

GLOBAL GATEWAY CERTIFICATIONS

MALAYSIAN SUSTAINABLE PALM OIL (MSPO)



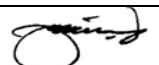
CERTIFICATION AUDIT REPORT

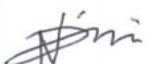
Part 3 : General Principles for Oil Palm Plantations and Organized Smallholders

Lembaga Kemajuan Tanah Persekutuan (FELDA)
Gugusan Raja Alias [Estates]

-Group Certification-

ANNUAL SURVEILLANCE AUDIT 2 24th – 26th June 2020

Revision History					
Rev	Date	Description	Performed by	Role	Signature
A	30/06/2020	Issued as Draft Report	Muhd Jamalul Arif bin Hamid	Lead Auditor	
B	25/09/2020	Issued as Final Report	Muhd Jamalul Arif bin Hamid	Lead Auditor	
B	28/09/2020	Final Report Approved	Muhammad Syafiq bin Abd Razak	Certifier	

Acknowledgment by Lembaga Kemajuan Tanah Persekutuan (FELDA)					
Rev	Date	Description	Management Representative	Role	Signature
B	28/09/2020	Acceptance of the contents	Mohammad Nazri bin Ulin	Plantation Officer	

Declaration

The auditor(s) has (had) no personal, business or other ties to the client and the assessment is carried out objectively and independently.

WITH INTEGRITY WE SERVE



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Note: Section II of this report contain confidential information and been protected from public disclosure.

SECTION I : PUBLIC SUMMARY REPORT**1.1 Certification Scope**

Global Gateway Certifications Sdn. Bhd. (GGC) has conducted the Certification Assessment of **Lembaga Kemajuan Tanah Persekutuan (FELDA), Gugusan Raja Alias**. During this **Annual Surveillance Audit 2**, the audit team were briefed by sustainability member, of the supply base disposition. The estates consist of Felda Raja Alias 1, Felda Raja Alias 2, Felda Raja Alias 3 and Felda Raja Alias 4.

This assessment was conducted onsite on **24th – 26th June 2020** to assess the compliance of the certification unit against the **"MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholder"**. The scope of certification is **"Management of Sustainable Oil Palm Plantations from Cultivation, Planting and Production of Fresh Fruit Bunches"**.

1.2 Company details and Contact information

Company Name	Lembaga Kemajuan Tanah Persekutuan (FELDA)
Business Address	Tingkat 36, Menara FELDA, Platinum Park, No. 11 Persiaran KLCC, 50088 Kuala Lumpur.
Contact Person	Mr. Mohammad Nazri bin Ulin
Office Telephone	+603- 2191 2191
E-Mail	nazri.u@felda.net.my

1.3 Certification Unit**Name of the Certification Unit**

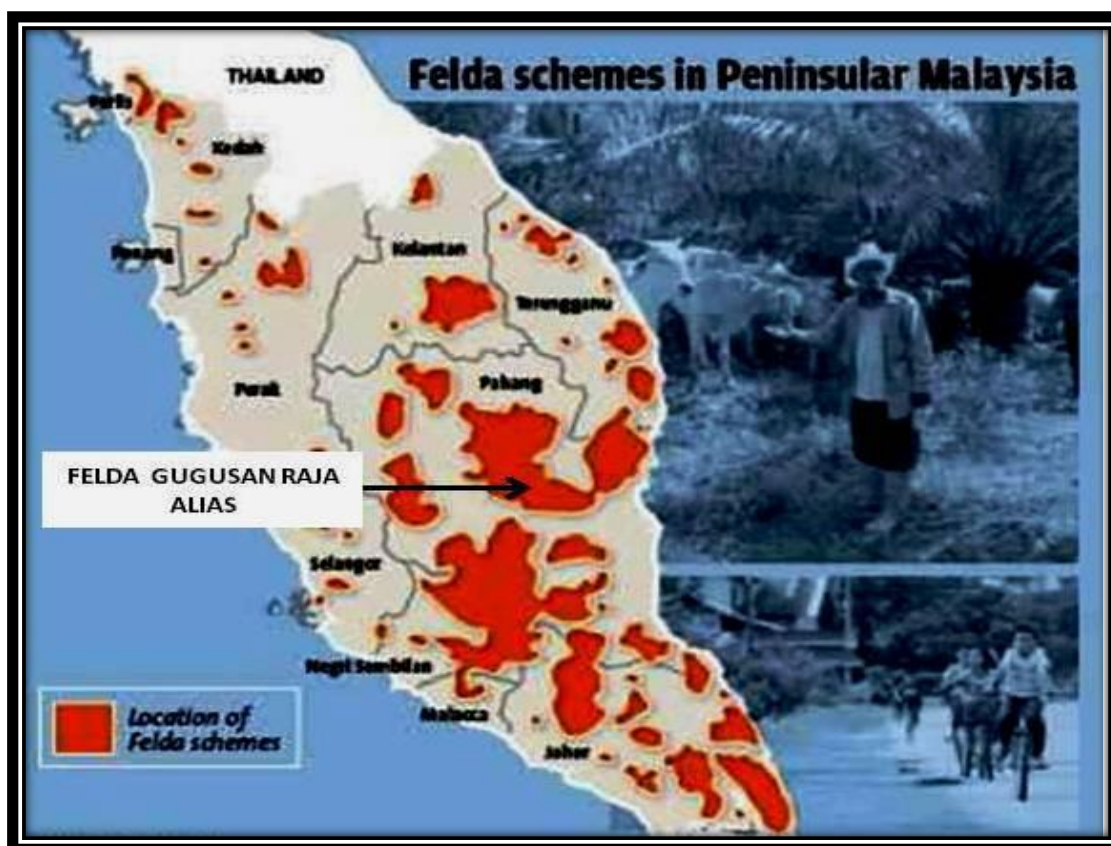
No	Name of the Certification Unit	Site Address	GPS Reference of the site office	
			Longitude	Latitude
1.	Felda Raja Alias 1	72120, Bandar Seri Jempol, Negeri Sembilan.	E 102°24'14.5"	N 2°54'33.7"
2.	Felda Raja Alias 2	72120, Bandar Seri Jempol, Negeri Sembilan.	E 102°23'47.1"	N 2°54'0.2"
3.	Felda Raja Alias 3	72120, Bandar Seri Jempol, Negeri Sembilan.	E 102°24'13.1"	N 2°54'31.2"
4.	Felda Raja Alias 4	72120, Bandar Seri Jempol, Negeri Sembilan.	E 102°23'45.1"	N 2°53'49.6"

MPOB License Information

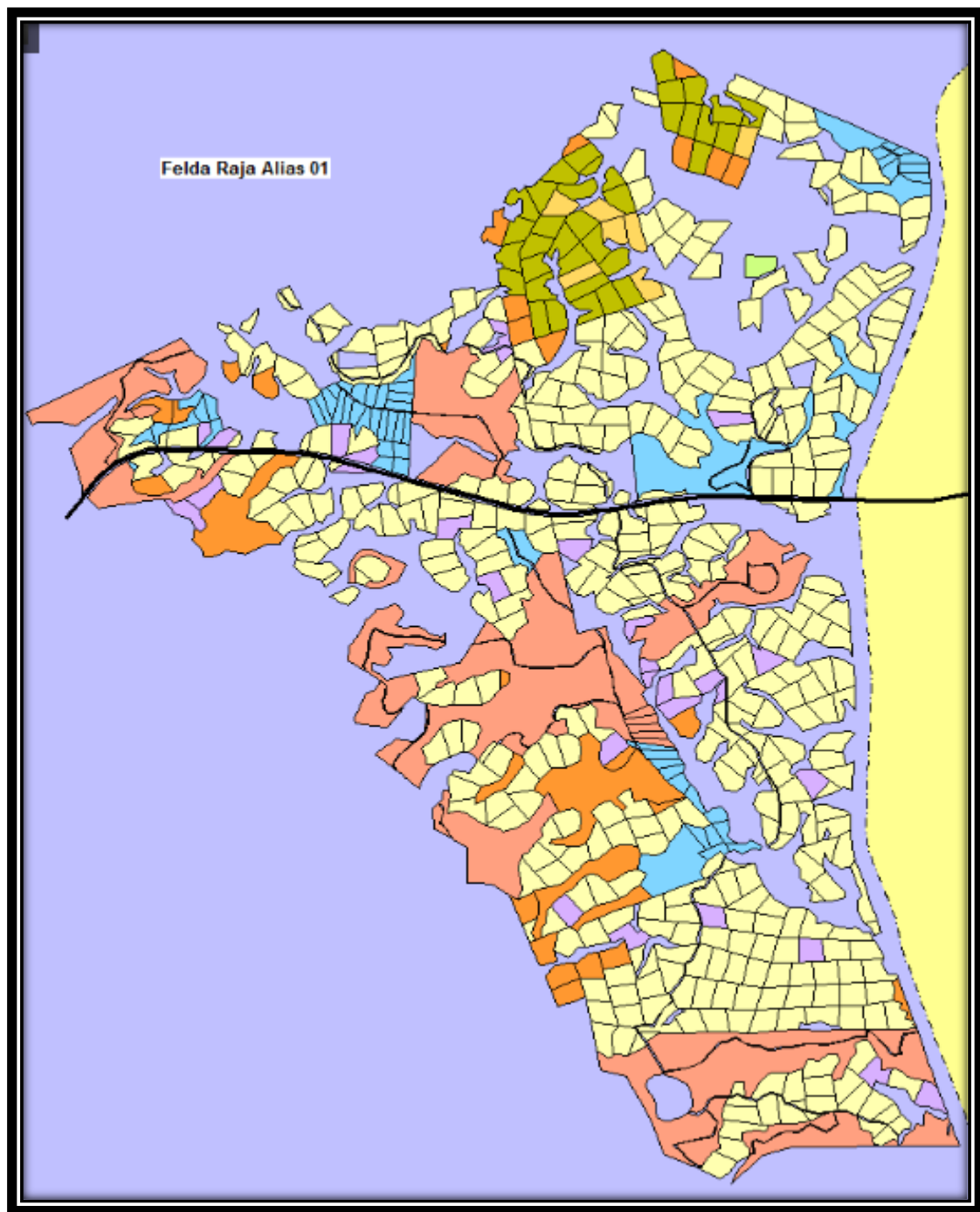
No	Name of the Site	LICENCE NUMBER	EXPIRY DATE	SCOPE ACTIVITY
1.	Felda Raja Alias 1	500942402000	30.04.2021	"Menjual & Mengalih"
2.	Felda Raja Alias 2	500934302000	31.03.2021	"Menjual & Mengalih".
3.	Felda Raja Alias 3	500935102000	01.01.2023	"Menjual & Mengalih"
4.	Felda Raja Alias 4	500936002000	31.03.2021	"Menjual & Mengalih"

