



Assessment Report	11 th Nov - 12 th Nov
	2018

[Disclaimer: The audit report has been generated to reflect the compliance of the company toward the Malaysian Sustainable Palm Oil (MSPO) MS 2530-2:2013 General Principles For Independent Smallholder and every criterion's have been in every effort taken to ensure the accuracy of the assessment and reporting produced. As the assessment is been carried out based on sampling, certain areas or processes may not be able to verified on its compliances.]

MSPO

Company Name	FELCRA BERHAD FB tembeling tengah FB JAYA PUTRA FB SG POHO
Address	FELCRA BERHAD KAWASAN TEMBELING TENGAH, KM 66 JALAN KUALA TAHAN, PETISURAT 78, 27000 JERANTUT PAHANG MALAYSIA
Report No.	MS18FM0058
Status of Audit	First Assessment Audit (Document Review)

Section A General Information

General	
Standard Assessed	MSPO MS 2530-3:2013
Audit objectives	To verify the document established to met the requirement of the standard and ready for the stage 2 assessment
Integrate Assessment	No

Contact Details	
Management Representative	ZULKIFLI BIN TUMPANG
Alternate contacts	
Management Representative contact no.	019-8888421
E-mail address	phg.tembeling@felcra .com.my
Fax Number	09-2664911
Phone Number	09-2663311

Scope of Certification	
Scope of certification in English	The provision of planting and harvesting of fresh fruit bunch (FFB) by plantation
Applicable clause of the MS 2530-2:2013	Clause 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7
Changes from Previous registration	No
Extension/changes of scope date	NA

System Documentation Information	
Quality Manual Document Identification	Manual Dan SOP Lestari
Last Management System revision date	01/08/2018
Previous Management System date	NA
Management Review Date	01/11/2018
Internal audit Date	08-09/10/2018

Section B Audit Note

Summary of Area Audited

BUSINESS AREAS	DETAILS OF AUDITED SUMMARY
Opening Meeting and Closing Meeting	Opening Meeting a) introduction of the participants, including an outline of their roles; b) confirmation of the scope of certification; c) confirmation of the audit plan (including type and scope of audit, objectives and criteria), any changes, and other relevant arrangements with the client, such as the date and time for the closing meeting, interim meetings between the audit team and the client's management; d) confirmation of formal communication channels between the audit team and the client; e) confirmation that the resources and facilities needed by the audit team are available; f) confirmation of matters relating to confidentiality; g) confirmation of relevant work safety, emergency and security procedures for the audit team; h) confirmation of the availability, roles and identities of any guides and observers; i) the method of reporting, including any grading of audit findings; j) information about the conditions under which the audit may be premature terminated; k) confirmation that the audit team leader and audit team representing the certification body is responsible for the audit and shall be in control of executing the audit plan including audit activities and audit trails;

