



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 3) FB SRI MERSING 4) FB BUKIT PEDOMAN
Address	PETI SURAT 14, PEJABAT POS MERSING 86800 MERSING, JOHOR
Report No.	MS18FM0059
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	Bukhari bin Hj Abd Latif
Alternate contacts	-
Management Representative contact no.	019-7111178
E-mail address	jhrpk.sgmelikai@felcra.com.my
Fax Number	07-7993366
Phone Number	07-7993366

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; 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;

	<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	<p>4.1.1.1 MSPO Policy date on 22/05/2018. Sign by CEO.</p> <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 as per FB-MSPO-P01/F1 Rancangan Tahunan Audit Dalam MSPO</p> <p>4.1.2.2 As per procedure FB-MSPO-P01 Audit Dalaman</p> <p>4.1.2.3 As per Senarai Semak Audit Dalaman MSPO dated 09/10/2018.</p>
4.1.3 Management Review	Y	4.1.3-Management review - As per Management Review Minute (MSPO) dated 01/11/2018.
4.1.4 Continual Improvement	Y	<p>4.1.4.1 - As per</p> <p>i) Pelan Pengurusan Keselamatan & Kesihatan Pekerjaan dated 01/08/2018</p> <p>ii) Pelan Pengurusan Sosial dated 01/08/2018</p> <p>iii) Pelan Pengurusan Alam Sekitar dated 01/08/2018</p> <p>iv) Pelan Pengurusan Sisa dated 01/08/2018</p> <p>ii) Environmental Aspect and Evaluation Form</p> <p>4.1.4.2. As to date no planning for implementation of the new technique.</p> <p>4.1.4.3 As to date no planning for implementation of the new technique.</p>
4.2 Transparency		
4.2.1 Transparency of information and documents relevant to MSPO requirement	Y	<p>4.2.1.1 -As per prosedur FB-MSPO-P05 Pengurusan Dan Komunikasi Pihak Berkepentingan</p> <p>4.2.1.2 - To be minute all the meeting with the stakeholders</p>
4.2.2 Transparent method of communication and consultation	Y	<p>4.2.2.1 - As per prosedur FB-MSPO-P05 Pengurusan Dan Komunikasi Pihak Berkepentingan</p> <p>4.2.2.2 - Nominated management, Mr Mohammad Irwan Shah bin Misahti -Appointment letter dated 08/09/2018 responsible for MSPO matters.</p> <p>-List of stakeholder - as per Senarai Pihak Berkepentingan dated 01/08/2018</p>

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		4.2.2.3 as per 4.2.2.2
4.2.3 Traceability	Y	4.2.3.1 - As per prosedur FB-MSP0-SOP01- Kebolehejakan - The inspection will record in the Borang Pemantauan Kebolehejakan (FB-MSP0-SOP01/F1) - Management assign WPMSP0 (Estate Manager) to ensure the traceability system was implemented. - Verified the Buku Rekod Hasil Harian Kelapa Sawit, Weighbridge Ticket, Nota Penghantaran from Sg Melikai Palm Oil Mill etc.
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 Refer to FB-MSP0-P02 Keperluan Undang-Undang Dan Pihak Berkepentingan. As per Daftar Undang-Undang dated 01/08/2018 and sighted listed 27 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. Management appoint Siti Aishah binti Abdul Rahman with appointment letter dated 08/09/2018 4.3.1.4 Appoint Mohd Zaid Bin Zulkifli and sighted the appointment letter dated 06/03/2018
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 owner ship by settlers and sighted the agreement with FELCRA Berhad. 4.3.2.3 As per boundary stone and border drain- will verified during 2nd Stage
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 per Social Impact Assesement dated . Rev. No: SIA/01/2018,
4.4.2 Complaints and grievances	Y	4.4.2.1- As per Prosedur FB-MSP0-P05 Pengurusan Dan Komunikasi Pihak Berkepentingan dated 01/08/2018 4.4.2.2- Will verified during 2nd Stage 4.4.2.3- As per Borang Aduan or Buku Rekod Aduan. 4.4.2.4- The complaint procedure was inform during the meeting with the settlers and other stakeholder. 4.4.2.5- Will verified during 2nd Stage
4.4.3 Commitment to contribute to local sustainable development	Y	4.4.3.1 As per Laporan & Rekod Corporate Social Responsibility.
4.4.4 Employees safety and health	Y	4.4.4.1- As per Polisi Keselamatan Dan Kesihatan Pekerjaan dated 16/11/2018 4.4.4.2- As per a) Pelan Pengurusan Keselamatan dan Kesihatan Pekerjaan dated 01/08/2018