Others Sustainability Certification

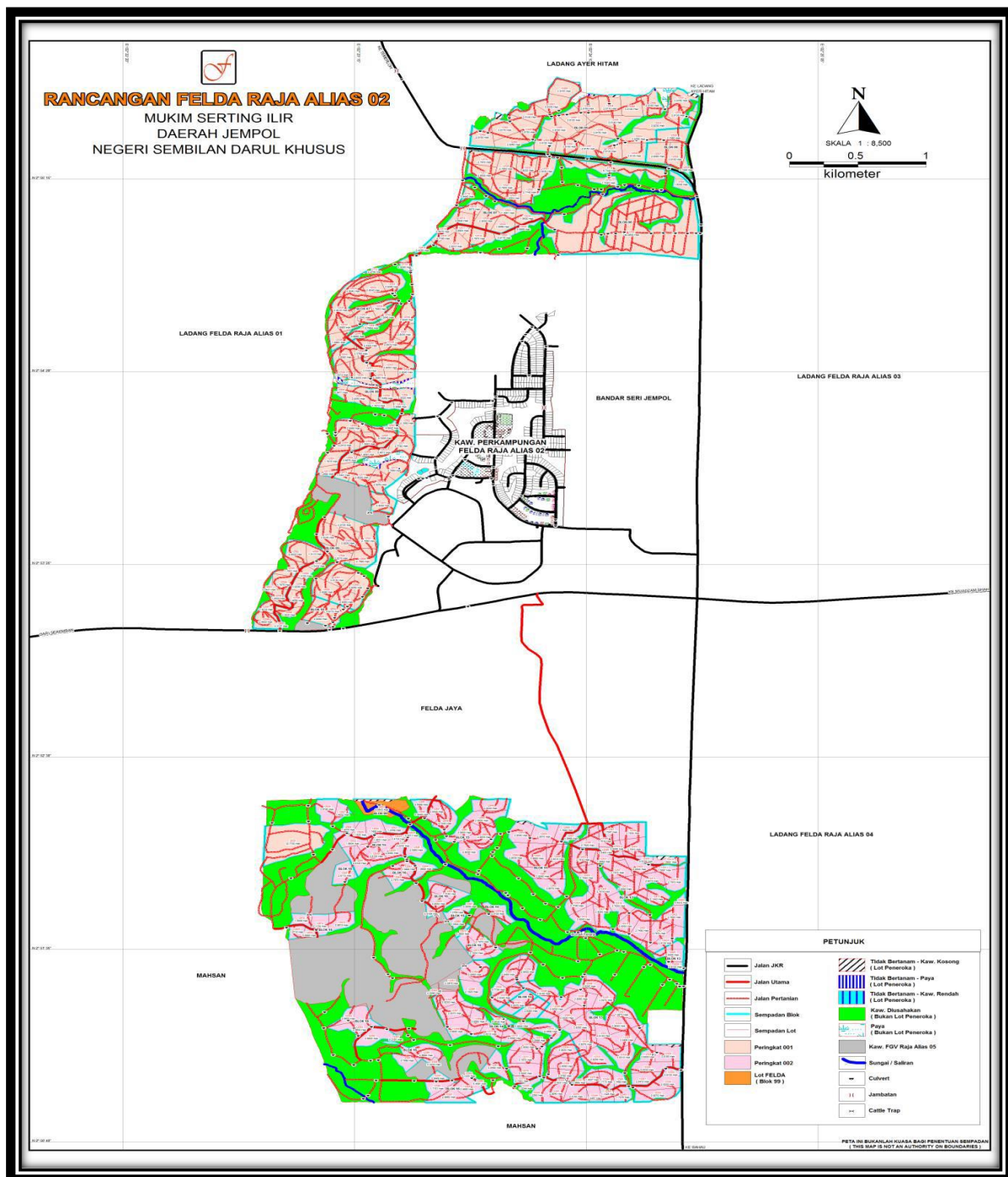
No	Name Of The Site	Others Sustainability Certifications
1.	Felda Raja Alias 1	NIL
2.	Felda Raja Alias 2	NIL
3.	Felda Raja Alias 3	NIL
4.	Felda Raja Alias 4	NIL

1.4 Map Showing Geographical Location**1) Gugusan Felda Raja Alias**

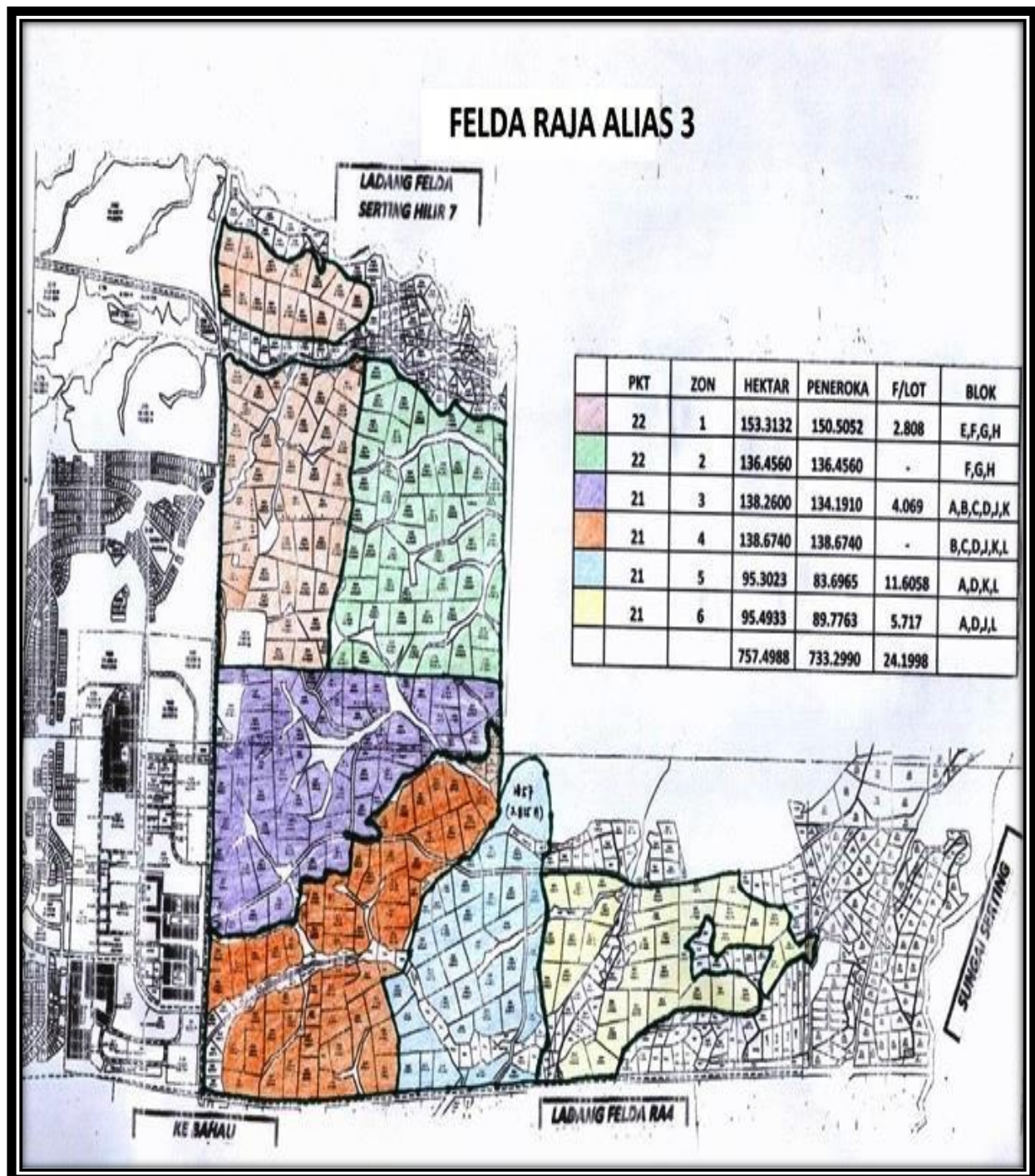
2) Felda Raja Alias 1



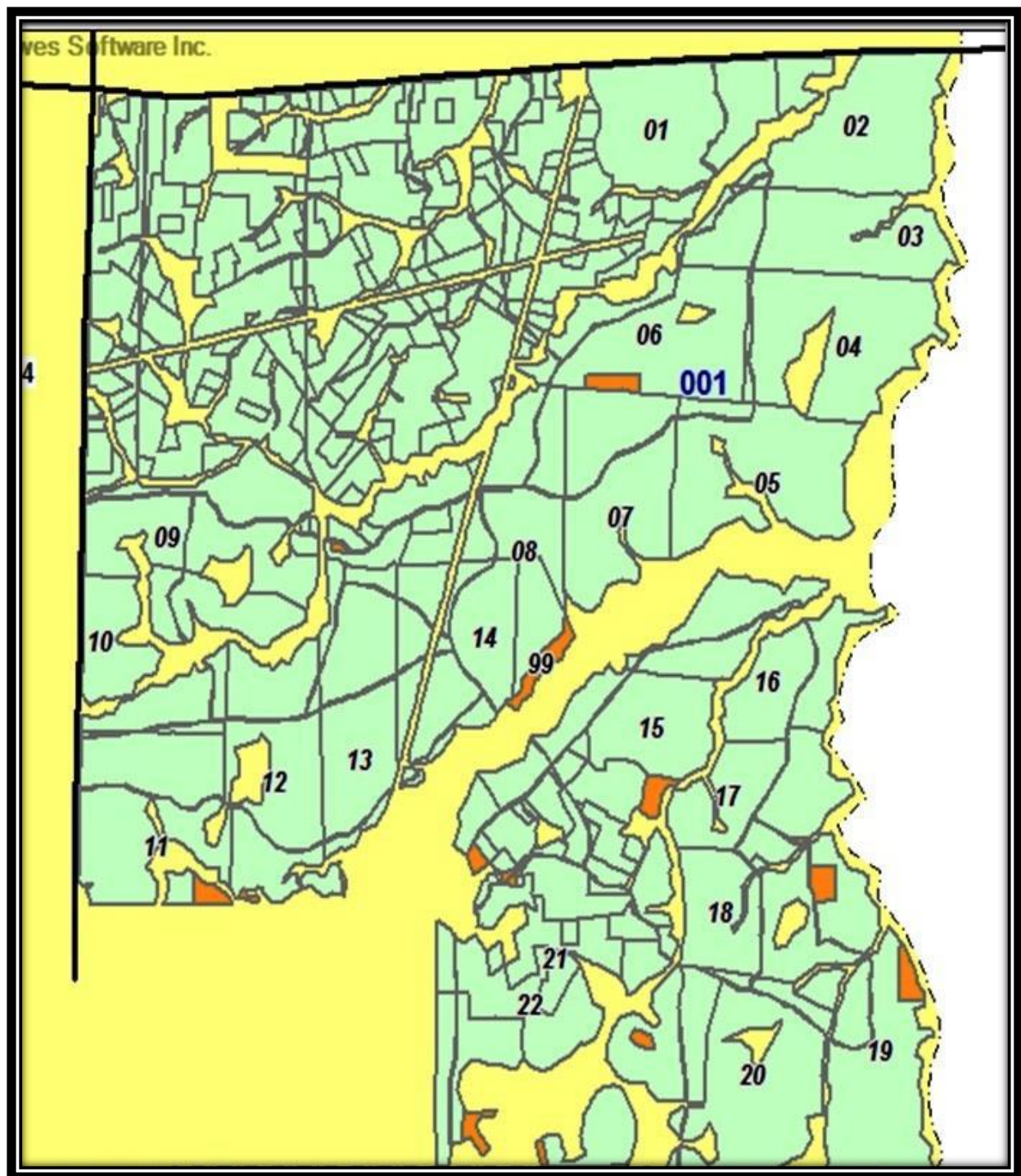
3) Felda Raja Alias 2



4) Felda Raja Alias 3



5) Felda Raja Alias 4



1.5 Production Area, Actual and Projected FFB Production (MT)

Name of the Certification Unit	Area Summary (HA)		
	Certified Area (per Land Title)	Planted	Mature
Felda Raja Alias 1	2138.97	1789.89	1789.89
Felda Raja Alias 2	1025.51	1025.51	1025.51
Felda Raja Alias 3	1076.55	1009.35	733.99
Felda Raja Alias 4	2115.04	2057.50	2057.50
Total	6,356.07	5,882.25	5,606.89

