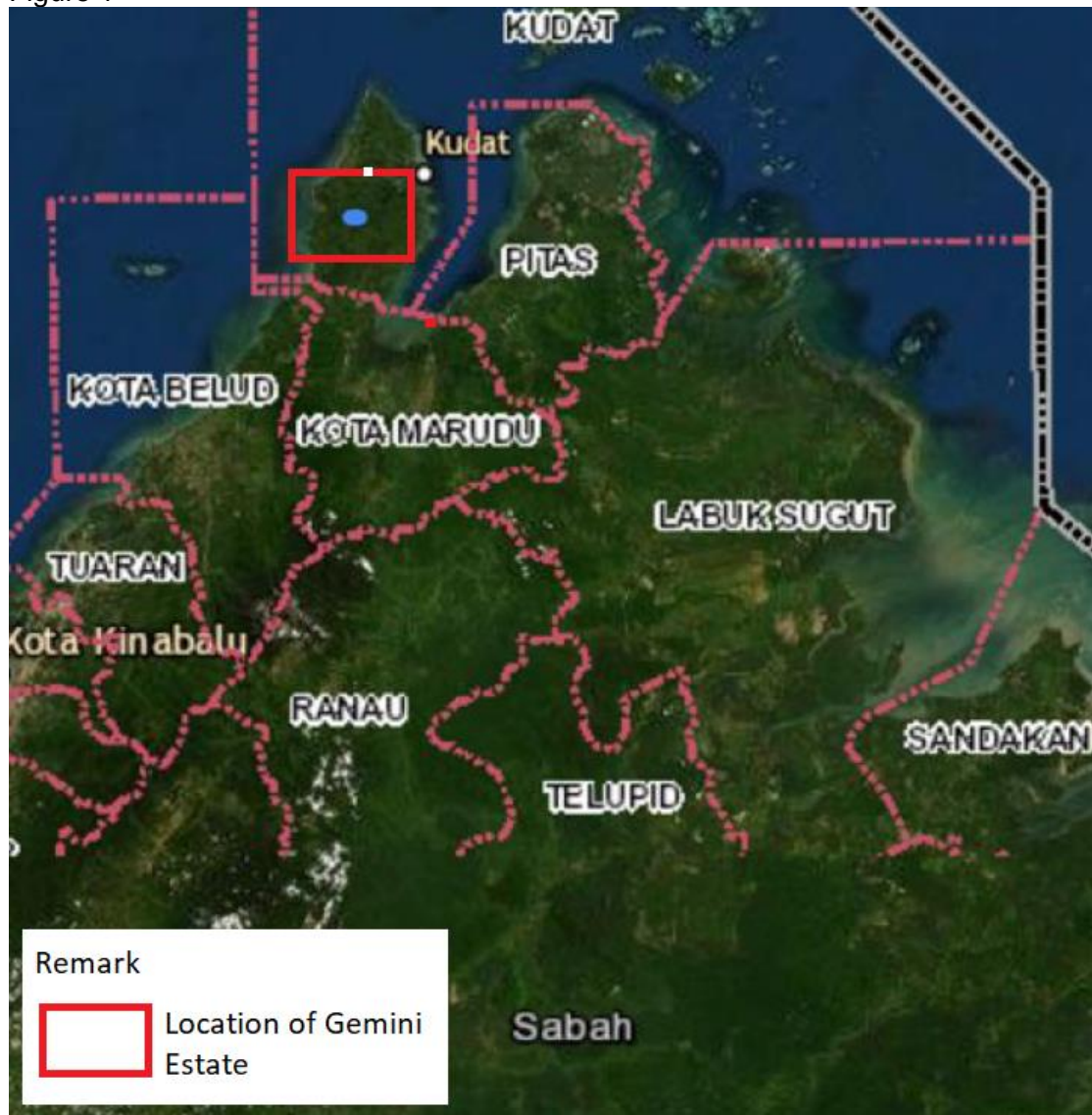
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3.4. Maps of Estate(s) Location

Figure 1



Kg. Tambuluran Division

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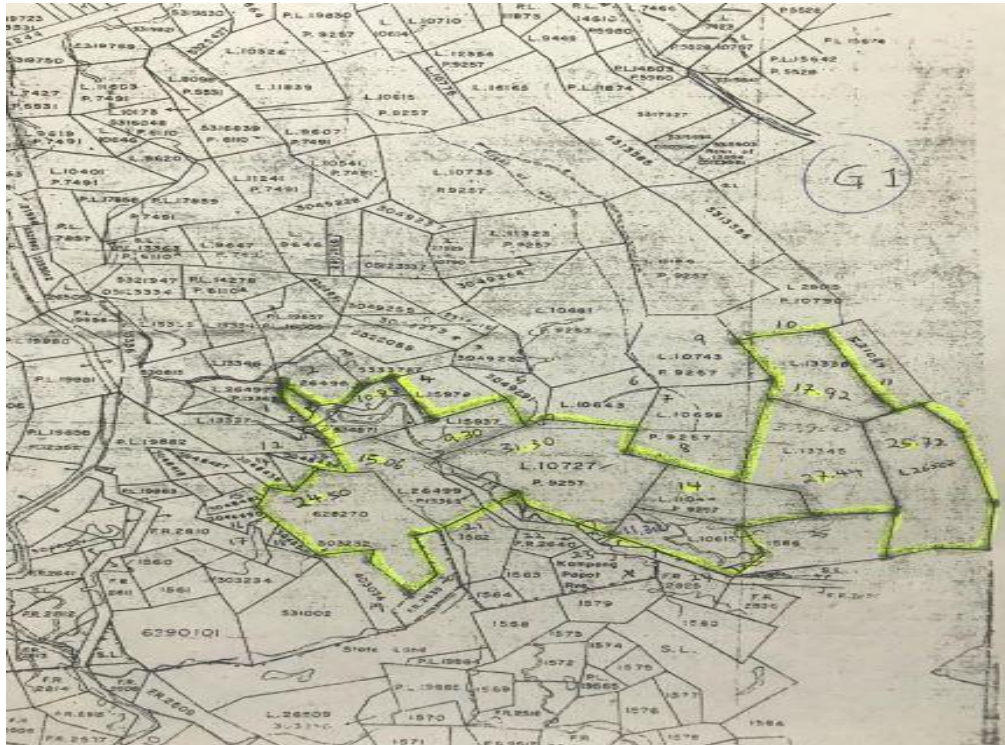
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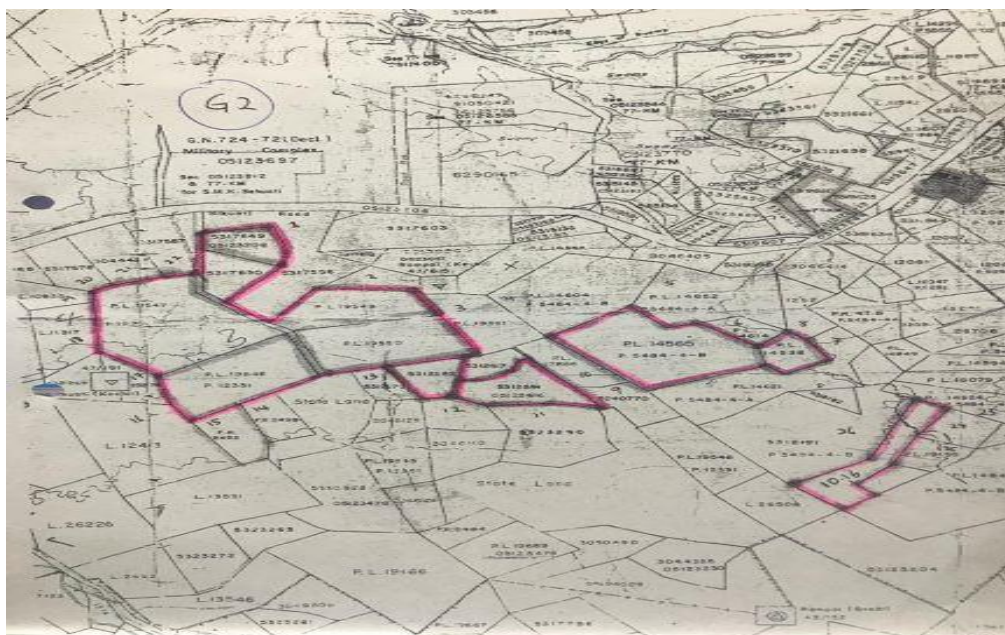
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Kg. Rampai Division



