



Assessment Report	10 th Nov - 11 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 1) FB SUNGAI MELIKAI 2) FB BUKIT PEDOMAN
Address	
Report No.	MS18FM007
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	
Alternate contacts	
Management Representative contact no.	
E-mail address	
Fax Number	
Phone Number	

Scope of Certification	
Scope of certification in English	Provision of Planting & Harvesting of Fresh Fruits Bunchess
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	NA
Last Management System revision date	NA
Previous Management System date	NA
Management Review Date	16/02/2018
Internal audit Date	11/01/2018

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; l) confirmation of the status of findings of the previous review or audit, if applicable; m) methods and procedures to be used to conduct the audit based on sampling; n) confirmation of the language to be used during the audit; o) confirmation that, during the audit, the client will be kept informed of audit progress and any concerns;

	<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	<p>4.1.1.1 MSPO Policy date on 1 September 2017. Sign by CEO.</p> <ul style="list-style-type: none"> • A written policy statement on the commitment towards sustainable production of palm oil. This policy shall be communicated to all levels of the workforce and stakeholders. Will verified during stage 2. • Interview of personnel and stakeholders whether they are aware of the MSPO Policy and its implementation at the site. Will verified during stage 2. <p>4.1.1.2 Continues improvement statement sighted in the MSPO Policy. The implementation will verified during stage 2.</p>
4.1.2 Internal Audit	Y	<p>4.1.2.1 Internal audit plan- Verified the Program Internal Audit Dan Audit MSPO Untuk Ladang-Ladang PPPNP for Year 2018.</p> <p>4.1.2.2 As per Prosedur Audit Dalaman MSPO</p> <p>4.1.2.3 Internal audit as per Laporan Audit Dalam (MSPO) dated 11/01/2018.</p>
4.1.3 Management Review	Y	<p>4.1.3-Management review - As per Management Review Minute (MSPO) dated 16/02/2018. Will verified stage 2.</p>
4.1.4 Continual Improvement	Y	<p>4.1.4.1 - As per</p> <p>i) Social Impact Assesment dated 28/03/2018. Rev. No: SIA/01/2018,</p> <p>ii) Environmental Aspect and Evaluation Form</p> <p>4.1.4.2. As per Pelan Cadangan Mekanisasi 2018</p> <p>4.1.4.3 As per Pelan Cadangan Mekanisasi 2018</p>
4.2 Transparency		
4.2.1 Transparency of information and documents relevant to MSPO requirement	Y	<p>4.2.1.1</p> <p>-As per stated in the sustainability policy for transparency of the related MSPO document.</p> <p>4.2.1.2</p> <p>-Safety and health plan for the year 2018; Doc. No. LGL-OSHA-Latihan 18.</p> <p>-Records of complaint and grievances. Grievances Form; Appendix 1.</p> <p>-Environment improvement plan/ Pollution prevention plan</p> <p>-Land title</p>

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.2.2 Transparent method of communication and consultation	Y	4.2.2.1 -SOP -As per Prosedue Komunikasi Dan Informasi 4.2.2.2 -Nominated management-Appointment letter responsible for MSPO matters. (OBS) -List of stakeholder -List of stakeholder Estate 4.2.2.3 as per 4.2.2.2
4.2.3 Traceability	Y	4.2.3.1 -Standard Operating Procedure (SOP) - As per Prosedur Pengenalan Dan Kemudahan Buah Tandan Segar (BTS). -Appointment letter-Responsible person for MSPO. (OBS) 4.2.2.2 - Records of request and response. -List of stakeholders internal and external for the year of 2018. -Verified records for appropriate and efective of the action taken. -Minute meeting with stakeholders 26/03/2018. 4.2.2.3 as per 4.2.2.2
4.3 Compliance to legal requirements		
4.3.1 Regulatory requirements	Y	4.3.1.1 As per valid license MPOB, DOSH Permit etc 4.3.1.2 As per List Of Laws And Act and sighted listed 33 applicable laws to management such as EQA 1974, OSHA 1994, Pesticide Act 1974 etc 4.3.1.3 PIC on law and Regulation will update the List Of Laws And Act by yearly basis. 4.3.1.4 Appoint Mohd Zaid Bin Zulkifli and sighted the appointment letter dated 06/03/2018
4.3.2 Land use rights		4.3.2.1 As per estate map- Peta Lokasi Persempadanan Ladang. 4.3.2.2 As per Land Title: Borang 11AK: Hakmilik Sementara- No. H.S.(D): 13748, No PT: PT550 4.3.2.3 As per boundary stone and border drain- will verified during 2nd Stage
4.3.3 Customary rights		Not Applicable
4.4 Social responsibility, health, safety and employment condition		
4.4.1 Social impact assessment (SIA)	Y	4.4.1.1 - As per Social Impact Assesement dated 28/03/2018. Rev. No: SIA/01/2018,
4.4.2 Complaints and grievances	Y	4.4.2.1- As per Prosedur Menangani Aduan Dan Rungutan 4.4.2.2- Will verified during 2nd Stage 4.4.2.3- As per Grievance Form. 4.4.2.4- The complaint procedure done inform during Stakeholder Meeting on 28/03/2018. 4.4.2.5- Will verified during 2nd Stage