Name Of The Supply Base	Area Summary (HA)		
	Conservation Area	HCV	Others
Felda Raja Alias 1	NIL	NIL	NIL
Felda Raja Alias 2	NIL	NIL	NIL
Felda Raja Alias 3	NIL	NIL	NIL
Felda Raja Alias 4	NIL	NIL	NIL
Total	NIL	NIL	NIL

Name of the Certification Unit	FFB Summary (MT)		
	Projected from last audit [12 Months]	Actual Production for 12 Months [March 2019-March 2020]	Projected Production for next 12 Months [March 2020-March 2021]
Felda Raja Alias 1	30,000	9,180.47	17,787.00
Felda Raja Alias 2	16,000	11,800.00	13,300.00
Felda Raja Alias 3	26,000	9,237.03	9,944.00
Felda Raja Alias 4	30,000	30,319.32	17,581.95
Total	102,000	60,536.82	58,612.95

1.6 Certificate Details

Certification body	Global Gateway Certifications Sdn. Bhd., No. 10 Jalan Rasmi 7, Taman Rasmi Jaya, 68000 Ampang, Selangor Darul Ehsan, Malaysia. Tel.: +603 4256 2689; Fax: +603 4256 2687 Website: www.ggc.my
Assessment standard	(MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders
Certificate number	GGC-FEL004-MSPO-00-2019
Initial certificate issued date	2 nd Jan 2008
Certificate expiry date	1 st Jan 2023
Stage 1 assessment date	NIL – Under Previous CB
Stage 2 / Main Assessment	11 th November 2017 - 13 th November 2017
Annual Surveillance 1 [ASA 1]	12 th March 2019 – 14 th March 2019
Annual Surveillance 2 [ASA 2]	24 th June 2020 – 26 th June 2020
Annual Surveillance 3 [ASA 3]	March 2022
Annual Surveillance 4 [ASA 4]	March 2023

1.7 Qualification of the Lead Assessor and Assessment Team

Lead Auditor

Name: **Muhd Jamalul Arif Bin Hamid (MJA) – Principle 1 & 6**

Graduated in Plantation Management and Cargo Surveying from local university. Experience in auditing since 2011 in RSPO P&C, SCCS, ISCC, MSPO, SMETA, GMP B2 & B3, ESCAS Animal Welfare and Global Gap standards. Working experience in handling Q&Q cargo survey for agricultural products in bulks such as Palm Oil, Soybean, Sugar etc. Completed ISO 9001:2008 Lead auditor in 2011, trained in ISO 19011 & 17021 requirements in 2014. Also, completed and certified MSPO Auditor course in 2014 (3rd Batch) held by MPOB. Involved in MSPO assessment since 2014. Involved in audits for RSPO P&C and SCCS conducted in Malaysia, Indonesia, Colombia, Ivory Coast, Papua New Guinea and middle east country. Member of GGC MSPO audit team. Able to speak and understand Bahasa Malaysia and English.

Auditor

Name: **Mahaswaran Maliyapan [MM] - Principle 3 & 5**

Executive Master in Entrepreneurship Enhancement [Supply Chain Management], Professional Diploma in International Management Practices, Graduate Diploma in Business Administration, and Diploma in Mechanical Engineering. Has vast exposure and experience in engineering, quality, 2nd & 3rd party auditing in various industries and owns proven track records of auditing various multinational companies both locally and internationally. Certified Lead Auditor for ISO 9001, 14001, OHSAS 18001, RSPO P&C, RSPO SCCS, RSPO Next. Since 2012 trained in agriculture certification programs such as RSPO, MSPO and SCCS and holds role as lead auditor or auditor with several local and overseas certification bodies. He too in Quality Environmental Management System as well the Occupational, Health and Safety auditing. Member of GGC MSPO audit team. He is able to speak and understand Bahasa Malaysia and English.

Auditor

Name: **Mohd Azmi Samynathan (MAS) - Principle 2 & 4**

He holds Master's in Business Administration. More than 20 years working experience several industries mostly on HR Management. Have experience in second- and third-party auditing system. Fully trained in ISO9001:2008 (Quality Management System) Lead Auditor Course and successfully completed Malaysian Sustainable Palm Oil (MSPO) Auditor Training course (MPOCC endorsed). Able to write and speak in Bahasa Malaysia and English. Member of GGC MSPO audit team. Able to speak and understand Bahasa Malaysia and English.

1.8 Audit Methodology

The audit was conducted based on sampling following the method as specified in the MSPO requirements (MSPO-Questionnaire Self-Assessment – RA). The sampling was calculated and determined prior to the audit assessment with **Medium Risk (risk factor – 1.5)**. Therefore, total numbers of supply based assessed in the audit are 3 estates – Raja Alias 1, Raja Alias 2 and Raja Alias 4 estates.

The assessment activities include of documents review and site inspection. The documents that had been reviewed among others were company policy, internal procedures, management system procedures, waste management procedures, legal documents etc. Significant issues that would impact to the environmental and social were also been verified.

The methodology for collection of objective evidence was established during physical site inspections, observation of tasks and processes, interviews of stakeholders, interview of officers, review of documents

and data. Checklists and questionnaires were used to guide the collection of information and the comments made by external stakeholders were also been taken into consideration in this assessment.

Appendix A (Audit Plan) details the actual assessment plan. Stakeholders were consulted randomly during the assessment to obtain feedback on the management compliance and performance (Appendix C) of MSPO.

1.9 Audit Plan Information

Audit Date	24th June 2020 – 26th June 2020
Name of site(s) visited	<ul style="list-style-type: none"> Felda Raja Alias 1 Felda Raja Alias 2 Felda Raja Alias 4
Total number of man-days spent	9 man-days

1.10 Audit Result Summary Findings

Category	Numbers	Status (Closed/Open/Not Applicable/No Action Requires)
Major Nonconformities	2	Closed (24/09/2020)
Minor Nonconformities	2	Open (CAP accepted)
Area of Concern	3	No action requires
Noteworthy /Positive Comments	3	No action requires

1.11 Stakeholder Consultation

As per ACB-Malaysian Sustainable Palm Oil (MSPO); ACB-OPMC4; Issue 1, 01st August 2017; Stakeholder Consultation Requirements For Certification Bodies Operating Oil Palm Management Certification Under Malaysian Sustainable Palm Oil (MSPO) Certification Scheme. The consultation during the audit will be carried out 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.

During this Assessment (ASA 2) audit, the audit team has conducted stakeholder consultations involving both internal and external stakeholders as to understand the practices in relation to environmental, social performance and their performance with respect to the MSPO requirements. The meeting was conducted without the present of estate management.

At the start of meeting, the auditor explained the purpose of the audit followed by an evaluation of the relationship between the stakeholders before discussions continued. The auditor recorded comments made by stakeholders and verified with the estate management before incorporating into the assessment findings. There was no negative complaint or feedback received during the audit or during the field assessment when interviewing with the external and internal stakeholders. The details are as per table below:

No	Stakeholders Name	Subject raised / Identified Risk	Company response and proposed action to be taken. [What we did]	Assessment team findings [Outcome]
1.	Stakeholders A (Neighbouring Estate)	<ul style="list-style-type: none"> They have good understanding about MSPO. They have good relationship with the management. There is no conflict ever happened with both estates. 	No action requires	Positive findings
2.	Stakeholders F (Estate - Gender Committee Representatives)	<ul style="list-style-type: none"> They having poor understanding about complaint and grievance mechanism and MSPO. They have been treated equally without any discrimination. No sexual harassment reported. 	No action requires	Positive findings
3.	Stakeholders D (Grocery Store)	<ul style="list-style-type: none"> They are always invited by company to participate in stakeholder meeting annually. 	No action requires	Positive findings
4	Stakeholder E (Estate workers)	<ul style="list-style-type: none"> MSPO awareness, company policy and SOP are briefed among workers during muster call. Personal Protective Equipment are distributed free of charged by management. They have good understanding about complaint and grievance mechanism. They are very happy with the management and hopes to continue their contract for a long time. Company well managing the welfare, health and safety of their workers. Housing facilities is provided with water and electrical supply. They have been treated equally without any discrimination. Their salary 	No action requires	Positive findings

		was according to Minimum Wage Order 2019.		
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1.12 Recommendation

The company has established sustainability policy, objectives and procedures that define an effective system for the administration and control of sustainability management system throughout all operation activities of Lembaga Kemajuan Tanah Persekutuan (FELDA), Gugusan Raja Alias. Estate Senior Manager/Estate Manager is in charge and ensures that facility and his subordinates comply with the requirements and procedures stated in this manual.

The management is committed to comply with MSPO system by giving awareness training to all personnel involved in this standard to make them understand the procedures and implementation of the standard. The employees are aware of the requirements of MSPO. There was no complaint or feedback received during this ASA2.

Since this is a surveillance audit, therefore this report will be internally reviewed for certification decision by GGC and external peer review by independent reviewers (Qualified by MPOCC) not required. During this Annual Surveillance Audit [based on MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO)] Part 3: General Principles for Oil Palm Plantations and Organized Smallholders), 2 major and 2 minor non-conformities have been raised to the facility that being audited. All the Major NC closure evidence submitted via email on 24/09/2020 has been review and found adequate to closed. Also received Corrective Action Plan (CAP) for Minor NCs is sufficient and accepted. The implementation will be verified on next surveillance audit for closure. (Refer to Appendix B, non-conformity table for details).