Kg. Popot Sikuati Division

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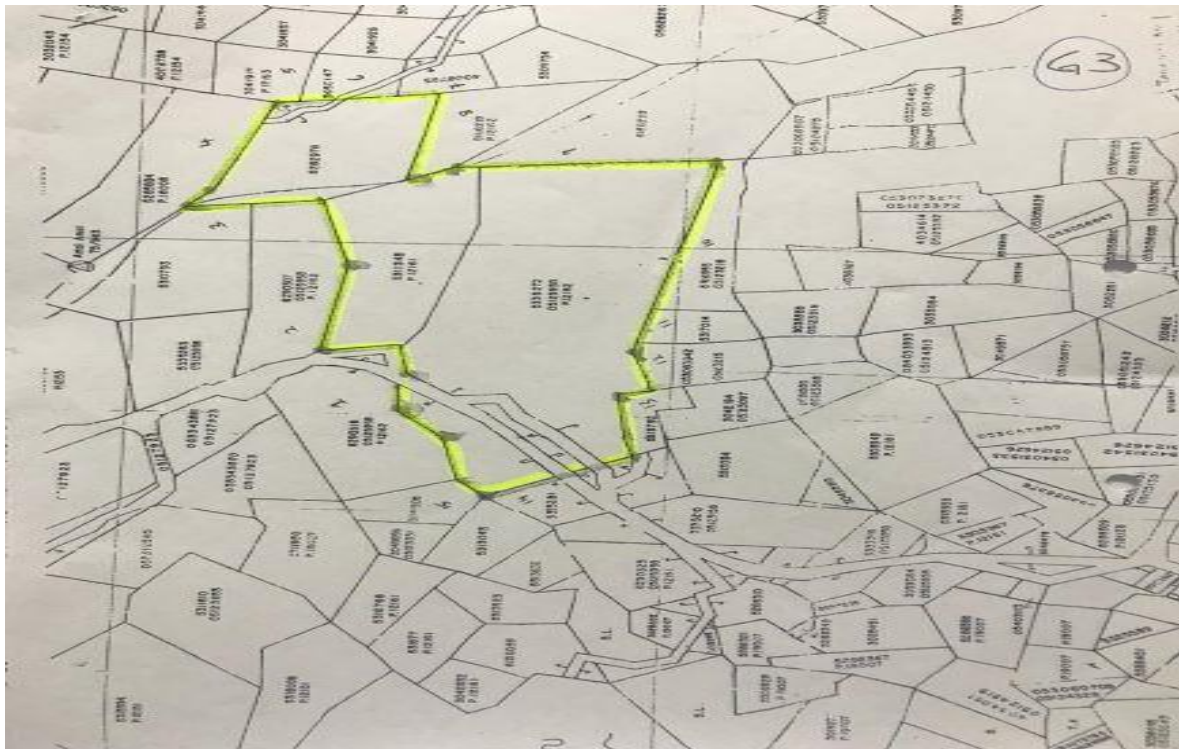
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4. CERTIFICATION ASSESSMENT

4.1. ASA 01

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 :

The Remote Surveillance audit is conducted on 30/11/2020 to 01/12/2020 covering Gemini Trading Corporation Sdn Bhd.

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

The major non-conformances raise during Stage 2 audit are closed out by means of documents review that are establish, revised and implemented appropriately and preventive actions taken. 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.

The audit team leader has review the stakeholders' consultation feedback during the last surveillance audit and there are no concerns or complaints or disputes raised or any prior to this audit.

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

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	Gemini Corporation Sdn. Bhd. (GTCSB) established MSPO Policy dated 01/04/2020 signed by the Company Director.	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>The policy established available in Bahasa Malaysia and English.</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> <p>Remotely review the MSPO policy is displayed in at estates notice board.</p> <p>GTCSB conducted stakeholders meeting includes MSPO policy briefed dated 23/09/2020.</p> <p>Company policies briefing conducted on 21/09/2019 to all workers and staffs.</p> <p>Phone call interview with workers informed, they are aware of the MSPO policy.</p>	
4.1.1.2	GTCSB 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.	Yes
4.1.2.1	<p>GTCSB conduct the internal audit once a year as stated in the internal audit SOP for internal audit, document number 4.1.2-1, date 25/04/2019.</p> <p>Internal audit has identified the strong and weak point and the results are reviewed.</p> <p>Example weak point:</p> <p>Dated: 20/10/2020</p> <p>Finding: Medical surveillance report</p> <p>Action plan: Medical surveillance will be done once CHRA report is issue.</p> <p>PIC: Estate Manager</p> <p>Time frame: 6 months from 20/10/2020</p> <p>Example strong point:</p> <p>Dated: 20/10/2020</p> <p>Strong Point: Beautification of Living Quarters</p> <p>PIC: Estate Manager</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 describes the process of internal audit.</p> <p>SOP established states the frequency of the internal audit is once a year.</p> <p>Example weak point:</p> <p>Dated: 20/10/2020</p> <p>Finding: Medical surveillance report</p> <p>Action plan: Medical surveillance will be done once CHRA report is issue.</p>	No