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
		b) As per HIRARC date on 09/05/2018 for chemical handling, manuring, spraying, harvesting, c) As per Perancangan Latihan dated 01/08/2018 d) As per FB-MSPO-P06 Alat Pelindung Diri and PPE Matrix dated 29/08/2018. e) As per FB-MSPO-P10 Pengurusan Keselamata Bahan Kimia dated 01/09/2018 f) PIC for safety was the Secretary of the OSH Committee, En Mohd Rojib bin Sarman- Appointment letter as Secretary dated 08/03/2018 g) As per safety committee minute meeting dated 20/08/2018, 16/04/2018 etc h) As per FB-MSPO-P09 Pengurusan Insiden Industri dated 15/10/2018 i) Internal First Aid Training was conducted to 24/10/2018 by HQ and attended by field staff. j) As per Buku Rekod Kemalangan Dan Perubatan
4.4.5 Employment conditions	Y	4.4.5.1 As per Polisi Sosial dated 22/05/2018 4.4.5.2 As per Polisi Sosial dated 22/05/2018 4.4.5.3 Verified during the Stage 2 Audit 4.4.5.4 As per Perjanjian Pekerja Sementara wages is RM38.46/ day 4.4.5.5 As per Database Pekerja Tempatan Felcra Berhad Sg Melikai 4.4.5.6 Sighted the contract was renewabe by yearly basis as per Perjanjian Pekerja Tempatan Felcra. 4.4.5.7 As per Checkroll Book for workers and punch card 4.4.5.8 verified during Stage 2 4.4.5.9 As per monthly pay slip. 4.4.5.10 Verified during Stage 2 4.4.5.11 Verified during Stage 2 4.4.5.12 As per Polisi Pencegahan Gangguan Seksual Dan Keganasan Di Tempat Kerja dated 22/05/2018 4.4.5.13 As per Polisi Sosial dated 22/05/2018 4.4.5.14 Refer to Database Pekerja and sighted no underage workers
4.4.6 Training and competency	Y	4.4.6.1 As per Perancangan Latihan FB Kawasan Sungai Melikai 4.4.6.2 As per 4.4.6.1 4.4.6.3 As per FB-MSPO-SOP2 Latihan
4.5 Environment, natural resources, biodiversity and ecosystem services		
4.5.1 Environmental management plan	Y	4.5.1.1 As per Polisi Alam Sekitar Dan Biodiversiti dated 22/05/2018 Pelan Pengurusan Alam Sekitar dated 01/08/2018 -4.5.1.2 As per Daftar Aspek & Impak Alam Sekitar dated 09/05/2018 -4.5.1.3 As per Pelan Pengurusan Alam Sekitar dated 01/08/2018 -4.5.1.4 As per 4.5.1.3 -4.5.1.4 As per Minit Mesyuarat Alam Sekitar
4.5.2 Efficiency of energy use and use of renewable energy	Y	4.5.2.1 As per Pelan Pengurusan Penggunaan Tenaga, Kawalan Pencemaran Dan Pemantauan Kesan Pelepasan Gas Rumah Hijau (GHG) Tahun 2018 4.5.2.2 As per 4.5.2.1 4.5.2.3