Since the audit objectives as mentioned in the audit plan have been achieved and assessment resulted of major non-conformity findings is closed. Therefore, the Lead Auditor recommends a certificate of compliance **"MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders"** is be maintain to **Lembaga Kemajuan Tanah Persekutuan (FELDA), Gugusan Raja Alias.**

1.13 Date of Next Surveillance Audit

The first annual surveillance assessment visit will be scheduled after 12 months of the MSPO Certificate being issued.

1.14 Confidentiality

GGC auditors will not discuss or reveal any of the confidential information seen during the audit to any third party. Any public summary of the main assessment will be approved by the client prior to publication.

1.15 Abbreviations Used

BOD	Biological Oxygen Demand
CHRA	Chemical Health & Risk Assessment
CIP	Continuous Improvement Plan
COD	Chemical Oxygen Demand
CoP	Code of Practise
CSPO	Certified Sustainable Palm Oil
CPO	Crude Palm Oil
CSPK	Certified Sustainable Palm Kernel
DOE	Department of Environmental
DOSH	Department of Occupational Safety and Health Malaysia
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
FFB	Fresh Fruit Bunch
FGS	Finished Good Stock
GAP	Good Agriculture Practise
GHG	Greenhouse Gas
GGC	Global Gateway Certifications Sdn Bhd
HIRARC	Hazard Identification, Risk Assessment and Risk Control
ISCC	International Sustainability & Carbon Certification
IPM	Integrated Pest Management
MPOB	Malaysian Palm Oil Board
MPOCC	Malaysian Palm Oil Certification Council
MSPO	Malaysian Sustainable Palm Oil
NCR	Non-Conformance Report
NGO	Non-Government Organization
OHS	Occupational Health & Safety
OHSAS	Occupational Health and Safety Assessment Series
PK	Palm Kernel
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
SEIA	Social Environmental Impact Assessment
SOP	Standard Operating
SPO	Sludge Palm Oil

SECTION II : ASSESSMENT FINDINGS BY PRINCIPLES AND CRITERIA

2.1 Principle 1 : Management commitment and responsibility

Criterion 1 Malaysian Sustainable Palm Oil (MSPO) Policy

Indicator 1 A policy for the implementation of MSPO shall be established.

Summary Felda has established "Polisi Pengeluaran Minyak Sawit Lestari Dalam Kumpulan Felda" on 01st November 2017 and approved by Dato' Ab Ghani Mohd Ali, Pengarah Besar Felda.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The policy shall also emphasize commitment to continual improvement.

Summary Stated in the MSPO Policy [Polisi Pengeluaran Minyak Sawit Lestari Dalam Kumpulan Felda] on 01st November 2017 that approved by Dato' Ab Ghani Mohd Ali, Pengarah Besar Felda which stated "FELDA management is committed to continuous improvement and openness in sustainable palm oil production activities".

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 2 Internal audit

Indicator 1 Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.

Summary Internal audit programme was done annually by Unit Kelestarian, Jabatan Perladangan in HQ for all Felda group. Sighted in "Program Pensijilan MSPO Felda 2020" (Annual Audit Programme).

Sighted internal audit report done by Mr. Mohd Shahremy Abd Rahim on 03/10/2019.

Sighted 23 non-conformities has been raise during last internal audit for MSPO

Stated on Prosedur Audit Dalaman; SOP/JPLDG/PAD/1; Rev: 0; Date: 01st November 2017, the audit will be planned at least once a year. SOP clearly mentioned each steps of internal audit process in section 6.5 starts with opening meeting, audit conclusion, closing meeting, correction and corrective action follow up and review.

Felda Raja Alias 1 & 2

Internal audit was done on 24th Sep 2019 by Mohd Ezkhan Abd Rahman.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 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.

Summary Stated on Prosedur Audit Dalaman; SOP/JPLDG/PAD/1; Rev: 0; Date: 01st November 2017, the audit will be planned at least once a year. SOP clearly mentioned each steps of internal audit process in section 6.5 starts with opening meeting, audit conclusion, closing meeting, correction and corrective action follow up and review.

Sighted 23 non-conformities has been raise during last internal audit for MSPO. All corrective action has been taken effectively.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 Report shall be made available to the management for their review.

Summary Report was signed by respective estate manager. Sighted internal audit report date on 24/09/2020 for Raja Alias 1 has been acknowledged by Manager, En. Ibrahim Bin Omar.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 3 Management review

Indicator 1 The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.

Summary Management review meeting was conducted on 5th March 2020 in participation of respective managers in Gugusan Raja Alias. The objective of the meeting is to review audit result from internal audit conducted on Sep 2019.

However, no discussion and review from aspect of **continuous suitability, adequacy and effectiveness of the requirements for implementation of MSPO**. Further, no evidence in meeting minute to show there is review on any changes required, improvement points and modification in current system implementation.

Minor NC - C4/MSPO/MINOR/03

In Compliance ☐ **Yes** ☒ **No** ☐ **Not Applicable**

Criterion 4 Continual improvement

Indicator 1 The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.

Summary The CIP includes on environment [reduction in pesticide usage, social, field activities [initiative to promote best practices], GHG, recycling of waste and safety.

Estate has developed Continuous Improvement Plan year 2020

- Beneficial Plant
- Empty containers
- ETC

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology, where applicable, that are available and feasible for adoption

Summary There is no new application of new technology implemented during the certification period. The current practices continued and guide by Plantation Advisor.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.

Summary Trainings were conducted for the introduction and implementation of any new information or technology that is feasible and applicable to the company.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

2.2 Principle 2 : Transparency

Criterion 1 Transparency of information and documents relevant to MSPO requirements

Indicator 1 The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.

Summary Felda Raja Alias 4 has established Standard Operation Procedure for Consultation and Grievances Communication – Internal/External named “Prosedur Komunikasi” dated 1st November 2017 Document Number SOP/JPLDG/PK/1 prepared by “Unit Kelestarian, Jabatan Perladangan FELDA” and approved by En Izham Mustaffa, “Pengarah, Jabatan Perladangan”.

Sighted internal and external stakeholders’ meeting dated 5th October 2017 and 25th February 2020 respectively to disseminate the information on MSPO Sustainability Compliance.

Details of the said meeting are as follows:

External Stakeholders Meeting

Date: 5/10/2017

Venue: Dewan Palong 01

Attendance: 121 external stakeholders

Internal Stakeholders Meeting

Date: 25/2/2020

Venue: Bangunan JKR Felda Raja Alias 4

Attendance: 25 Internal external stakeholders. Sighted invitation letters to the respective stakeholder.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Summary Felda Raja Alias 1, 2 and 4 has established list of documents which are Publicly (non-confidential) and not Publicly available (confidential) dated **29/5/2020** prepared by En Adzizul bin Ahmad, Pembantu Tadbir and approved En Ahmad Sabry bin Mohamad, Pengurus Rancangan.

Number of confidential documents - 36

Number of non-confidential documents - 24

Given below are some Sampled confidential and non- confidential documents.

CONFIDENTIAL DOCUMENTS

NO	DOCUMENT	STATUS
1	Warning letter not to send revenue to fruit collection center	Confidential
2	Fare facility to visit the original region for those	Confidential
3	Exchange of senior officers	Confidential
4	Abolition of ward payments to officers and public service retirees	Confidential

NON-CONFIDENTIAL DOCUMENTS

NO	DOCUMENT	STATUS
1	List of Outstanding Student Award Names	Non-Confidential
2	Meeting Minutes for Felda Raja Alias	Non-Confidential
3	Settler Basic Information Form	Non-Confidential

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 2 Transparent method of communication and consultation

Indicator 1 Procedures shall be established for consultation and communication with the relevant stakeholders.

Summary Felda Raja Alias 4, 2 and 1 has established Standard Operation Procedure for Consultation and Grievances Communication – Internal/External named "Prosedur Komunikasi" dated 1st November 2017 Document Number SOP/JPLDG/PK/1 prepared

by "Unit Kelestarian, Jabatan Perladangan FELDA" and approved by En Izham Mustaffa, Pengarah, Jabatan Perladangan.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.

Summary **FELDA RAJA ALIAS 4**

The management has appointed En Mohd Faridzul bin Mohd Ariff, Supervisor as the person in-charge of consultation and communication with the relevant stakeholders vide letter Ref No SPO/Raja Alias/ 4/06/2019 dated 1st January 2019 approved by En Mohd Ibrahim bin Abu Samah, Pengurus Raja Alias 4.

FELDA RAJA ALIAS 2

The management has appointed En Muhammad Syazwan Faiz bin Mohamad , Supervisor as the person in-charge of consultation and communication with the relevant stakeholders vide letter Ref No: (01)RA1/MSPO/02/2018 dated 2nd December 2019 approved by En Ahmad Sabry bin Mohamad, Pengurus Raja Alias 2

FELDA RAJA ALIAS 1

The management has appointed En Muhammad Hafez bin Mazmy, Supervisor as the person in-charge of consultation and communication with the relevant stakeholders vide letter Ref No: RA1/SPO/06/7017 dated 2nd December 2019 approved by En Mohd Shah bin Mohamed, Pengurus Raja Alias 1

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.

Summary Felda Raja Alias 4 has established the internal and external stakeholders list approved by En Ashraff bin Abdullah, Manager, Felda Raja Alias.
Number of External Stakeholders 32 nos and Internal Stakeholders 508 nos.

Given below are some sampled list of Internal stakeholders

NO	NAME	DESIGNATION
1	En Abdul Saba bin Yusof (Block 1)	Peneroka
2	En Mohd Rizal bin Md Arsad (Block 2)	Peneroka
3	En Mohd Shafie bin Md Din (Block 3)	Peneroka
4	En Mohd Ali bin Laham (Block 5)	Peneroka
5	En Hassan bin Mat (Block 14)	Peneroka

External Stakeholders

NO	NAME	ORGANIZATION
1	Ketua Polis Daerah Jempol	Polis Diraja Malaysia, NS
2	En Anuar bin Md Isa (Pegawai Pendidikan Daerah)	Pejabat Pendidikan Daerah Jempol, NS
3	Pn Mislia bt Masari (Guru Besar)	Sek Men Keb Seri Jempol, NS
4	En Taib bin Abdul Samad	Shazrat Enterprise (Kontraktor Kejuruteraan)
5	En Sulaiman bin Busu	Terang Obor Enterprise (Kontraktor Kejuruteraan)
6	En Chang Choon Hua	Chang Choon Agro (Kontartor Perlindungan)

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 3 Traceability

Indicator 1 The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).

Summary Felda Raja Alias 4,2 and 1 has established Standard Operating Procedure on Traceability, document Number MLSL (Ed.2) – Sec.4 (08) dated 1st June 2012 prepared by "Jawatankuasa Review Manual Ladang Lestari"

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The management shall conduct regular inspections on compliance with the established traceability system.