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<p>PIC: Estate Manager</p> <p>Time frame: 6 months from 20/10/2020</p> <p>Review on the appointment letter indicate the estate manager is appointed as a person in-charge.</p> <p>Major NC:</p> <p>The internal audit conducted on 20/10/2020 with a repeated finding for medical surveillance as reported in last year internal audit. Corrective action had not been taken to close the finding.</p> <p>The internal audit SOP need to describe the person in-charge to conduct and timeline to close non-conformities.</p>	
4.1.2.3	GTCSB internal audit result dated 20/10/2020 is remotely review the result is presented during the 2 nd management review meeting dated 21/10/2020.	Yes
4.1.3.1	<p>GTCSB conduct management review meeting 3 rounds per year.</p> <p>Remotely review the management review minute meeting dated 01/09/2020, 21/10/2020 and 03/11/2020.</p> <p>The 1st management review meeting on 01/09/2020 discussed the external audit arrangement.</p> <p>The 2nd management review meeting on 21/10/2020 discussed the internal audit outcomes.</p> <p>The 3rd management review meeting on 03/11/2020 discussed continues improvement plan status.</p>	Yes
4.1.4.1	<p>GTCSB established continual improvement plan (CIP) which includes social and environmental and safety and health impact dated 01/04/2019 and updated on 30/03/2020</p> <p>Example:</p> <p>Social</p> <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 • Timeframe: 30/12/2025 • Person In-Charge: Estate Manager <p>Environment</p> <ul style="list-style-type: none"> • Activity: To do partition for the present store into chemical, fertilizer, schedule wastes store • Improvement action: Estate Manager to start rearrange the present store and divided the store into separate store. • Timeframe: 21/03/2020 	Yes

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Principle 1: Management Commitment & responsibility		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Person In-Charge: Estate Manager Remotely reviewed the photos, confirmed the scheduled wastes, chemicals and fertilizers are stored in separated stores.	
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
4.1.4.3	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. 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. Phone call interview with GTCSB manager, informed there is no new technology currently implemented at the estate.	Yes

Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
4.2.1.1	GTCSB established list of stakeholders dated 01/09/2020as follows: The list of stakeholders includes government agencies, neighboring estates, NGOs, suppliers, local villages, internal stakeholders, contractors and consultants. GTCSB conducted stakeholder meeting from 23/09/2020 to 16/10/2020 attended by management and stakeholder Remotely reviewed the meeting minutes include topics on prevention of COVID-19, social, environment, MSPO principle and complaint and grievances procedure and transparency document..	Yes
4.2.1.2	GTCSB established 'List of Transparency and Information Documents' dated 01/04/2020. Remotely reviewed the list of transparency and information document that include the publicly available and confidential documents Example of documents publicly available: <ol style="list-style-type: none"> 1. Company Policies 2. Company SOP Example of confidential documents are: <ol style="list-style-type: none"> 1. Financial Report 2. Company Budget 	Yes
4.2.2.1	GTCSB established Consultation and Communication SOP, Doc. No: GT-4.2.2 dated 22/04/2019 and updated on 01/04/2020.	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	<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>Remote verification on the minutes of the stakeholder's consultation meeting confirmed Consultation and Communication SOP had been communicated to stakeholders during the stakeholders meeting from 23/09/2020 to 16/10/2020.</p>	
4.2.2.2	<p>GTCSB appointed Estate Manager as person in-charge for consultation and communication dated 22/04/2019.</p> <p>Remotely review the stakeholders meeting minute dated from 23/09/2020 to 16/10/2020 had briefed the smallholders that estate manager is the person in charge for communication and consultation.</p>	Yes
4.2.2.3	<p>GTCSB established list of stakeholders dated 01/09/2020 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>Remotely review the procedure states Estate Manager in charge on the communication and consultation with stakeholders and the dateline of respond is within 14 days.</p> <p>Remotely review the stakeholder request and response record and the latest document request lodged by stakeholders is on 29/09/2020. The document requested had been submitted to stakeholders on the same day.</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 02/09/2020.</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). <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>	Yes

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Principle 2: Transparency		
Indicator	Summary of Assessment	Compliance
	Remotely review the traceability record dated 03/10/2020. The record include detail of outgoing FFB date, block, number of bunches, total kg, lorry no, deliver chit number and cross-checked with mill weighbridge ticket.	
4.2.3.2	GTCSB established SOP for Traceability doc no: GT-4.2.3, dated 22/04/2019 and updated on 02/09/2020. The estate manager inspect the documents on a monthly basis. Remotely review the traceability record dated 03/10/2020. The record include detail of outgoing FFB date, block, number of bunches, total kg, lorry no, deliver chit number and cross-checked with mill weighbridge ticket. All the information are traceable.	Yes
4.2.3.3	GTCSB appointed Estate Manager as person in-charge for traceability dated 02/09/2020.	Yes
4.2.3.4	GTCSB established SOP Traceability, doc no: GT-423, dated 25/04/2019 states the records keep for 7 years. Remote verification on the records such as delivery chit to mill weighbridge confirmed the records are well maintained. Records of FFB delivery are documented, sample collected such as estate delivery chits and mill weighbridge tickets are crosschecked. Example: DN No.: 04249 Date: 11/07/2020 Mill Name : COC Sawit Sdn Bhd COC Sawit Sdn Bhd Weighbridge Ticket WT No.: 018080 Date: 11/07/2020 DN No.: 04249 All the stated information can be trace to FFB delivery chit.	Yes

Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.1.1	GTCSB establish list of related laws, regulation and guideline and list of applicable permits and licenses dated 25/03/2019 and updated 01/11/2020. Example of laws, regulation and guidelines: <ul style="list-style-type: none">• Akta Lembaga Minyak Sawit 1998• Akta Syarikat 1965	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none">Minimum wages order 2018Pesticides Act 1974 (Act 149)Prevention and control of infectious Diseases Act 1988 <p>Example of applicable permits and licenses</p> <ol style="list-style-type: none">Business license register number KDT172019/1928 Validity period 01/01/2020 – 31/12/2020.DOSH (JKKP) registration no: SB/19/04/145562 dated 10/01/2019	
4.3.1.2	<p>GTCSB establish list of related laws, regulation and guideline dated 25/03/2019 and updated 01/11/2020.</p> <p>Example of laws, regulation and guidelines :</p> <p>Prevention and control Infectious Disease ACT 1988 (13/05/2020)</p> <ul style="list-style-type: none">Declaration Of Infected Local Area Order 2020 <p>Occupational Safety and Health Act 1994 (act 514)</p> <ul style="list-style-type: none">Occupational safety and health (prohibition use of substance) order 1999 <p>Sabah Environment Protection Enactment 2002</p> <ul style="list-style-type: none">Sabah Environment Protection Enactment (Prescribe Activity) (Environmental Impact Assessment) Order 2005.	Yes
4.3.1.3	<p>GTCSB established legal register 2020 with latest update on 01/11/2020.</p> <p>Example:</p> <p>Prevention and control Infectious Disease ACT 1988</p> <p>Declaration Of Infected Local Area Order 2020</p>	Yes
4.3.1.4	<p>GTCSB appointed estate manager as person in charge of compliance legal requirement to monitor compliance and to track and update the changes in regulatory requirements.</p>	Yes
4.3.2.1	<p>GTCSB land titles are country and provisional lease issued by Director of Lands and Surveys, Sabah.</p> <p>The latest update form Jabatan Pertanian dated 18/06/2020, the land use right change status is still in progress for next action from Jabatan Pemungut Hasil Tanah.</p>	Yes
4.3.2.2	<p>GTCSB land titles are country and provisional lease issued by Director of Lands and Surveys, Sabah.</p> <p>The latest update form Jabatan Pertanian dated 18/06/2020, the land use right change status is still in progress for next action from Jabatan Pemungut Hasil Tanah.</p> <p>The period of land title is 99 years and issued to Gemini Trading Corporation Sdn Bhd.</p>	Yes