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.5.3 Waste management and disposal	Y	4.5.3.1 As per Senarai Buangan Terjadual FELCRA Berhad Sungai Melikai and listed scheduled waste such as SW102, SW205, SW410 etc. 4.5.3.2 Pelan Pengurusan FELCRA Bhd Sg Melikai dated 01/08/2018 4.5.3.3 As per FB-MSPO-SOP03 Pengendalian Bahan Buangan Terjadual dated 01/08/2018 4.5.3.4 No record for the used empty pesticide container 4.5.3.5 Verified during Stage 2
4.5.4 Reduction of pollution and emission	Y	4.5.4 As per Pelan Pengurusan Penggunaan Tenaga, Kawalan Pencemaran Dan Pemantauan Kesan Pelepasan Gas Rumah Hijau (GHG) Tahun 218
4.5.5 Natural water resource	Y	4.5.5.1 As per Pelan Pengurusan Air dated 01/08/2018 4.5.5.2 to be verifeid during Stage 2. 4.5.5.3 to be verified during Stage 2.
4.5.6 Status of rare, threatened, or endangered species and high biodiversity value	Y	4.5.6.1 As per Laporan Penilaian Dan pengenalpastian Biodoversiti dated 18-19/09/2018 4.5.6.2 Varified during Stage 2 4.5.6.3 Varified during Stage 2
4.5.7 Zero burning pracrices	Y	4.5.7.1 Verified during Stage 2 4.5.7.2 As per Perbersihan Kawasan Secara Pembakaran Sifar, SOP# 2A1/S/2008
4.6 Best Practices		
4.6.1 Site management	Y	4.6.1.1 As per SOP Tanaman Kelapa Sawit for Felcra Berhad 4.6.1.2 As per 4.6.1.1 4.6.1.3 Verified during Stage 2
4.6.2 Economic and financial viability plan	Y	4.6.2.1 As per Laporan Bajet Peruntukan, Pembelanjaan Dan Baki Bajet Tahu 2018 4.6.2.2 As per Program Tanaman Semula Bagi tempoh 5 Tahun 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 As per Penyata Bayaran BTS Bulanan provided by Marketing Department 4.6.3.2 Verified during Stage 2
4.6.4 Contractor	Y	4.6.4.1 As per Instruction Letter to all contractors on the compliance to the MSPO requirement dated 28/10/2018. 4.6.4.2 To verified during Stage 2 4.6.4.3 To verified during Stage 2 4.6.4.4 To verified during Stage 2
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

System requirements	Y / N	Document reference if select "Y" or comments if select "N"
4.7.5 Planting on steep terrain, marginal and fragile soils		NA
4.7.6 Customary land		NA

Observation for Improvement

Auditor	Observation
ZU	4.2.3.1 SOP for FFB Traceability was not establish. 4.3.1.2 Legal regiaster was avaiable for safety only, sighted no legal register for other Ast such as environmental etc. 4.4.1.1 Social Impact Assessment conducted and no issue from aboriganal Senoi people at Kg Tanah Abang dan Kg Tanjung Tuan. 4.4.4.2 (b) To estbalish the HIRARC for the activity of the replanting such as land clearing terracing etc. (d) No evidence on the PPE issuance was received by the workers. (f) Responsible person for safety & health was appointed OSH Secretary and sighted the appointment letter was not mention the repsonsibility of the person in the OSH matters. 4.5.1.2 Noted a few activity and sighted the Impach & aspect for few work station such as worksyop, schedule waste store, tractor parking was not available. 4.5.3.4 No record for the reused of the empty pesticide container

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	1) En Bukhari bin Abd Latif	Pengurus Kawasan
Team member	2) Haider bin Ibrahim	Pengurus Kawasan
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	Mohamad Zulkefli bin Md. Isa	Bukhari bin Abd Latif
Date	11/11/2018	11/11/2018
E-mail	zulkefli.isa@cciglobe.com	
Fax No	03-8073 2688	

FOLLOW - UP:

Area of Concern status:

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

Stage 1 audit conclusion:

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

Signatory of auditor	
Date	