Summary FELDA RAJA ALIAS 4

As per interview with En Faridzul bin Mohd Ariff, Field Supervisor will conduct daily inspections on compliance with the established Standard Operating Procedure on Traceability and recorded into "Dairi Harian Bertugas",

FELDA RAJA ALIAS 2

As per interview with En En Muhamad Syahrul bin Ahmad, Field Supervisor will conduct daily inspections on compliance with the established Standard Operating Procedure on Traceability and recorded into "Dairi Harian Bertugas",

FELDA RAJA ALIAS 1

En Muhamad Aiman Arif bin Ahmad Zin (Supervisor) assisted by the Mandore will conduct daily inspections on compliance with the established Standard Operating Procedure on Traceability and recorded into "Dairi Harian Bertugas",

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 The management should identify and assign suitable employees to implement and maintain the traceability system.

Summary In Raja Alias 1, for FTP, PIC appointed is Mr. Muhammad Hafez bin Mazmy as per letter dated 02.01.2018 (Ref: RA1/MSPO/02/2018).

For FELDA, the PIC is Block Leader (Ketua Block) as per letter of appointment issued by Estate Manager. Example sighted for Ketua Block (Name: Mohd Amal Bin Mohiyuddin, Ref: 3218/6-2-1(09)).

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 Records of sales, delivery or transportation of FFB shall be maintained.

Summary **Records of sales, delivery, or transportation of FFB are recorded as follows.**

1. Rekod Kemajuan Ladang

- Harvested FFB from each block by the respective Harvester Group
- Block Number
- Harvested date
- No of Fresh Fruit Bunches harvested
- Unripe and rotten bunches
- FFB transported to Internal Weigh bridge

2. Rekod Manual Hasil Individu (Peneroka)

- FFB harvested
- Weight of FFB Harvested
- Oil Extraction Rate
- Grade of FFB

3. Weigh Bridge Slip from Palm Oil Mill

- Shows FFB transported to POM which is the actual weight.
- Transport (Lorry) registration Number and driver's name
- Unripe and rotten bunch

4. Lapuran Bulanan Penerimaan Buah Tandan Segar (FFB Proceeds Statement)

- Shows the FFB harvested, FFB price
- Shows Sales records

5. Nota Hantaran

- Driver's Name
- Lorry registration Number
- Transportation Company Name
- Serial Number of "Nota hantaran"

Details of lorry transporting ffb to palm oil mill:

FELDA RAJA ALIAS 4

Sighted details of Lorry transporting FFB to Palm oil Mill.

Company Name: Afzanizam bin Mohammad Ajamin
Driver Name: En Zuraimi bin Osman
Lorry Registration No: WC 1741 L
Nota Hantaran BTB: 07889

FELDA RAJA ALIAS 2

Sighted details of Lorry transporting FFB to Palm oil Mill.

Company Name: Taufiqulhakim Resources
Driver Name: En Arzol bin Azwan
Lorry Registration No: WMJ 8337
Nota Hantaran BTB: 0351

FELDA RAJA ALIAS 1

Sighted details of Lorry transporting FFB to Palm oil Mill.

Company Name: Sole proprietor
Driver Name: En Loso@Musa bin Waiman
Lorry Registration No: NAA 6800
Nota Hantaran BTB: 2770

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

2.3 Principle 3 : Compliance to legal requirements

Criterion 1 Regulatory requirements

Indicator 1 All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.

Summary

A mechanism to ensure compliance to legal and other requirement has been documented in "Doc No.: SOP/JLPLDG/PUDKL/1, Rev No.: 1, dated 1st November 2017 - Standard Operation Manual which distributed to all operating units.

Felda Raja Alias 04

- MPOB License No 500936002000 with the validity until 31 Mar 2021 (1353.78 Ha). The total certified area is 2115.0432, total planted area is 2057.50 and others 57.5432 Ha. *The hectares appears in MPOB license to be review and updated according to current area statement during the next renewal process.*
- Annual medical surveillance against USECHH 2000, Reg. 27 for workers exposing to harmful chemicals available. Total 4 workers tested on 02/06/2020.
- Seen the weekly inspection of worker's quarters checklist conducted by Field Supervisor which is complying with the Section 6(1) (d) of Workers' Minimum Standards of Housing and Amenities Act 1990.
- Pay deduction in accordance to Sek 24(3)(a), effective from 21/10/2015 (PU/9/129/Jld 20)

Felda Raja Alias 02

- MPOB License No 500934302000 with the validity until 31 Mar 2021 (1353.78

Ha).

- Annual medical surveillance against USECHH 2000, Reg. 27 for 5 workers who are exposing to harmful chemicals plan to be conduct in July 2020. Sighted a letter dated on 22/06/2020 to Klinik Raja & Surgeri for appointment.
- A letter dated on 10/06/2020 to Pejabat JTK Kuala Pilah in regards to "Certificate of Fitness" CF for foreign worker's quarters, seen yet to receive any reply as at audit date.
- As required by "Majlis Keselamatan Negara – MKN", the estate has list of foreign workers who are to be undergo Covid – 19 Swab Test

Felda Raja Alias 01

- MPOB License No 616428002000 with the validity 30/04/2020. The estate has done the application prior to the MCO; however, the agency has not responded in written on the delay.
- Medical surveillance for sprayers done on 17/07/2019.
- All the 5 fire extinguishers (4 within office area and 1 in store), seen calibrated and maintained.
- The list of foreign workers (66) with complete personal details was available. There is a separate master list available to indicate the Socso payment status for foreign workers.

The estate has no workshop and skid tank for diesel storage as the FBB transporting to POM is outsources.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2	The management shall list all laws applicable to their operations in a legal requirement register.
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Summary Documented procedure has been established Doc No.: SOP/JLPLDG/PUDKL/1, Rev No.: 1, dated 1st November 2017.

Sighted the Legal and Other Requirements list "ML-1A/L5-AP20 Pind 1" which updated on various dates, the recent update done on 17/06/2020. Among the legal & other requirements evaluated were:

- Classification, Labelling & Safety Data Sheet of Hazardous Chemicals Reg. 2013,
- Pesticide Act 1974 (Act 149) Amendment of First schedule) Order 2019
- Electrical Supply Act 1990 (amended 2015),
- Fire Service Act 1988 (Act 341) Amendment 2018,
- Akta Kesatuan Kerja 1959,
- Immigration Act 1959,
- ACT 446 – Worker's Minimum Standards of Housing and Amenities Act 1990- Amendment 2019 (*new revision*)
- Passport Act 1966,
- Employee Provident Fund Act 1991,
- Children and Young Person (Amendment) Act 2019 – Act 350 (*new revision*)

- Minimum Wage Order, Amendment 2020 (*new revision*)
- Employee Social Security Act 1969, amendment 2019 (*new revision*)

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.

Summary Sighted the Legal and Other Requirements list "ML-1A/L5-AP20 Pind 1" which updated by Pejabat Wilayah on various dates and the recent update done on 18/02 /2020 to 17/06/2020.

However, the status of compliance of newly added regulations of ACT 446 – Worker's Minimum Standards of Housing and Amenities Act 1990- Amendment 2019 (*new revision*), Children and Young Person (Amendment) Act 2019 – Act 350 (*new revision*), Minimum Wage Order, Amendment 2020 (*new revision*), Employee Social Security Act 1969, amendment 2019 (*new revision*) and Income Tax Act 1967 not updated accordingly.

Reference to Major NC - C4/MSPO/MAJOR/01

In Compliance ☐ **Yes** ☒ **No** ☐ **Not Applicable**

Indicator 4 The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.

Summary The identification of changes is the responsibility of corporate department in HQ in Kuala Lumpur whom shall notify in written to the Regional Office.

Later the information to be deliver to respective operating centers. It then the PIC to delegate the information within the related estate staff.

Felda Raja Alias 04

Sighted the appointment letter dated on 15/04/2019 for Muhd. Syahrul bin Ahmad.

Felda Raja Alias 02

Mr. Muhd. Syazwan Faiz been appointed on 02/12/2019 to monitor and update of LORR records accordingly.

Felda Raja Alias 01

Mr. Mohd. Najob bin Nazir Rudin been appointed on 10/05/2019 to monitor and update of LORR records accordingly.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 2 Land use rights

Indicator 1 The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.

Summary**Felda Raja Alias 04**

The land title status seen clearly indicating only for palm oil cultivations. Total land area is 2189.99 HA and the total planted area is 2044.068. The youngest plant is 2015 (settlers with 7 acres) and oldest palm is 2010 (settlers with 3 acres).

- Total HA by land title – 2189.99 Ha
- Total planted area – 2044.068 Ha
- Matured area – 2055.068 Ha
- Immature area – nil
- Total unplanted – 145.92 Ha

Felda Raja Alias 02

There is no land acquisition by State Government:

- Total HA by land title – 1507.19 Ha
- Total planted area – 1025.51 Ha
- Matured area – 1025.51 Ha
- Immature area – 0 Ha
- Total unplanted – 481.68 Ha

The estate is maintaining 353 of Form A - "Register of Holdings = ROH". There are negotiations going on between settlers and Felda Raya for property developments.

Felda Raja Alias 01

- Total HA by land title – 2290.11 Ha
- Total planted area – 1787.89 Ha
- Matured area – 1787.89 Ha
- Immature area – 0 Ha
- Total unplanted – 502.22 Ha

The estate is maintaining 353 of Form A - "Register of Holdings = ROH".

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.

Summary**Felda Raja Alias 04**

Below is the breakdown of settler's occupancy:

	With Felda/FTP (7 acre)	Self – managing	Total
Settlers	312	196	508
Land area	879.13 HA	613.04HA (3 acre) + 551.91 HA (7 acre)	2044.068

As at 22/06/2020, all 508 settlers been awarded their land titles and sighted the land titles issued copies to settlers:

- Mohd Hashim bin Hasan & Zaimah binti Mohd. Sharif – 3 lots (5579/9635, 5580/10477, 5581/ 10478)

- Haron bin Ahmad & Sarimah binti Ali – 3 lots (5602/9644, 5603/10472, 5604/10471)

There allocation of “Peringkat” as below:

- **FTP**
 - #9245/002 (settlers with 7 acres)
 - #4245/002 (settlers with 7 acres)
- **Felda / Self managing**
 - #9245/005 (settlers with 7 acres)
 - #9245/003 (settlers with 7 acres)
 - #9245/001 (settlers with 7 acres)
 - #4245/001 (settlers with 7 acres)

Sampled the Quit rent payment of

- Lot 10839 (1.237 HA) dated 01/01/2020
- Lot 9193 (2.798 HA) dated 01/01/2020
- Lot 5979 (1.385 HA) dated 01/01/2020

Felda Raja Alias 02

There are 16 Blocks that consist of 363 settlers. There are 162 with FTP, 41 self-managing and 42 are not being associate with Felda since beginning but they are listed under the management of Felda.

Since from a fire outbreak in 1996 in Felda Raja Alias 04, the original documents regard to land titles has destroyed. The Form A - “Register of Holdings = ROH” being used to obtain land titles from land office. Sampled an application dated on 28/10/2016 for Mr. Muhd. Alzukri (Lot 40186, 40183, 5474) which is still pending for approval from land office.