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Principle 3: Compliance to legal requirements		
Indicator	Summary of Assessment	Compliance
4.3.2.3	Each land title has a map with the title number and size in acre or hectare. The boundary stone numbers are stated in the land titles. Remote photo site verification on boundary stone is well maintained.	Yes
4.3.2.4	GTCSB land titles are issued by Director of Lands and Surveys Sabah. Therefore, no disputes or FPIC required.	Yes
4.3.3.1	GTCSB land titles are country and provisional lease issue by Sabah Land Authority. No customary land titles listed in the summary of land titles. Therefore, no customary right encumbered.	Yes
4.3.3.2	GTCSB land titles are country and provisional lease. No customary land titles listed in the summary of land titles. Therefore, no maps established.	Yes
4.3.3.3	GTCSB land titles are country and provisional lease. No customary land titles listed in the summary of land titles. 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	<p>GTCSB established Social Impact Assessment, dated 21/10/2020.</p> <p>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.</p> <p>Social impact assessment is reviewed in the form of photos, attendance list, minutes of meetings and time bound plans.</p> <p>The assessment has taking consideration positive and negative impacts.</p> <p>Example:</p> <p>Positive impact</p> <p>Social impact: Provided free electricity and water supply for workers.</p> <p>Action plan: Keep the facilities on going and Asst. Manager have to monitoring the usage of the electricity and water. Make sure there are no overused electricity and water leaking.</p> <p>Person in charge: Assistant Manager</p> <p>Timeline: Once a month.</p> <p>Negative impact</p> <p>Social impact: Used chemical containers are lost or stolen by others.</p> <p>Action plan: To stock check and follow up collect all the used chemical containers after spraying.</p> <p>Person in charge: Assistant Manager</p> <p>Timeline: Every time spraying.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
4.4.2.1	<p>GTCSB established flowchart for Complaint and Grievance doc no: GT-4.4.2 dated 01/04/2020.</p> <p>The flow chart describes the process in lodging a complaint or grievance.</p> <p>The time frame to address the complaint is stated in the flow chart.</p> <p>Example:</p> <ul style="list-style-type: none"> Complaint received by Mandore and to be resolved within 3 days. Complaint than need to be referred to Manager to be resolved within 10 days. <p>Organization chart dated 02/11/2019 states estate manager as in charge for complaint and grievances.</p> <p>Review on photos of complaint box and grievance procedure is available outside the estate office.</p> <p>Interview with workers by phone calls informed they are aware of complaint procedure.</p>	Yes
4.4.2.2	<p>GTCSB establish flowchart for complaint and grievance includes the time line to address any complaints. Stated in the procedure the timeline to resolve any complaints and grievance are within 10 days.</p> <p>Complaint and grievances record is reviewed. No complaint and grievances lodged and recorded.</p>	Yes
4.4.2.3	<p>GTCSB establish complaint form to capture complaint or grievance.</p> <p>Based on picture evidences, the complaint box and procedure is available outside the estate office.</p>	Yes
4.4.2.4	<p>GTCSB conducted training on complaint and grievance procedure r to workers on 21/09/2020.</p> <p>Interviewed workers via phone call informed they aware and understand the complaint and grievance procedure.</p> <p>Stakeholders consultation meeting conducted on 29/08/2019 includes MSPO requirements and complaint flowchart.</p> <p>The complaint box, form and procedure is available at the estate office.</p>	Yes
4.4.2.5	<p>GTCSB established complain log book for its internal and external parties.</p> <p>Review on complaint log book from previous year of 2019 is maintained. Photo evidences and documents provided confirmed complaint log book for GTCSB are kept in estate office</p>	Yes
4.4.3.1	<p>GTCSB employed locals to support estate operations.</p> <p>Review on employee list dated 01/10/2020 confirmed that 24% or 9 out of 38 workers are local people.</p>	Yes
4.4.4.1	<p>GTCSB establish Safety and Health policy dated 14/04/2020 signed by Director.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions			
Indicator	Summary of Assessment		Compliance
	<p>Policy states:</p> <ol style="list-style-type: none"> 1. Protecting the safety and health of all members of company and other who may be affected by work carried out. 2. Preventing and maintain a clean and safety environment work place for all our employees. 3. Providing all the necessary safety devices and protective equipment and to supervise their use. <p>The photo of policy displayed at the estate office noticed board is verify. Briefing on policies to workers conducted on 21/09/2020.</p>		
4.4.4.2	a	<p>GTCSB establish Safety and Health policy dated 14/04/2020 signed by Company Director.</p> <p>Briefing on policies to workers conducted on 21/09/2020.</p> <p>Interviewed workers informed they understand on Safety and Health Policy.</p>	Yes
	b	<p>GTCSB established risk assessment doc. No. GT-4.4.4-4 updated 02/04/2020.</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, PIC, risk assessment after control (consequence, likelihood, risk rating description) and date review.</p> <p>For example</p> <p>Activity: Transport of workers</p> <p>Hazards: Slip and fall</p> <p>Risk and Effects: fracture or sprain and possible fatality</p> <p>Risk Assessment: Consequence:4; Likelihood: 3; risk rating 12</p> <p>Existing Control: Road Worthy vehicle; Vehicles are regularly maintained</p> <p>Risk Control Proposal: Permanent ladder to fix (4); Designated vehicle for transporting of workers (5), provide drivers with defensive driving training (5)</p> <p>PIC: Estate Manager.</p> <p>Phone call interview with GTCSB workers informed they understand the risk of specific task.</p>	Yes
	c i	<p>GTCSB conducted briefing on safe work practices to workers on 21/09/2020 conducted by Estate Manager.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>The training included awareness on PPE, Emergency evacuation procedure, fire extinguisher and operation safety and health procedure.</p> <p>Interview with workers by phone call informed they are aware of Safety and Health Policy and working procedure</p>	
c ii	<p>SDS are displayed in storage facilities.</p> <p>Example of SDS information:</p> <p>Product: Muriate of Potash</p> <p>Function : Fertilizer</p> <p>Date SDS prepared: 27/03/2018</p> <p>Photos of stores are reviewed 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> <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: 22/08/2020</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: Application Of Fertilizers</p>	Yes
e	<p>GTCSB established procedure 'Penyimpanan Dan Pengurusan Bahan Kimia' doc. No: 4.6.1-10 updated 01/06/2020.</p> <p>The SOP describes the steps to manage chemicals and its storage.</p> <p>Photos evidences confirmed all chemicals are stored with original label and properly stack.</p>	Yes
f	<p>GTCSB Assistant Manager is appointed as person in charge to safety health in estate as stated in organization chart updated 02/11/2019</p>	Yes
g	<p>GTCSB has less than 40 workers, therefore no required to conduct quarterly safety meeting in accordance to DOSH requirements.</p> <p>GTCSB internal stakeholders meeting conducted on 21/09/2020 include the discussion on safety issue.</p>	Yes
h	<p>GTCSB establish flowchart for emergency respond plan doc. No. GT-4.4.4-1 dated 22/04/2019.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Based on photo review, emergency procedure and contact number is established and display at estate notice board.</p> <p>GTCSB internal stakeholders meeting conducted on 21/09/2020 include awareness on emergency procedure.</p>	
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> <p>The emergency procedure and contact number is established and display at estate notice board.</p> <p>Photos of first aid kits and interview with workers by phone calls informed they understand and using first aid kit at site.</p>	Yes
j	<p>GTCSB establish record book for accidents and injurie. Accident record book and JKPP forms are reviewed. There is no major injuries as at audit date.</p> <p>Copy JKPP registration form dated 10/02/2019 is verify. JKPP 8 report submission dated 15/01/2020 with no accident case sighted in the report.</p>	Yes
4.4.5.1	<p>GTCSB established Good Social Practice policy updated 01/04/2020 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>Review on policy display at office notice board in English and Bahasa Malaysia language.</p> <p>Workers are briefed on Good Social Practice policy dated 21/09/2020.</p> <p>Interview with workers via phone call informed they are aware of Good Social Practice policy.</p>	Yes
4.4.5.2	<p>GTCSB established Good Social Practice policy updated 01/04/2020 sign 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>Interviewed with workers by phone calls aware of Good Social Practice policy and they informed no discrimination practice at work place.</p>	Yes
4.4.5.3	<p>GTCSB established employment contract which stated list of piece rated works. The employment contracts are sign by workers and estate manager.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	<p>Based on pay slips review, workers are paid according to the agreed piece rate stated in employment contract.</p> <p>Example: Harvesting rate of RM40.00 per mt of FFB.</p> <p>Interviewed workers by phone calls informed they mutually agreed with the list of piece rate established.</p>	
4.4.5.4	GTCSB does not engage contractors for field operations and transport of FFBs. Thus, no pay slip for contractor's workers available.	Yes
4.4.5.5	<p>GTCSB established list of workers by divisions.</p> <p>The worker's list states name, gender, nationality, DOB, DOJ, Age, and job task.</p>	Yes
4.4.5.6	<p>GTCSB established employment contracts dully sign by workers and estate management.</p> <p>Interviewed workers by phone calls informed workers provided with copy of signed employment contract.</p>	Yes
4.4.5.7	<p>GTCSB established check roll records system to monitor workers reporting to work and after works.</p> <p>Workers are briefed on the working hours during the morning muster.</p> <p>Review on workers' pay slip and interview with estate management by phone calls confirmed no overtime practiced by the company.</p>	Yes
4.4.5.8	<p>Working hours for GTCSB is displayed at estate office notice boards..</p> <p>Working hours:</p> <p>Masa kerja: 7.00am – 11.00am</p> <p>Masa rehat: 11.00am – 1.00pm</p> <p>Kerja semula: 1.00pm – 5.00pm</p> <p>The working hours are in line with Sabah Labour Ordinance, 8 hours of work including rest time.</p> <p>Interviewed workers by phone calls informed they understand and adhere to the working hours.</p>	Yes
4.4.5.9	<p>GTCSB established payslip and distributed to workers.</p> <p>Review on October 2020 worker's payslips describe workers are paid base on mutually agreed piece rate stated in their employment contract.</p> <p>Interview with workers by phone calls informed they understood the wages provided by company. Workers confirmed they are given copy of payslips for their reference.</p>	Yes
4.4.5.10	<p>GTCSB provide benefits to both local and foreign workers.</p> <p>For example :</p> <p>1. Medical expenses.</p>	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	2. Transportation for clinic. 3. SOCSO coverage for Foreign and local Workers. 4. KWSP for local workers.	
4.4.5.11	GTCSB adopts palm oil industry best practices for living quarters. The housing area are provided with clean water and electricity.	Yes
4.4.5.12	GTCSB established Good Social Practice policy; dated 01/04/2020 signed by Company Director. The policy states <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. Review on photos provided confirmed the policy is displayed at estate notice board and in English and Bahasa Malaysia. Briefing on policy conducted on 21/09/2020 for workers. Workers informed by phone calls that there is no sexual harassment or violence at workplace.	Yes
4.4.5.13	GTCSB established Good Social Practice policy dated 01/04/2020 signed by company director states: <ul style="list-style-type: none"> Respect employees that have rights and freedom to form or join trade union. No trade union formed or established at GTCSB. Interviewed workers by phone call informed no union form in GTCSB.	Yes
4.4.5.14	GTCSB established Good Social Practice policy dated 01/04/2020, sign by company director. Policy states: <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 than those allowed by the laws. Reviewed on the employee list, all the workers are above 18 years. Based on workers list and interview with workers by phone call, it was confirmed no child and young worker hired by company.	Yes
4.4.6.1	GTCSB established training plan for year 2020 dated January 2020. Training provided: SOP for Safe Working, Chemical handling, PPE use, Fire Drill and Emergency Response plan, Company Policy, Social and Human Right Stakeholders consultation conducted by email include briefing of MSPO policy, company policy and complaint and grievances procedure	Yes