	<p>l) confirmation of the status of findings of the previous review or audit, if applicable;</p> <p>m) methods and procedures to be used to conduct the audit based on sampling;</p> <p>n) confirmation of the language to be used during the audit;</p> <p>o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;</p> <p>p) opportunity for the client to ask questions.</p> <p>Closing Meeting</p> <p>a) informing the client that the audit evidence collected was based on a sample of the information; thereby introducing an element of uncertainty</p> <p>b) the method and timeframe of reporting, including any grading of audit findings;</p> <p>c) the certification body's process for handling nonconformities including any consequences relating to the status of the client's certification;</p> <p>d) the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit;</p> <p>e) the certification body's post audit activities;</p> <p>f) information about the complaint handling and appeal processes.</p> <p>g) Any diverging opinion that are not resolved.</p> <p>h) opportunity for the client to ask questions.</p>
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System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.1 Management Commitment & Responsibility		
4.1.1 MSPO Policy	Y	4.1.1.1 MSPO Policy date on 22/05/2018 .Sign by CEO. 4.1.1.2 Continue improvement statement sighted in the MSPO Policy . The implementation will verified during stage 2 .
4.1.2 Internal Audit	Y	4.1.2.1 Internal audit plan as per FB-MSPO-P01/F1 Rancangan Tahunan Audit Dalam MSPO 4.1.2.2 As per procedure FB-MSPO-P01Audit Dalaman 4.1.2.3 As per Senarai Semak Audit Dalaman MSPO dated 08/10/2018- 09/10/2018
4.1.3 Management Review	Y	4.1.3-Management review- As per Management Review Minute (MSPO) dated 30/10/2018 Sighted action plan form .Action Plan dated on 22/10/2018
4.1.4 Continual Improvement	Y	4.1.4.1 - As per i) Pelan Pengurusan Keselamatan & Kesihatan Pekerja dated 01/08/2018 ii) Pelan Pengurusan Sosial dated 01/08/2018 iii) Pelan Pengurusan Alam Sekitar dated 01/08/2018 iv) Pelan Pengurusan Sisa dated 01/08/2018 ii) Environmental Aspect and Evaluation Form 4.1.4.2. As to date no planning for implementation of the new technique. 4.1.4.3 As to date no planning for implementation of the new technique. Will be verified in stage 2 i)Pembaikan Rumah Pekerja 3 unit ii)Membinn stor baja iii)naik taraf bengkel(mesin tekana udara) iv)membina kemudahan aktiviti staf v)lesen memandu tractor vi)tempat pengumpulan barangan kitar semula vii)perjanjian peserta
4.2 Transparency		
4.2.1 Transparency of information and documents relevant to MSPO requirement	Y	4.2.1.1 -As per procedure FB-MSPO-P05 Pengurusan dan Komunikasi Pihak Berkepentingan. 4.2.1.2

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		-Sighted Minit Mesyuarat MSPO Zon -14 (Jerantut) dated 17.07.2018
4.2.2 Transparent method of communication and consultation	Y	4.2.2.1 -As per procedure FB-MSPO-PO5 Pengurusan Dan Komunikasi Pihak Berkepentingan 4.2.2.2 -Nominated management, Mr Abdul Rahman Bin Abu , letter dated 01/08/2018 responsible for MSPO matters . -List of stakeholder- as per Peserta Tembeling Tengah dated 26/4/2018 based on Bayaran Sara Hidup
4.2.3 Traceability	Y	4.2.3.1 -As per procedure FB-MSPO-SOP01-Kebolehejakan -Borang Pemantauan Kebolehejakan (FB-MSPO-SOP01/F1) is available and dated 01/08/2018. -Management assign Mr Abdul Rahman Bin Abu as Pegawai Pemantauan Kebolehejakan Di Peringkat Kawasan .Starting 1/07/2018 and sign by Mr Zulkifly Tumpang as Pengurus Kawasan FELCRA Berhad Kawasan Tembeling Tengah . -Verified the Buku Rekod Hasil Harian Kelapa Sawit Weighbridge Ticket,Nota Penghantaran from Jaya Putra Palm Oil Mill. However Resit no 3716 in Buku Rekod Hasil Harian Kelapa Sawit is not available. But replaced with 3718A Information not accurate
4.3 Compliance to legal requirements		
4.3.1 Regulatory requirements	Y	4.3.1.1 As per valid licence MPOB ,DOSH etc 4.3.1.2 Refer to FB-MSPO-P02 Keperluan Undang-Undang Dan Pihak Berkepentingan 4.3.1.3 PIC on law and regulation will update the list and act and will held a meeting af there is any changes if any changes in regulation . 4.3.1.4 Mrs Faridah Binti Abu Bakar as PIC on Law and Regulation dated 01/08/2018. Sighted En Zainuddin Bin Yahayaas Pegawai Bertanggungjawab Bagi Tenaga Pekerja Asing dated 01/06/2018. Permit and contract workers are available and up to date .
4.3.2 Land use rights	Y	4.3.2.1 As per estate map – Peta Projek Kawasan 4.3.2.2 As per Land Title Ownership by settlers and sighted the agreement with FELCRA Berhad. 4.3.2.3 As per boundary stone and border drain is available. Will be verified durin 2nd stage There is no record of observation of Boundary Stone
4.3.3 Customary rights	Y	Not Applicable
4.4 Social responsibility, health, safety and employment condition		
4.4.1 Social impact assessment (SIA)	Y	4.4.1.1 As sighted in FELCRA Tembeling Tengah, Social Impact assesement is available dated on 18 & 19 Julai 2018.
4.4.2 Complaints and grievances	Y	4.4.2.1 – As sighted in FELCRA Tembeling Tengah, FB-MSPO-P05 Pengurusan Dan Komunikasi Pihak Berkepentingan dated 01/08/2018. 4.4.2.2 – will verified during stage 2 audit 4.4.2.3- as sighted in FELCRA Tembeling Tengah the complain record is available in “Rekod Aduan Kawan Tembeling Tengah” log book. Complaint form is available.