Felda Raja Alias 01

There are 440 settlers whose land in 7 “Peringkat” / Blocks which identified as below. As at audit date, none of the settler has received the land titles but the application process in pipeline to Felda – HQ.

PKT.001 A	169.90 HA
PKT.001 B	127.63 HA
PKT.001 C	141.78 HA
PKT.001 D	186.13 HA
PKT.001 E	104.97 HA
PKT.001 F	167.44 HA
PKT.001 G	88.40 HA

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.

Summary

Felda Raja Alias 04

The estate has engaged 3rd party land surveyor and maintaining the "Locus Map" that installed in the selected staff's mobile phone.

Cross verification was done for boundary stone census done on 01/06/2020, #261/778 and #253/103 against the boundary stone market in the Locus Map found well matched. The estate seen managing the boundary stone census on ½ yearly interval.

Felda Raja Alias 02

During field visit, sighted the estate is adjoining to Felda Raja Alias 01, 04 and 05 KLK Ayer Hitam Estate. Sighted Sg. Serling passing through within estate boundaries.

Aside during field visit, seen trenches, fencing and long poles as part of boundary marker that being maintain by settlers.

The boundary census was last done on 08/01/2020 at 9 blocks. Records seen with attachment of photos taken on of original boundary stones.

Felda Raja Alias 01

Based on external stakeholder meeting minutes, there is no land dispute between the estate and surrounding communities. The annual boundary census was done between 04-23/12/2019, for Lot 01 - Lot13.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 4 Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).

Summary

Based on the site visit, interviewed with estate managers and verification of area statement against the land title, there is no evidence of land disputes or new land acquisition.

There is a documented flow chart and procedure – Seen SOP Prosedur Pengenalpastian dan Penyelesaian Pertikaian Tanah, Doc. No: SOP/JPLDG/PPDPPT/1, Rev. NO: 1 dated 1st November 2017.for Land or Boundary Disputes".

This set of documents are applicable if any arising issues from the local communities neighboring the estate or stakeholders or during land surveying process by authorized agencies

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 3 Customary rights

Indicator 1 Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.



Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving this estate. The company has proper legal land tile for the land ownership.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 Maps of an appropriate scale showing extent of recognized customary rights shall be made available.

Summary There is no customary land in or surrounding the estate. There are also no land disputes or claims involving this estate. The company has proper legal land tile for the land ownership. Therefore, no maps for recognized customary rights is available.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.

Summary There is no customary land in or surrounding all the estates. There are also no land disputes or claims involving these estates. The company has proper legal land tile for the land ownership.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

2.4 Principle 4 : Social responsibility, health, safety and employment condition

Criterion 1 Social impact assessment (SIA)

Indicator 1 Social impacts should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.

Summary **FELDA RAJA ALIAS 4**

Felda Raja Alias has conducted Social Impact Assessment dated 11th December 2019 by En Mohd Ezkhan bin Abd Rahman, from Unit Kelestarian Ladang, Head Quarters.

The purpose of this study is to measure and to understand both positive and negative social impact of Felda Raja Alias 4's operations towards the workforce. It is also carried out to identify ways to avoid and reduce the negative social impacts.

The Social Impact Assessment have identified the positive and negative impacts and outlined the Management Plan to promote and maintain the positive impacts.

Given below are some sampled positive impacts identified from the Social Impact Assessment and the plan to promote and maintain the positive impacts

DESCRIPTION	PLAN TO PROMOTE / MAINTAIN POSITIVE IMPACT
Comfortable and safe place to stay	Cleanliness programme

Farm work activities do not interfere / do not affect the daily activities of the community	Monitoring by settlers
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Given below are some sampled negative impacts identified from the Social Impact Assessment:

DISKRIPSI	PELAN PENGURUSAN	TARIKH SASARAN
There are still settlers, teachers, clinic staff who have not understood what MSPO is through the presentation by the FELDA management	Periodically briefing during stakeholder meeting	December 2020
Employees are not explained about the method of salary payment rates made or determined	- Briefing during the morning rollcall at the office - Explanation to employees during the submission of pay sheets and salary slips	December 2020
Languages barrier (Bahasa) is not understood by foreign employees India / Bangladesh	Appoint an interpreter among employees	December 2020

FELDA RAJA ALIAS 2

Felda Raja Alias has conducted Social Impact Assessment dated 6th March 2019 by En Fahmi bin Othman, from Certification and Due Diligence unit, Felda Head Quarters.

The purpose of this study is to measure and to understand both positive and negative social impact of Felda Raja Alias 2's operations towards the workforce. It is also carried out to identify ways to avoid and reduce the negative social impacts.

FELDA RAJA ALIAS 1

Felda Raja Alias has conducted Social Impact Assessment dated 5th March 2019 by En Fahmi bin Othman, from Certification and Due Diligence unit, Felda Head Quarters.

The purpose of this study is to measure and to understand both positive and negative social impact of Felda Raja Alias 2's operations towards the workforce. It is also carried out to identify ways to avoid and reduce the negative social impacts.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 2 Complaints and grievances

Indicator 1 A system for dealing with complaints and grievances shall be established and documented.

Summary Doc No.: SOP/JKK&K/PAP/01, Rev: 2, dated 1st Mar 2017 – Prosedur Pengendalian Aduan. Borang Aduan Pelanggan (BAP) is available for stakeholders to raise complaint.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.

Summary Felda Raja Alias 4, 2 and 1 has established Standard Operation Procedures for Consultation and Grievances Communication – Internal/External Doc No: SOP/JKK&K/PAP/01 dated 1st November 2017, prepared by En Izham Mustaffa, Pengarah, Jabatan Perladangan FELDA from FELDA Head Quarters.

The purpose of the procedure is to: -

- To ensure all grievance and complaints are received, recorded, and attended to effectively.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.

Summary **FELDA RAJA ALIAS 4**

Sighted the complaint and Grievance Form named "Borang Aduan Peneroka/Pihak Luar" placed at the Estate's Office. The said forms can be obtained from Ustaz Muhammad Ariff bin Ibrahim from Settlers Development Authority (Ugama) department to make any complaints/requests. Upon completing, the forms shall be handed over to Ustaz Muhammad for further action.

Upon receiving all completed complaints and grievance forms Ustaz Muhammad Ariff bin Ibrahim, will be forwarded to the management for a decision. All decisions from the management will be informed to the complainant accordingly and acknowledged by the respective complainant.

FELDA RAJA ALIAS 2

Sighted the complaint and Grievance Form named "Borang Isu/Masalah" placed at the Estate's Office. The said forms can be obtained from En Muhammad Syazwan Faiz bin Mohammad from Settlers Development Authority Department to make any complaints/requests. Upon completing the forms, it shall be handed over to from En Muhammad Syazwan Faiz for further action.

Upon receiving all completed complaints and grievance forms, it will be forwarded to the management for a decision All decisions /issues rectified from the management will be informed to the complainant accordingly and acknowledged by the respective complainant.

Sighted the Complaint and Grievance Form.

FELDA RAJA ALIAS 1

Sighted the complaint and Grievance Form named "Borang Aduan Pelanggan" placed at the Estate's Office. The said forms can be obtained from Pn Noor Yustina bt Mat Yusof from Settlers Development Authority Department to make any complaints/requests. Upon completing the forms, it shall be handed over to from Pn Noor Yustina bt Mat Yusof for further action.

Upon receiving all completed complaints and grievance forms, it will be forwarded to the management for a decision. All decisions /issues rectified from the management will be informed to the complainant accordingly and acknowledged by the respective complainant.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 4 Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.

Summary Felda Raja Alias 4 has established Standard Operation Procedure for Consultation and Grievances Communication – Internal/External named "Prosedur Komunikasi" dated 1st November 2017 Document Number SOP/JPLDG/PK/1 prepared by "Unit Kelestarian, Jabatan Perlindungan FELDA" and approved by En Izham Mustaffa, Pengarah, Jabatan Perlindungan.

Sighted internal and external stakeholders meeting dated 5th October 2017 and 25th February 2020 respectively to disseminate the information that complaints or suggestions can be made any time.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 5 Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.

Summary **FELDA RAJA ALIAS 4**

Sighted complaints/requests form for the last 24 months which are documented and resolved made available to stakeholders upon request.

Given below are some sampled requests from internal stakeholders.

NO	NAME	COMPLAINTS/ REQUESTS	RECTIFIED
1	En Md Salleh @ Mohd Shuaib bin Teh (31/10/2018)	Dialysis aid (RM9000) Voucher No 353039732	En Mohd Ibrahim, Pengurus (22/3/2019)
2	Pn Natrah bt Mahat (14/5/2018)	Donation (RM4876) Maybank Cheque No: 375787	En Mohd Ibrahim, Pengurus (17/4/2019)

3	En Ruslan bin Manaf (19/3/2019)	House (RM6980) Vaucher No 353076602	En Mohd Ibrahim, Pengurus (17/4/2019)
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FELDA RAJA ALIAS 2

Sighted complaints forms for the last 24 months which are documented and resolved made available to stakeholders upon request.

Given below are some sampled complaints from internal stakeholders.

NO	NAME	COMPLAINTS/ REQUESTS	RECTIFIED BY/DATE
1	En Abdul Rahman Omar (8/5/2019)	Plantation not pruned	En Nazaruddin (14/5/2019)
2	En Mohd Md Yasin (26/7/2019)	Spraying	En Nazaruddin (29/7/2019)
3	En Abdullah Hashim (3/3/2020)	Spraying	En Nazaruddin (29/7/2019)

FELDA RAJA ALIAS 1

Sighted complaints forms for the last 24 months which are documented and resolved made available to stakeholders upon request.

Given below are some sampled complaints from internal stakeholders.

NO	NAME	COMPLAINTS/ REQUESTS	RECTIFIED
1	Pn Norlia bte Silong	Drainage maintenance	Pn Mariam Mohd tan (23/6/2020)

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 3	Commitment to contribute to local sustainable development
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Indicator 1	Growers should contribute to local development in consultation with the local communities.
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Summary Estate is committed and have contributed to local development. The contribution made to the internal and external stakeholders. As evidence, the management has organized activities as follows:-

Given below are some sampled contributions made by Felda Raja Alias:

- Education Incentive for university registration for Settlers children (Diploma) dated 22/5/2020.
Contributed RM500
Sighted Maybank Cheque No: 149549 as proof of contribution
- Education Incentive for university registration for Settlers children (Degree) dated 23/11/2019.
Muhammad Fakhri bin Kattery
Contributed RM1000
Sighted Maybank Cheque No: 149650 as proof of contribution

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 4 Employees safety and health

Indicator 1 An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.

Summary Felda Raja Alias 4 has established Safety and Health Policy dated 4th Januari 2016 approved by En Md Salleh bin Awang, Ketua Pegawai Eksekutif.

Sighted internal and external stakeholders meeting dated 5th October 2017 and 25th February 2020 respectively to disseminate MSPO Policies, Procedures and related matters.