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Principle 4: Social Responsibility, health, safety and employment conditions		
Indicator	Summary of Assessment	Compliance
	Training records are review for chemical spraying, harvesting, fertilizer application and safety awareness dated 21/09/2020. The training attendance records and training photos are verify.	
4.4.6.2	<p>GTCSB conduct training according to the worker job task.</p> <p>Training matrix for each of the worker is establish for the respective training provided.</p> <p>Training need analysis and training matrix had been established dated 01/08/2020 for staff, mandore and workers. The need is based on job description.</p> <p>Records of training, includes attendance list, photos and materials are verify.</p>	Yes
4.4.6.3	<p>GTCSB established the annual training programme 2020which includes training for company policies, SOPs for health, safety environment and social aspects.</p> <p>The training conducted been recorded and training matrix had been established dated 01/08/2020 for staff, mandore and workers. The need is based on job description.</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 01/04/2020 signed by Director.</p> <p>The policy states "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>Review on photo evidences, Environmental policy is displayed at office notice board in both Bahasa Malaysia and English.</p> <p>Stakeholders consultation records conducted on 23/09/2020 to 16/10/2020 which include briefing of Environmental policy is verify.</p> <p>Environmental policy training conducted to conduct to workers, dated 21/09/2020.</p>	Yes
4.5.1.2	<p>a GTCSB established Environmental policy, dated 01/04/2020 signed by Director.</p> <p>Objectives 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 	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<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 02/09/2020.</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>Activity: Chemical spraying</p> <p>Environment Aspect: Empty chemical containers</p> <p>Environment negative impact: Waste pollution- improper disposal of used empty chemical containers.</p> <p>Photo evidence confirmed all used empty chemical containers are mark and stored at storage facility.</p> <p>Activity: Manuring.</p> <p>Environment Aspect: Fertilizer residue washed into water.</p> <p>Environment negative impact: Water pollution.</p> <p>Interviewed workers informed they are applying fertilizer as per management advice. Empty fertilizer bags are collected and kept in stores.</p>	Yes
4.5.1.3	<p>GTCSB Environmental Management Plan, updated 02/09/2020 include the negative and positive impact assessment</p> <p>EMP established to mitigate the negative impacts and promote to the positive ones example:</p> <p>Activity: 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>Photos of housing provided shows empty chemical containers are reused for flower pots.</p> <p>Activity: 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>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Field photo provided are verify, there are no sign of over sprayed of chemicals on field.	
4.5.1.4	<p>GTCSB established Continuous Improvement Plan, dated 25/10/2020 for environmental and include table to promote positive impact.</p> <p>Example:</p> <p>Activity: Building new fertilizer, chemical, scheduled waste stores</p> <p>Positive Impacts: Provide better environmental and safety place.</p> <p>Person in charge: Assistant Manager</p> <p>Status updated on 31/03/2020, building of all new stores are completed. Photo of newly build estate facilities verify the action taken.</p>	Yes
4.5.1.5	<p>GTCSB conducted Policy Training for the employees dated 21/09/2020. Training records reviewed including list of attendance and training photos.</p> <p>Training program 2020 established on January 2020 include the environment training.</p> <p>Interview workers by phone calls informed they are aware of environmental policy.</p>	Yes
4.5.1.6	<p>GTCSB conducted environmental meeting dated 21/09/2020.</p> <p>The meeting agenda includes discussion on environmental matters. 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 01/09/2020, the baseline is based on 3 years data from 2017 to 2019.</p> <p>The baseline is used for monitoring diesel usage for year 2020. The diesel consumption for year 2020 are higher due to high volume of crops.</p>	Yes
4.5.2.2	<p>GTCSB established budgeted diesel usage for year 2020. GTCSB established comparison on monthly basis for budget analysis. The fuel consumption records indicates the actual fuel usage is high against the budget due to high volume of crops productions.</p>	Yes
4.5.2.3	<p>GTCSB does not practice renewable energy for their estate.</p> <p>Review of photos of provided and interview estate representative confirmed there are no renewable energy used.</p>	Yes
4.5.3.1	<p>GTCSB established Waste Management Plan, updated 01/07/2020.</p> <p>Example of wastes identified and its sources :</p> <p>Solid waste</p> <p>Sources: Household (Domestic)</p> <p>Type of wastes: Plastic, food waste, tins and bottle</p> <p>Liquid waste</p> <p>Sources: Workshop</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services																				
Indicator		Summary of Assessment		Compliance																
		Type of waste: Used Engine Oil Gaseous waste Sources: Farm tractors Type of waste: Smoke, Carbon monoxide.																		
4.5.3.2	a	GTCSB established Waste Management Plan, updated 01/07/2020. The WMP identify and monitor sources of waste and pollution. For example: Waste: Empty fertilizer bags. Source: Manuring. Location: Used empty fertilizer store. Disposition method: Reused to collect loose fruits. Monitoring Plan: Proper monitoring, storage and recycle of waste. Responsibility: Estate Assistant Manager Pollution: Soil Pollution Photo evidences confirmed recycle bins are installed at estate housing compound. Interviewed workers informed they aware on the usage of recycle bins.		Yes																
	b	GTCSB established list of waste generated that could be recycle or reused had been implemented Example: <table><tr><td>No</td><td>Source Of Pollution</td><td>Method</td><td>Remarks</td></tr><tr><td>1.</td><td>Fertilizer Bag</td><td>Reused</td><td>Use for loose fruit collection</td></tr><tr><td>2.</td><td>Empty chemical container</td><td>Reused Recycled</td><td>Use for chemical pre-mix Recycle by third party</td></tr><tr><td>4.</td><td>EFB, Palm frond</td><td>Reused</td><td>Used for mulching, soil conditioner, nutrient enhancement</td></tr></table>		No	Source Of Pollution	Method	Remarks	1.	Fertilizer Bag	Reused	Use for loose fruit collection	2.	Empty chemical container	Reused Recycled	Use for chemical pre-mix Recycle by third party	4.	EFB, Palm frond	Reused	Used for mulching, soil conditioner, nutrient enhancement	Yes
No	Source Of Pollution	Method	Remarks																	
1.	Fertilizer Bag	Reused	Use for loose fruit collection																	
2.	Empty chemical container	Reused Recycled	Use for chemical pre-mix Recycle by third party																	
4.	EFB, Palm frond	Reused	Used for mulching, soil conditioner, nutrient enhancement																	
4.5.3.3		GTCSB established SOP work safety for chemical handling document no. 4.6.1-10 updated 01/06/2020. The SOP describe: <ul style="list-style-type: none">Action taken before entering chemical storeSafety precaution in chemical store.		Yes																