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		4.4.2.4 – the complaint procedure will inform during roll call and AJKP meeting. Complain memo is not available at the office and workers' hostel. 4.4.2.5 – Will verified during stage 2 audit.
4.4.3 Commitment to contribute to local sustainable development	Y	4.4.3.1 – As sighted in FELCRA Tembeling Tengah, the CSR record is recorded in Buku Corporate Social Responsibility Felcra Bhd Tembeling tengah.
4.4.4 Employees safety and health	Y	4.4.4.1.1 – As sighted, the Workers Safety and Health policy name Polisi Keselamatan Dan Kesehatan Pekerjaan dated on 16 Nov 2018 verified by Datuk Zulkarnain Bin MD Eusope. 4.4.4.2 – As sighted, a) Pelan Pengurusan FELCRA BHD of Keselamatan & Kesehatan Pekerjaan is available dated on 1/08/2018. The plan was prepared by MR Abdul Rahman Bin Abu and verified by MR Zulkifyly bin Tumpang. b) As sighted In HIRARC DATED ON 1 Aug 2018, the work that example of work sighted are; chemical handling, manuring, harvesting and spaying. c) As sighted, the training need analysis is available dated on 1 Aug 2018 prepared by MR Abdul Rahman Bin Abu and verified by MR Zulkifyly Bin Tumpang. The training plan is available for 2018. d) As sighted, the PPE Record is available in Buku Rekod Pemberian Barang Peralatan Dan Seselamatan Pekerja (PPE). e) As sighted, the chemical handling procedure is available. Document Pengurusan Keselamatan Bahan Kimia FB-MSPO-P10 dated on 1 Sept 2019. f) As sighted, the appointed letter for JKPP and secretary is available dated on 1 Feb 2018. The OSH meeting minute is available; the latest OSH meeting is on 31 Oct 2018 attended by 8 JKPP committee. g) As sighted, the accident report is available. h) As sighted, the first aider training was conducted on 30 Oct 2018 at Bilik Mesyuarat FELCRA Tembelng Tengah conducted by FELCRA HQ staff attended by 20 staff and worker.
4.4.5 Employment conditions	Y	4.4.5.1 – As sighted, the social policy is available dated on 22 May 2018. 4.4.5.2 – As sighted, the social policy is available dated on 22 May 2018. 4.4.5.3 – verified during Stage 2 Audit. 4.4.5.4 – The Workers' contract stated that the wages is RM38.46/ day. 4.4.5.5 – As sighted, the workers' database is available. 4.4.5.6 – As sighted the contract was renewed yearly basis as per perjanjian pekerja tempatan felcra. 4.4.5.7 – As sighted the checkroll TKA and GPS is available. 4.4.5.8 – will be verified during stage 2 audit 4.4.5.9 – will be verified during stage 2 audit 4.4.5.10 – will be verified during stage 2 audit 4.4.5.11 – will be verified during stage 2 audit 4.4.5.12 – Sexual harassment policy is available dated on 22 may 2018. 4.4.5.13 – social policy is available. 4.4.5.14 - there is no evidence on under age worker sighted.
4.4.6 Training and competency	Y	4.4.6.1 – As sighted, the training need analysis and training planning is available. 4.4.6.2 as per 4.4.6.1