Details of the said meeting are as follows:

External Stakeholders Meeting

Date: 5/10/2017

Venue: Dewan Palong 01

Attendance: 121 external stakeholders

Internal Stakeholders Meeting

Date: 25/2/2020

Venue: Bangunan JKR Felda Raja Alias 4

Attendance: 25 Internal external stakeholders

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 The occupational safety and health plan shall cover the following:

- A safety and health policy, which is communicated and implemented.
- The risks of all operations shall be assessed and documented.
- An awareness and training programme which includes the following requirements for employees exposed to pesticides:

- i) all employees involved shall be adequately trained on safe working practices; and
- ii) all precautions attached to products shall be properly observed and applied.
- d) The management shall provide the appropriate personal protective equipment (PPE) at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).
- e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.
- f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.
- g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meetings are kept and the concerns of the employees and any remedial actions taken are recorded.
- h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.
- i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.
- j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.

Summary

Felda Raja Alias 4 has established Safety and Health Policy dated 4th Januari 2016 approved by En Md Salleh bin Awang, Ketua Pegawai Eksekutif.

Seen SOP for HIRARC – “Prosedur Hazard Identification, Risk Assessment, Risk Control (HIRARC)”, Doc. No: SOP/JPLDG/PHIRARC/1, Rev. No: 1 dated 1st November 2017. Management has Hazard Identification, Risk Assessment and Risk Control (HIRARC) or “Pengenalan Hazard, Penilaian Risiko dan Penentuan Kawalan” [Form No. 4.7.1] Ladang Felda. HIRARC addresses the types of activity, hazard analysis, condition, risk evaluation and control shall be taken. Last updated dated 3rd January 2018 stated in HIRARC to ensure the HIRARC has been checked on timely manner.

No: SOP/JPLDG/PHIRARC/1, Rev. 1, dated 1st November 2017 – Prosedur Hazard Identification, Risk Assessment, Risk Control (HIRARC). CHRA conducted on 2nd June 2016 by Haji Shaari Chin [JKKP HIE 127/171-2(124). Valid until year 2021.

Polisi Penggunaan Racun Paraquat – Zero Paraquat, approved by Dato’AB Ghani Mohd Ali, Managing Director dated 1st November 2011.

Seksyen 19: Pengurusan dan pengendalian bahan kimia berbahaya. SOP for chemical handling was made available.

ERP (Emergency response plan) include the emergency contact number, Emergency Respond Plan Procedure and exit routes in file and notice board.

Sighted Annual Training Plan dated 20th November 2019 prepared by En Mohamad Hafizlasraf bin Husaini (Supervisor) and approved by En Mohamad Norizam bin Mohd Ropah covering safe working practices for the Staffs and Contract Workers. The training programme covers MSPO Awareness, Occupational Safety & Health, Environment and Social areas.

Sighted PPE Issuance and replacement record for Management and workers being established and documented.

Sighted Chemical Health Risk Assessment (CHRA) carried out by Tn Haji Shaari Chin, JKKP REG. NO: JKKP HIE 127/171-2(124) dated 2nd June 2016.

As per CHRA report the Chemical Mixer and Sprayers are to carry out baseline medical surveillance.

Sighted, Standard Operating Procedure on Handling of Chemicals named "Peraturan Keselamatan Pengurusan Dan Pengendalian Bahan Kimia Berbahaya" dated 1st January 2009.

The management has appointed En Mohd Faridzul bin Mohd Arif, Supervisor as the person responsible for workers' safety and health vide letter Ref No RA4/MSPO/03/2019 dated 10/10/2019 approved by En Mohd Ibrahim bin Abu Samah, Manager

Felda Raja Alias 4 has established OSH committee named "Jawatankuasa Keselamatan dan Kesihatan Pekerjaan". Sighted latest OSH committee meeting dated 20/3/2020. Given below is the OSH organization Chart.

Chairman

- En Mohamad Norizam bin Mohd Ropah (Manager)

Secretary

- En Mohd Hamdan bin Omar (Asst Manager)

Members (Employer)

- En Mohamad Hafizi Asraf bin Husaini (Supervisor)
- En Mohd Syabli bin Naim (Supervisor)

Members (Employee)

- En Hamdan bin Berahat (Mandor)
- En Ismail bin Abdul Rahman (Pekerja Am)
- En Muhammad Jaelani (Wakil Pekerja Indonesia)

Contractors

- En Ruslan bin Manaf

Felda Raja Alias 1, 2 & 4 has established "Pelan Tindakan Kecemasan Kebakaran" dated 1/7/2009 approved by En Salleh bin Awang.

Sighted First Aid Training attended by En Mohd Hamdan bin Omar conducted by Malaysian Red Crescent dated 20th August 2017. En Hamdan will conduct training for field staff in Basic First Aid.

Sighted JKKP 8 submitted to DOSH on annual basis. Latest submission of JKKP 8 was on 7/1/2020.

No Rujukkan: JKKP 8/21565/2019
No accidents were recorded.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 5	Employment conditions
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Indicator 1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.
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Summary Felda Raja Alias 4 has established Human Rights and Equal Opportunity Policy named "Polisi Hak Asasi Manusia" dated 1st November 2017 approved by Dato' Ab Ghani Mohd Ali, Pengarah Besar Felda.

Sighted internal and external and Internal stakeholders meeting dated 5th October 2017 and 25th February 2020 respectively to disseminate MSPO Policies, Procedures and related matters.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.
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Summary Felda Raja Alias 4, 2 and 1 has established Equal Opportunity Policy named "Polisi Kesetaraan Peluang" dated 1st November 2017 approved by Dato' Ab Ghani Mohd Ali, Pengarah Besar Felda.

The policy states that it will seek to ensure all employees for employment should receive fair treatment and do not engage in or support any form of discrimination.

No evidence to show that Felda Raja Alias 4, 2 and 1 is engaged in or in support of discriminatory practices with regards to race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.
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Summary Pay and conditions are documented in the appointment letter of the staff and workers. Interview with both estate staff and workers and with both male and female confirmed that they understand the terms and conditions of their employment. No confinement history and no illegal or forced deduction as per this audit period.

The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2020 (Act 732) Malaysian minimum salary is RM1,200.00 as stated in the guidelines.

Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.

Summary Employees of contractors for Felda Raja Alias 2 salary/wages conditions meets the minimum Wage Order (Amendment) 2020/industry minimum standards. Sighted the pay slips of the said estate's contractor's employees.
Given below are some sampled pay slips for the following employees.

Contractor: Yuza Transport & Trading
Name: Mohd XXXX bin Md Yusof (Malaysian)
I. C. No: 870317XXXXXX
Wage Period: JUNE 2020
Position: Harvester
Salary thru Maybank

Contractor: Azalea Raisya Enterprise
Name: Mohd XXXX bin Shahrom
I. C. No: 890223XXXXXX
Wage Period: JUNE 2020
Position: Pemandu Lori (Daily Rated casual worker)
Salary thru Maybank

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 5 The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.

Summary Sighted employee register of Felda Raja Alias 4, 2 and 1 that provides an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.

Summary Felda Raja Alias 4, 2 and 1 has provided a fair contract of employment to all employees that have been signed by both employee and employer. A copy of the employment contract is available for each and every employee indicated in the employment records/register. The contract of employment has outlined the following:

- i. Name
- ii. Sex
- iii. Age
- iv. EPF/SOCSO No
- v. Full Address
- vi. Position
- vii. Employee No
- viii. Work Permit No
- ix. Commencement date
- x. Salary
- xi. Allowances
- xii. Working Hours
- xiii. Notice Period
- xiv. Eligible Public Holidays
- xv. Annual Leave
- xvi. Sick Leave
- xvii. Signature of Employer and Employee

Given below are some sampled employment contracts of the respective plantations signed by

FELDA RAJA ALIAS 4

1. En Nordin Azli bin Mohamad Isa, Pegawai Tadbir, Jabatan Hal Ehwal Tanam Semula Felda and En Zakaria, Ketua Bahagian Tenaga Kerja Felda for FELDA RAJA ALIAS 4 and accepted by the employee as stated below

FELDA Raja Alias 4

Employee Name: Henry
Nationality: Indonesia
Passport No: AT99XXXX
Position: General Worker
Data contract signed: 8th December 2017

FELDA RAJA ALIAS 2



2. En Nordin Azli bin Mohamad Isa, Penolong Pengarah, Jabatan Tanaga Kerja Ladang FELDA and En Muhdhor bin Borham, Ketua Bahagian Tenaga Kerja FELDA For FELDA RAJA ALIAS 2 and accepted by the employee.

FELDA Raja Alias 2

Employee Name: Badigantla Krishna

Nationality: India

Passport No: P788XXXX

Position: General Worker

Date contract signed: 1st January 2018

FELDA RAJA ALIAS 1

3. En Nordin Azli bin Mohamad Isa, Penolong Pengarah, Jabatan Tanaga Kerja Ladang FELDA and En Muhdhor bin Borham, Ketua Bahagian Tenaga Kerja FELDA For FELDA RAJA ALIAS 1 and accepted by the employee.

FELDA Raja Alias 1

Employee Name: Porapati Kannayaa

Nationality: India

Passport No: P7998XXXX

Position: General Worker

Date contract signed: 1st January 2018

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 7 The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.

Summary Working hours is 8 hours. From Saturday to Thursday. The overtime maximum is 104 hours according to Malaysian Law. Daily attendance recorded during muster call.

Estate has used pocket check-roll as a working time recording system.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 8 The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.

Summary The working hour and break time has been clearly stated in the Employment Contract. Sighted in the Contract Agreement the rate of overtime which agreed by both parties.

There is no complaint received regarding payment or are forced to work overtime during site interview.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.

Summary Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made.

Documented payslip was distributed to individual workers on the day of payment. Payment being made through cash and seen the letter of consent from workers to the Management.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 10 Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.

Summary All workers have been provided with medical and accident insurance. Axa Affin General Insurance Berhad is appointed as insurance provider to foreign workers

With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations.

For Indonesian workers, will be covered under SOCSO upon expiring the Foreign Workers Compensation Scheme.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.

Summary All workers are provided with housing facilities at workers linesite (*Asrama Pekerja*). Facilities provided:

1. Electricity from National Grid (TNB)
2. Running water from SAJ
3. Toilet with septic tank
4. Good drainage system

However, one minor has been raised. During site visit, it was observed that all worker quarters under estate management poorly maintained. As evidence, seen the rubbish around the worker quarters and also the toilet is not in good condition.

As per Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) Section 23. (1) Weekly inspection of workers' housing. No evidence found on weekly inspection by the management.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 12 The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.

Summary Policy for sexual harassment evident: *Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi*, signed by Pengarah Besar Felda Dato' Ab Ghani Mohd Ali dated 01.11.2017.

Sighted SOP for Prosedur Aduan Melalui Jawatankuasa Wanita, Doc No.: SOP/JPLDG/PMAMJW/1, Rev. No: 1 dated 1st November 2017.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 13 The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.