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	<ul style="list-style-type: none"> Chemical store management. <p>Stated in the SOP, empty chemical containers are managed by:</p> <ul style="list-style-type: none"> Fill the container with water up to quarter mark. 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>Review on scheduled waste records and photo evidences confirmed numbers of used chemical containers are properly recorded and stored.</p>	
4.5.3.4	<p>GTCSB established SOP work safety for chemical handling document no. 4.6.1-10 updated 01/09/2020.</p> <p>The SOP describe:</p> <ol style="list-style-type: none"> No reuse of empty schedule waste except for planting pot or as waste collector bin. Empty schedule waste containers are to save in schedule waste store. Triple rinsing was conducted for all used empty containers before stored at schedule waste stores. <p>All empty containers used for storage the spraying chemical pre-mix.</p> <p>Photo evidences and interview with workers by phone calls informed they aware on safety precaution on handling chemicals</p>	Yes
4.5.3.5	<p>GTCSB established domestic wastes segregated for recycling and those cannot be recycle will be send to the nearest municipal rubbish bin.</p> <p>No landfill established by estate and domestic wastes are disposed to the nearest municipal domestic collection.</p>	Yes
4.5.4.1	<p>GTCSB established Waste Management Plan, updated 01/07/2020.</p> <p>Example of wastes identified and its sources:</p> <p>Solid waste</p> <p>Source: Household (Domestic)</p> <p>Type of wastes: Plastic, food waste, tins and bottle</p> <p>Liquid waste</p> <p>Sources: Workshop</p> <p>Type of waste: Used Engine Oil</p> <p>Gaseous waste</p> <p>Sources: Farm tractors</p> <p>Type of wastes : Smoke, Carbon monoxide</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services												
Indicator	Summary of Assessment		Compliance									
4.5.4.2	<p>GTCSB established Waste Management Plan dated 01/07/2020.</p> <p>The plan established include identification of pollutions and action plan..</p> <p>Example:</p> <p>Greenhouse Gas (GHG) emissions</p> <p>Negative Impact: GHG emissions can adverse effect on the environment.</p> <p>Positive impact: Steps to reduce net GHG emissions have positive impacts on emission saving</p> <p>Action plan:</p> <ul style="list-style-type: none">To improve fuel efficiency of transport vehicles. <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 of loose fruits.		Yes									
4.5.5.1	a	<p>GTCSB established water management plan dated 17/11/2020.</p> <p>The water sources are from pond, treated water and rain water.</p> <table><tr><th>Operation</th><th>Source</th><th>Usage</th></tr><tr><td>Estate</td><td>Pond Rain water</td><td>Weed spraying, washing PPE, triple rinsing, vehicle washing</td></tr><tr><td>Domestic usage</td><td>Treated water</td><td>Drinking, cooking, bathing</td></tr></table>	Operation	Source	Usage	Estate	Pond Rain water	Weed spraying, washing PPE, triple rinsing, vehicle washing	Domestic usage	Treated water	Drinking, cooking, bathing	Yes
	Operation	Source	Usage									
	Estate	Pond Rain water	Weed spraying, washing PPE, triple rinsing, vehicle washing									
	Domestic usage	Treated water	Drinking, cooking, bathing									
	b	<p>Review on field photos and interview with estate management confirmed GTCSB do not have streams, river or waterways within the estate area. Therefore, no monitoring of outgoing water established.</p>	Yes									
c	<p>GTCSB established the estimation of water requirement dated 17/11/2020. Total water consumption is 2.0 million litter of water per year.</p> <p>GTCSB practice rain harvesting for domestic and operation usage such as for chemical spraying.</p> <p>GTCSB established rain fall records to manage water usage for housing compound and field operations.</p>	Yes										
d	<p>GTCSB estate map is review and from field photos evidence there are no rivers or streams within the estate area.</p> <p>Therefore, no plans established to monitor riparian zone.</p>	Yes										