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.4.3 Commitment to contribute to local sustainable development	Y	4.4.3.1 CSR Activities file
4.4.4 Employees safety and health	Y	4.4.4.1- As per Polisi Keselamatan Dan Kesihatan Pekerjaan dated 01/01/2017 4.4.4.2- Safety plan a) Program Jawatankuasa Keselamatan Dan Kesihatan Pekerjaan Untuk Tahun 2018 b) As per HIRARC date on 09/01/2018 c) As per Ladang Gugusan Lampor Training Plan 2018 d) As per Senarai Pemberian PPE Tahun 2018. e) As per Polisi dan Manual- Keselamatan Dan Kesihatan Pekerjaan- Edisi Kedua Jan 2015 f) PIC for safety was the Secretary of the OSH Committee, En Fauzi bin Mohamed Jelani- Appointment letter as Secretary dated 08/03/2018 g) As per safety committee minute meeting dated 06/03/2018. h) As per Polisi Dan Manual- Keselamatan Dan Kesihatan Pekerjaan- Edisi Kedua, Jan 2015- Bahagian IV i) As per appointment letter as First Aider, Mr Nohd Faizul and Mr Abdul Razak. Both 1st Aider attend the training of Pengenalan Pertolongan Cemas Dan Resusitasi Kardial-Pulmonari conducted by Bulan Sabit Merah Malaysia dated on 19/02/2018 j) As per Statistik Kemalangan 2013-2017
4.4.5 Employment conditions	Y	4.4.5.1 -Social Policy, 1 Sept. 2017 -Sexual Harrassment Policy, 1 Sept 2017 -Equal opportunity Policy, 1 Sept 2017 -Guidelines on prevention of sexual harassment at the workplace. (OBS) -Employment contract for workers. -Records of registration of workers (comply with minimum age) -Minimum wage policy -Payslip (minimum wages)
4.4.6 Training and competency	Y	4.4.6.1 As per Training Plan 2018, Buku Training Keselamatan. 4.4.6.2 As per Senarai Semak Latihan 4.4.6.3 As per 4.4.6.1
4.5 Environment, natural resources, biodiversity and ecosystem services		
4.5.1 Environmental management plan	Y	4.5.1.1 -Policy Environment 1 September 2017 -Environment improvement management plan 2018. -Improvement plan (propose plan) -4.5.1.2 as per 4.2.1.1 -4.5.1.3 as per 4.2.1.1 -4.5.1.4 as per 4.2.1.1
4.5.2 Efficiency of energy use and use of renewable energy	Y	4.5.2.1 -Consumption of non-renewable energy record 2018. -Records of fuel use by contractor 2018. -Estate annual budget for diesel 2018. -Estate annual budget for electricity 2018. 4.5.2.2 as per 4.5.2.1 4.5.2.3 as per 4.5.2.1
4.5.3 Waste management and disposal	Y	4.5.3.1 -SOP Pengurusan Pembuangan Terjadual

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		<ul style="list-style-type: none"> -Schedule waste list -Procedure of schedule waste. -SOP chemical handling -Recycling programme is in-progress. -Location map of rubbish pit. -Record of re-used empty chemical containers -SOP for Pengurusan Bahan Pembuangan Domestic. 4.5.3.2 as per 4.5.3.1 4.5.3.3 as per 4.5.3.1 4.5.3.4 as per 4.5.3.1 4.5.3.5 as per 4.5.3.1
4.5.4 Reduction of pollution and emission	Y	<ul style="list-style-type: none"> 4.5.4.1 -List of identification wastes 4.5.4.2 -Zero burning in contract agreement for replanting procedures. -Policy of Zero Burning (in-progress-waiting for approval from CEO)
4.5.5 Natural water resource	Y	<ul style="list-style-type: none"> 4.5.5.1 -Water management plan -Record of water sampling (in Progress) 4.5.5.2 to be verifeid during 2nd stage. 4.5.5.3 to be verified during 2nd stage.
4.5.6 Status of rare, threatened, or endangered species and high biodiversity value	Y	<ul style="list-style-type: none"> 4.5.6.1 -In-progress engage consultant. 4.5.6.2 as per 4.5.6.1
4.5.7 Zero burning pracrices	Y	<ul style="list-style-type: none"> -Zero Buning Policy is in progress waiting approval from CEO. - Procedures of replanting oil palm.
4.6 Best Practices		
4.6.1 Site management	Y	<ul style="list-style-type: none"> 4.6.1.1 -SOP of best management practices. 4.6.1.2 -Visual inspection will be verified during 2nd stage audit.
4.6.2 Economic and financial viability plan	Y	<ul style="list-style-type: none"> 4.6.2.1 -Replanting program 2018 for 5 years. -Business management plan 2018-2020. 4.6.2.2 as per 4.6.2.1 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	<ul style="list-style-type: none"> 4.6.3.1 -Estate monthly account -Sales and purchase agreement- In progress for 2018 -Payment record
4.6.4 Contractor	Y	<ul style="list-style-type: none"> 4.6.4.1 -Contracts of new version for MSPO requirement -Record of briefing to contractors regarding MSPO requirement.
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

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
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
ZU/BH	1) Appointment letter-Responsible person for MSPO. 2) Sighted the SIA was conducted and advise management to established the Procedure on the SIA. 3) To include FMA 1967 into the legal list.

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
Mohamad Zulkefli bin Md. Isa	As per attendance list	
Team member		
Badrul Hisham Baharin		
Trainee auditor		
NIL		
Observer		

NIL		
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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	Mohamad Zulkefli bin Md. Isa	
Date	05/04/2018	05/04/2016
E-mail	zulkefli.isa@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	