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		4.4.6.3 – as sighted, the training SOP is available. The document FB-MSPO-SOP02 dated on 1 Aug 2018.
4.5 Environment, natural resources, biodiversity and ecosystem services		
4.5.1 Environmental management plan	Y	4.5.1.1 – As sighted, the environmental and biodiversity policy is available dated on 22 May 2018. Pelan pengurusan alam sekitar is available dated on 1 Aug 2018. 4.5.1.2 – as sighted the Aspect impact assessment is available dated on 1 Aug 2018. The Aspect impact was prepared by Mr Abdul Rahman and Verified by Mr Zulkifly Bin Tumpang. 4.5.1.3 - Pelan pengurusan alam sekitar is available dated on 1 Aug 2018. 4.5.1.4 – as per 4.5.1.3 4.5.1.4 – As sighted, the environmental and Biodiversity meeting minute is available dated on 10 Sept 2018.
4.5.2 Efficiency of energy use and use of renewable energy	Y	4.5.2.1 – The diesel usage is available. Laporan Penggunaan Diesel is available for OCT 2018. As sighted, Pelan Pengurusan Penggunaan Tenaga, Kawalan Pencemaran Dan Pemantauan Kesan Rumah Hijau 2018 is available. Diesel usage and budget for the management office is available. 4.5.2.2 Contractor diesel usage for contractor is not available. Action plan on energy usage is available. 4.5.2.3 – Solar energy is use for electric pay.
4.5.3 Waste management and disposal	Y	4.5.3.1 – As sighted, the schedule waste as per Senarai Buangan Terjadual FELCRA BHD Tembeling tengah listed several scheduled waste such as, SW102, SW 103, SW 409 etc. 4.5.3.2 – management plan FB-MSPO-SOP06/F1 sighted the action plan for environment. 4.5.3.3 – As sighted, document FB-MSPO-SOP03 Pengendalian Bahan Buangan Terjadual dated 1 Aug 2018. 4.5.3.4 – There is no record on empty chemical container. 4.5.3.2 – Will be verified on 2nd stage audit
4.5.4 Reduction of pollution and emission	Y	4.5.4 – As sighted, Pelan Pengurusan Tenaga, Kawalan Pencemaran Dan Pemantauan Kesan Pelepasan Gas Rumah Hijau (GHG) tahun 2018 is available
4.5.5 Natural water resource	Y	4.5.5.1 – As sighted, the water management plan FB-MSPO-SOP06/F1 is available. This plan was prepared by Mr Abd Rahman Bin Abu and verified by Mr Zulkifly Bin Tumpang. 4.5.5.2 – to be verified during stage 2 audit 4.5.5.3 – to be verified during stage 2 audit
4.5.6 Status of rare, threatened, or endangered species and high biodiversity value	Y	4.5.6.1 – As sighted, Laporan Penilaian Asas Biodiversiti for FELCRA Tembeling Tengah, Ladang Sungai Poho and Ladang Jaya putra. The report was prepared by Mr Mohd Fairuz Bin Ali
4.5.7 Zero burning practices	Y	4.5.7.1 – As sighted in Pembersihan Kawasan Membrosih Kawasan Secara Pembakaran Sifar 2A1/S/2008. 4.5.7.2 - Verified during Stage 2 audit
4.6 Best Practices		
4.6.1 Site management	Y	4.6.1.1 – As sighted, SOP Tanaman Kelapa Sawit for FELCRA Berhad.