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
	Review on worker minute meeting conducted on 21/09/2020 include environment topics such as protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones.	
	e GTCSB estate map is review and from field photos evidence there are no rivers or streams within the estate area. Therefore, no riparian zone established.	Yes
	f GTCSB do not use bore wells for water supply. It is confirmed based on photos evidence and interview with GTCSB estate representatives.	Yes
4.5.5.2	Review on photos observed no bunds and weirs constructed.	Yes
4.5.5.3	GTCSB practices water harvesting throughout the estate facilities. Interviewed with estate staff and review on photos rain water harvested for operation and chemical application.	Yes
4.5.6.1	<p>a GTCSB established the Biodiversity Value Habitats, 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. 3. Dragon flies. <p>GTCSB established the Information template 'Together Fighting Illegal Poachers' dated 01/07/2019.</p> <p>The plan consist of:</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>Based on photo evidences, the information is displayed on the estate notice board and worker has been inform on this in morning muster.</p> <p>Interview workers by phone calls informed they aware on the wildlife and has monitor and report to management if any animal seen.</p>	Yes
	<p>b GTCSB established 'Biodiversity value habitats found' updated 17/11/2020</p> <p>Based on photo evidences, The information is displayed on the estate notice board.</p> <p>The example of species found as below:</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"> 1. Water monitor. 2. Jungle myna 3. Dragon flies 	
4.5.6.2	a	<p>GTCSB established the Information template 'Together Fighting Illegal Poachers dated 01/07/2019.</p> <p>The plan 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>Interview worker by phone calls informed they aware on the wildlife and has monitor and report to management if any animal seen.</p>	Yes
	b	<p>GTCSB established Environment policy dated 01/04/2020 sign by Company Director</p> <p>The policy described company is committed to minimizing the environmental impact of their operations and continue to conserve the 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>Interviewed workers via phone calls feedback they are aware on protection of wildlife and penalty on hunting or capturing any wildlife.</p>	Yes
4.5.6.3		<p>GTCSB establish monitoring records to monitor wildlife in and surrounding the estate.</p> <p>Monitoring record dated 17/11/2020 is review. The records listed type of wildlife sighted by workers.</p>	Yes
4.5.7.1		<p>GTCSB established Zero burning policy, dated 01/04/2020 signed by Company Director.</p> <p>The policy states on 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> <p>Review on photos evidences and interviewed with estate management team confirmed no open burning observed.</p>	Yes
4.5.7.2		<p>GTCSB establish Zero Burning policy, dated 01/04/2020 signed by Company Director.</p> <p>Review on field photo evidences and interviewed with workers by phone calls confirm no serious palm diseases. Therefore, no special approval for open burning from the relevant authorities</p>	Yes

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Principle 5: Environment, natural resources, biodiversity and ecosystem services		
Indicator	Summary of Assessment	Compliance
4.5.7.3	Review on photo evidences on field conditions indicates there are no serious palm diseases Thus, there are no application documents for controlled burning.	Yes
4.5.7.4	GTCSB adopted 'Field Handbook: Oil Palm Series for Immature Volume 2 & Mature by Ian Rankie and Thomas Fairhurst – September 1999'. The guidance states on process of planting oil palms. Based on replanting programme and field photos verification, there are no replanting activities.	Yes

Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.6.1.1	GTCSB established SOP for best practice example: 1. Harvesting SOP doc no: 4.6.1-5 dated 01/06/2020. 2. SOP for Storage and Handling of Chemical document No. 4.6.1-10 dated 01/06/2020 3. SOP for chemical mixing document No. 4.6.1-2, dated 01/06/2020. Briefing conducted on 21/09/2020 for workers that include SOPs. Training material and attendance records reviewed. Example: <ul style="list-style-type: none">• MSPO policy training.• Complaint and grievances procedure.• PPE handing training• Field operation SOPs.	Yes
4.6.1.2	GTCSB adopt Field handbook oil palm series volume 2, immature dated 1999, doc no: ISBN: 981-04-1433-1. On page 54, the procedure describe Terraces of platform are constructed in steeper areas in order to: <ul style="list-style-type: none">• Facilitate effective establishment, maintenance and harvesting of palms.• Minimize soil erosion.• Reduce rainwater runoff and nutrient losses. Field photos and map are verify and confirmed there are no planting on slope.	Yes
4.6.1.3	GTCSB established block marker for each block. Photos of block marking in field are verified. Example: Div: G1	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	<p>Block: 01</p> <p>Total Ha: 19.26</p> <p>Total palm: 2618</p> <p>Planting distance: 30 x 30</p> <p>Year planting: June 2004</p> <p>Seeding: Felda D x P</p>	
4.6.2.1	<p>GTCSB established management financial and budget, updated 01/09/2019. The budget established allocated for year 2020 until 2022.</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. <p>Interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.2	<p>GTCSB has not establish replanting programme since the palm are still in the production phase.</p> <p>Review on planting statement and photos evidence the palm are in their production age.</p> <p>The projected replanting will be conducted on year 2029.</p>	Yes
4.6.2.3	<p>GTCSB established 3 years financial management plan from 2020 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. <p>Interview with estate management informed implementation of budget allocated are monitored to ensure company financial are in order.</p>	Yes
4.6.2.4	<p>GTCSB established Profit and loss statement from 01/01/2019 to 31/10/2020. The statement includes list of expenses in managing estate and profit from FFB selling.</p> <p>Interview with estate management informed they are monitoring and ensuring the cost within the budget limit.</p>	Yes
4.6.3.1	<p>GTCSB purchase fertilizers and tools by issuing purchase order describing the products, price per unit, and total quantity required. Example:</p>	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
	Quotation and purchase order for fertilizers from supplier, dated 03/11/2020 are reviewed and verify.	
4.6.3.2	GTCSB purchase fertilizer from supplier basing on the quotation received from supplier. Payments are made on a monthly basis in timely manner to supplier. Review on invoice payment for supplier is paid accordingly.	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

Principle 7: Development of new planting		
Indicator	Summary of Assessment	Compliance
4.7.1.1	The planting statements are review. There is no new planting at GTCSB. The first planting is in 1997. The latest planting is conducted on 2014. Review the replanting programme dated 01/11/2020, the replanting will commenced in 2029. Therefore, no planting at High biodiversity value area.	Yes
4.7.1.2	The planting statements are review. There is no new planting in GTCSB. Review the replanting programme date 01/11/2020, the replanting will commenced in 2029. Therefore, no PPM require to be establish.	Yes
4.7.2.1	The planting statements and maps for GTCSB are review and there are no peat land sighted.	Yes
4.7.3.1	The planting statements is review and there are no new plantings at GTCSB. Therefore, no SEIA conducted.	Yes
4.7.3.2	The planting statements are review and there are no new planting at GTCSB. Therefore, no SEIA conducted.	Yes
4.7.3.3	The planting statements are review and there are no new planting at GTCSB. Therefore, no SEIA conducted.	Yes
4.7.3.4	There are no smallholder's scheme in GTCSB certification. Therefore, not applicable.	Yes

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Principle 6: Best Practices		
Indicator	Summary of Assessment	Compliance
4.7.4.1	The planting statements are review and there are no new planting at GTCSB. Therefore, no soil maps established.	Yes
4.7.4.2	The planting statements are review and there are no new planting at GTCSB. Therefore, no topography maps established.	Yes
4.7.5.1	The planting statements are review and there are no new planting at GTCSB. Therefore, no topography maps and permits established.	Yes
4.7.5.2	The planting statements are review and there are no new planting at GTCSB. Therefore, no monitoring management plans for fragile and marginal soil established.	Yes
4.7.5.3	The planting statements are review and there are no new planting at GTCSB. Therefore, no soil map established.	Yes
4.7.6.1	The planting statements are review and there are no new planting at GTCSB. Therefore, no FPIC conducted and no communities affected.	Yes
4.7.6.2	The planting statements are review and there are no new planting at GTCSB. There are no sacred sites, therefore, no management plan establish.	Yes
4.7.6.3	The planting statements are review and there are no new planting at GTCSB. Therefore, no soil SOP established.	Yes
4.7.6.4	The planting statements are review and there are no new planting at GTCSB. Therefore, no compensation and agreement established.	Yes
4.7.6.5	The planting statements are review and there are no new planting at GTCSB. Therefore, no assessment of legal and recognized customary right established.	Yes
4.7.6.6	The planting statements are review and there are no new planting at GTCSB. Therefore, no system establish for calculating the compensation for distribution.	Yes
4.7.6.7	The planting statements are review and there are no new planting at GTCSB. Therefore, no compensation plan established.	Yes
4.7.6.8	The planting statements are review and there are no new planting at GTCSB. Therefore, no communities affected.	Yes

4.4. Status of Non-Conformities Previously Identified

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

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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.

Note 2: All major and minor NCs raised in last audit are required to capture in this report together with the review of the non-compliance implementation.

4.5. Detail of Audit Findings in last audit

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

4.6. Detail of Remote Audit Findings Identified during this audit

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

REMOTE AUDIT OUTCOME		
During this remote audit,	1	MAJOR Non-Conformities
	0	MINOR Non-Conformities

Non Conformity Number < 01 >						
Indicator # and Description	4.1.2.2 The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action (MAJOR)					
Location:	Office					
Description of Finding / Objective Evidence:						
The internal audit conducted on 20/10/2020 with a repeated finding for medical surveillance as reported in last year internal audit. Corrective action had not been taken to close the finding. The internal audit SOP need to describe the person in-charge to conduct and timeline to close non-conformities.						
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor				
Raise by:	Khairul Anwar Bin Ismail	Date Raise:	01/12/2020			
Deadline for implementation		01/02/2020				
Root Cause Analysis (by company):						
Unable to get clinic at Kudat for conducting the medical surveillance during MCO period and lack of information to improve the internal audit document.						
Correction (by company):						
Conduct the medical surveillance dated on 04/01/2020 and revise the internal audit SOP as attach document for person in charge to conduct the internal audit and timeline to close the non-conformities.						
Corrective / Preventive Action (by company)						
Continue follow the internal audit SOP and conduct the medical surveillance once a year						

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Non Conformity Number < 01 >

Review of Correction & Corrective / Preventive Action

Review documents submitted, the medical surveillance had been conducted dated 04/01/2020. The internal audit SOP for the person in charge to conduct the internal audit and timeline to close the non-conformities had been revised

The evidence provided sufficient to close the NC.

Further verification will be conducted in the next surveillance audit.

Closed: ☒ Yes ☐ No

Site verification : ☐ Yes ☒ No

Name of Lead Auditor :

Khairul Anwar Bin Ismail

Date of Closure:

07/01/2021

Review of Implementation

Name of Lead Auditor / Auditor:

Date of Review:

Nr.	Indicator	Description	Location	Opportunity for Improvement
1.	4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company	Office	GTCSB management may consider improve the continuous improvement plan.
2.	4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution	Office	GTCSB management may consider improve on records of scheduled waste generated.
3.	4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: (MAJOR) c) Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).	Office	GTCSB management may consider improve on data collection for domestic water usage.

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5. CONCLUSION

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

There is 1 Major NC raise and closed out successfully.

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:	1	
Total certified production area:	254.82	Ha
Certified FFBs January to November 2020 :	4,176.62	Mt
Project FFBs November to December 2020 :	500	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, 13/01/2021

Khairul Anwar Bin Ismail
TUV NORD (Malaysia) Sdn Bhd
Audit Team Leader

Puchong, 13/01/2021

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

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7. LIST OF STAKEHOLDERS

Table 7-1: List of Interviewed Stakeholders

No stakeholders consultation conducted

No.	Organisation
-	-

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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 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