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		4.6.1.2 as per 4.6.1.1 4.6.1.3 verified during 2nd stage audit
4.6.2 Economic and financial viability plan	Y	4.6.2.1 – As sighted, Laporan Bajet Peruntukan Perbelanjaan dan Baki Bajet Tahun 2018 is available. 4.6.2.2 – Replanting project planning is available. For Pasir Durian 3, planted on 1995 will be repanting on 2020. 4.6.2.3 as per 4.6.2.1 4.6.2.3 as per 4.6.2.1
4.6.3 Transparent and fair price dealing	Y	4.6.3.1 Sighted PERMOHONAN UNTUK MENDAPATKAN SALINAN PERJANJIAN DAN KONTRAK PENJUALAN BTS UNTUK PERLAKSANAAN PERNSIJILAN MINYAK SAWIT MAMPAN MALAYSIA (MSPO) for sales and purchase agreement. Dated 28/09/2018 . 4.6.3.2 Sighted Profit and Lost .
4.6.4 Contractor	Y	4.6.4.1 As per Instruction Letter to all contractors on the compliance to the MSPO requirement dated 17/07/2018 4.6.4.2 Sighted evidence on contract agreement of contractor to the MSPO policy .Date of letter send to contractor is 22/10/2018 and on 31/10/2018 dated of minute meeting for the MSPO meeting 4.6.4.3 No sighted document that contractor agreed with the MSPO policy 4.6.4.4 Sighted record of PEMANTAUAN BAYARAN GAJI KEPADA PEKERJA KONTRAKTOR dated 10/07/2018, AUGUST ,SEPTEMBER . Sighted record of work completion and there is a mechanism to observe the work of contract and the report is approved by the manager. Type of work is MEMELIHARA KAWASAN TANAMAN (MKT)
4.7 Development of new planting		
4.7.1 High biodiversity value		NA
4.7.2 Peat land		NA
4.7.3 Social and Environmental Impact assessment (SEIA)		NA
4.7.4 Soil and topographic information		NA
4.7.5 Planting on steep terrain, marginal and fragile soils		NA
4.7.6 Customary land		NA

Observation for Improvement

Auditor	Observation
EB	4.2.3.4 – information stated in selling chit is not accurate which is bill no 3716 has sighted in chit book however, recorded in daily report sighted as 3718A. 4.3.2.3 – there is no record on boundary stone observation. 4.6.4.3 – there is no document from contractor stated that their agreed with MSPO Policy. 4.4.2.4 – the complaint procedure will inform during roll call and AJKP meeting. Complain memo is not available at the office and workers' hostel. 4.5.2.2 Contractor diesel usage for contractor is not available.

	4.5.3.4 - There is no record on empty chemical container The annual budget of diesel and electricity not clearly state and its hard to monitor the usage of diesel and electricity.
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During the assessment 0 nonconformities were identified. (refer to attachment)

Section C Conclusion

Document Review Conclusion

- The documentation is acceptable and complete, there is no finding/issue at this time and progress has been established towards next stage of audit/MAV.*
- The documentation is generally acceptable, however there are a numbers of finding/issued which the company needs to address before proceeding to stage 2/MAV.*

(Please proceed to follow up section)

Note : The assessment was based on random samples and therefore nonconformities may exist which have not been identified. All the pages should be attached if the organization wishes to copy and delivered to the interested party

Number of Employees (covered by scope of registration) **NA**

CCI Assessors	Attendance during opening and closing meeting	
Team leader	Name	Designation
Ermadasila Bin Mohamad	1) Zuraidah Mohamad 2) Zulkify Bin Tumpang	Ketua Kumpulan Kelestarian Pengurus Kawasan
Team member		
NIL		
Trainee auditor		
NIL		
Observer		
NIL		

Company Information if different from above

Invoicing address if different from above	Same as above
Alternate contact (if applicable)	Same as above

Acknowledge receipt of this report:

	Signed for on behalf of CCI	Signed for on behalf of the client
Signed		
Name	Ermadasila Bin Mohamad	Zulkify bin Tumpang
Date	12/11/2018	12/11/2016

E-mail	admin@cciglobe.com	
Fax No	03-8073 2688	

FOLLOW – UP:

Area of Concern status:

No	Description				
1					
	Auditor comment				
	Status	close		open	
2					
	Auditor comment				
	Status	close		open	
3					
	Auditor comment				
	Status	close		open	

Stage 1 audit conclusion:

Corrective action completed, site is now ready for stage 2 audit.

Signatory of auditor	
Date	