Summary Sighted the policies on Kebebasan Bersuara dan Menganggotai Kesatuan signed by Dato' Ab Ghani Mohd Ali, Pengarah Besar Felda dated on 01st November 2017.

Workers are given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.

Summary Sighted the policies on Children and young persons signed by Dato' Ab Ghani Mohd Ali, Pengarah Besar Felda dated on 01st November 2017.

There are no children below ages of 18 working in the all estate and this was proven through checking the list of employees. The workers were clear that no one below 18 years old should be employed.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Criterion 6 Training and competency

Indicator 1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.

Summary One major non-conformity has been raised to Gugusan Raja Alias. Details as per below:

- 1) Raja Alias 1
No training records was made available during the audit, as per the training file.
- 2) Raja Alias 4
No training needs analysis for all employees was made available during the audit.
- 3) Raja Alias 4/ Raja Alias 1/ Raja Alias 3
No continuous training programme made available for the year 2018/2019.

In Compliance ☐ Yes ☒ **No** ☐ Not Applicable

Indicator 2 Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.

Summary One major non-conformity has been raised to Gugusan Raja Alias. Details as per below:

- 1) Raja Alias 1
No training records was made available during the audit, as per the training file.
- 2) Raja Alias 4
No training needs analysis for all employees was made available during the audit.
- 3) Raja Alias 4/ Raja Alias 1/ Raja Alias 3
No continuous training programme made available for the year 2018/2019.

In Compliance ☐ Yes ☒ **No** ☐ Not Applicable

Indicator 3 A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.

Summary One major non-conformity has been raised to Gugusan Raja Alias. Details as per below:

- 1) Raja Alias 1
No training records was made available during the audit, as per the training file.
- 2) Raja Alias 4

No training needs analysis for all employees was made available during the audit.

- 3) Raja Alias 4/ Raja Alias 1/ Raja Alias 3
No continuous training programme made available for the year 2018/2019.

In Compliance ☐ Yes ☒ **No** ☐ Not Applicable

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

Criterion 1 Environmental management plan

Indicator 1 An environmental policy and management plan which shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.

Summary The policy concerning to environment dated on 01/07/2019 which was approved by Managing Director of Felda, YBhg. Dato' Dr. Othman bin Haji Omar.

Felda Raja Alias 04

Environmental Aspect and Impact' last updated on 16/05/2019 and made available during the audit. Process/Location covered in the EAI are replanting, field maintenance, harvesting, FFB collection, chemical store and etc.

Interview with office staff who in charge for chemical store and field staff for sprayers, reveals they are aware on the environmental policy.

Felda Raja Alias 02

Environmental Aspect and Impact' last updated on 03/01/2020. Sighted of management plan to reduce environmental impact from waste produce by estate activities. Sighted training records for field workers whom has been given briefing on environmental related SOPs and legal requirements.

Felda Raja Alias 01

Environmental Aspect and Impact' last updated on 04/06/2020. There are documented records available that the policy been communicated to internal and external stakeholders as part of their commitment towards policy implementations. Sample record dated on 09/07/2019 was attended by 23 workers and staff.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 The environmental management plan shall cover the following:
a) An environmental policy and objectives;
b) The aspects and impacts analysis of all operations.

Summary **Felda Raja Alias 04**
Sighted the environmental aspect impact assessment for sampled estate's operation with identified risk assessment to mitigate the negative impacts and promotes the

positive impacts that covers all estate operation such as replanting, diesel skid tank, chemical pre-mixing, road construction and etc.

Felda Raja Alias 02

The applicable risk control specified the control measures in mitigate the negative impacts and promotes the positive impacts. Sampled the chemical storage > container leakage and chemical spillage as aspect > water and soil pollution as impact > in compliance of EQA 1974, DID Act 1974 and Poison Act 1952 > opportunity to reduce by prevent by following the SOP of chemical pre-mixing.

Felda Raja Alias 01

The estate has identified the environmental improvement plan in the environmental aspect & impact assessment to mitigate negative impacts and promote positive impacts with identified time frame and person in charge for monitoring purpose.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 3 An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.

Summary

Felda Raja Alias 04

The environmental management plan has been established to monitor the identified significant activities that give impacts on environment. Sighted the estate developed documents to mitigate the negative impacts and to promote the positive one which includes spraying, the impact is water pollution and global warming and the control measure is to perform regular maintenance / pump calibration.

Felda Raja Alias 02

The estates had developed environment improvement plan (Pelan Pengurusan bagi mengurangkan Impak Alam Sekitar dari bahan buangan dari Aktiviti ladang) to mitigate negative impacts include in control of operation. Responsible person identified for each action plan. Through the site observation, the operation control of significant aspects was well performed.

Felda Raja Alias 01

The environmental management plan has been established to monitor the identified significant activities that give impacts on environment. Last reviewed was done on 03/01/2020 and PIC (asst. manager) have been appointed to do the monitoring to ensure the plan is effectively implemented.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 4 A programme to promote the positive impacts should be included in the continual improvement plan.

Summary

Felda Raja Alias 04

Among the action plans are for that felled vegetation to be windrowed by stacking between planting rows. Other management plans sighted is the loss and disturbance of biodiversity by imposing hunting/fishing strictly prohibited and provides awareness training to stakeholders.

Felda Raja Alias 02



Among the plans listed in CIP are reduction of pesticide by expanding of planting beneficial plants at selected area in estate. Seen the FFB application as per recommended by agronomist.

Felda Raja Alias 01

The CIP for 2020 consist of EFB application (500MT), re-use of fertiliser bags (8000pcs), re-use pesticide containers to refill water for premixing (300 unit) and 3R program and awareness to all workers.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 5 An awareness and training programme shall be established and implemented to ensure that all employees understand the policy, objectives of the environmental management and improvement management plans and are working towards achieving the objectives.

Summary

Felda Raja Alias 04

Awareness training for estate was dated on 11/04/2019 attended by 07 workers which the topic on PPE usage and its storage methods, legal requirements for pesticides, explaining on environmental aspect and impacts and etc.

Felda Raja Alias 02

Interview with the asst. manager found, workers being brief on sustainability policies on daily basic that include of environmental issues.

Felda Raja Alias 01

Seen the training needs analysis and training plan for 2019 where it includes trainings on environmental aspect and impact scheduled in Jan'20 for field workers in Apr'20 for contractors and in Mei'20 for field & office staff. Sampled training conducted on 09/07/2019 in regards to policy on buffer zone, identification of HCV, 3R programs and etc.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 6 Management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.

Summary

(Raja Alias 1, 2, 4)

The estate management utilises the OHS meeting where their concerns about environmental quality to be discussed. However, the meeting minutes dated on 09/09/2019, 07/05/2019 and 09/01/2020 seen no input of the discussed issue in regards to environment.

Reference to Minor NC - C4/MSPO/MINOR/04

In Compliance ☐ Yes ☒ No ☐ Not Applicable

Criterion 2 Efficiency of energy use and use of renewable energy

Indicator 1 Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy

including fossil fuel, electricity and energy efficiency in the operations over the base period.

Summary The sampled estates seen maintains daily records of energy usage that compiled into monthly table. The use of the diesel (by contractors who transports FFB from respective estate to POM) against the FFB production sighted.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 The oil palm premises shall estimate the direct usage of nonrenewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.

Summary **Felda Raja Alias 04**
The estate utilized of EFB from the mill. The estates have able to shows several measurement data related to pollutions towards operational activities.

Felda Raja Alias 02
For example, estate sources -> diesel consumption, uses of agrochemicals, uses of chemical fertilizer, organic domestic and others.

Felda Raja Alias 01
The mitigation plans are categorized as:

- to monitor, recording and analysis of diesel consumption for FFB transportation
- reduction of pesticide uses (liter/ha) through biological control – less use transport to ferry workers and chemicals

reduction of fertilizer uses through by-products application – less use transport to ferry workers and fertilizer, reduce fertilizer purchase

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 3 The use of renewable energy should be applied where possible.

Summary Based on the document verification at sampled estates, there is no usage of renewable energy, However, the sampled estates utilized the EFB from FGVM mill and the 3R program had been implemented. Sighted recycling bin and waste separation [plastic, glass, and papers] in foreign worker's line site.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 3 Waste management and disposal

Indicator 1 All waste products and sources of pollution shall be identified and documented.

Summary The management has identified all waste products and sources of pollution for the sampled estates which identified in "Identification of all waste products and operational plan to reduce pollution" with objective to maximize recycling and minimize pollution.

As at audit date, the sampled estates have not notified to DOE on the waste generation as there is no evidence of schedule waste generations.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measures for:
a) Identifying and monitoring sources of waste and pollution.
b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.

Summary

Felda Raja Alias 04

Documented waste management action plan was established where the site visits by auditor confirmed that the practice of reduce, reuse and recycle of materials has been implemented. Segregation of wastes i.e. general wastes was verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable wastes at the estates.

Felda Raja Alias 02

The documented waste management has been made available with action plans to reduce the domestic waste FY 2019/2020. Monitoring on collection of domestic waste from residential area to disposal area at Raja Alias 03 well documented. During field visit at PKT 02, sighted the EFB application as part of recycling activity.

Felda Raja Alias 01

The estate management encourages their workers to practice re-use or recycle at best possible and this is added in their CIP. No evidence observed by audit team that empty pesticide containers being re-use at workers quarters

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 3 The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.

Summary

Felda Raja Alias 04 / Felda Raja Alias 02 / Felda Raja Alias 01

There are informations extracted from DOE website being documented as training and working materials. The sampled estates have identified of the general waste generated from estate operations that incorporated with management controls to reduce and/or avoid pollutions. Interview with estate assistants and site visit, evidenced the documented training materials are implemented effectively.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 4 Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.

Summary

Felda Raja Alias 04

During site visit to schedule waste area, it was seen that the used chemical containers are punctured to prevent contamination of water source or to human health. However, the estate has not disposed via license schedule waste contractor since the quantity are rather small (as at audit date there were 9 containers).

Felda Raja Alias 02

Based on the field verification the estate, the unit practices used chemical containers been tripled rinsed before it sends to recycling center. The appointed collector is Rajendran Recycle Trading. The last collection was done on 11/11/2019, Glysiun 66pcs. The current inventory seen well recorded, example for Kenlon 60 liter – 3pcs.

Felda Raja Alias 01

Based on the site verification and record maintenance for triple rinse container, it gives tally results of physical and record counts. The store in-charger able to explain the triple rinse process.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 5 Domestic waste should be disposed as such to minimise the risk of contamination of the environment and watercourse.

Summary

Felda Raja Alias 04

The collection of domestic waste being done twice weekly and final disposal is in a landfill located in Felda Raja Alias 03. Sampled the SPK and payment slip dated 21/11/2019 to Koperasi Felda Serting 4.

Felda Raja Alias 02

Verified the domestic waste collection records as updated on 24/06/2020. This activity is outsourced and sighted the SPK "Surat Perintah Kerja" for Koperasi Serbaguna Felda Serting 2 - # 09/3219/2019 and the record of payment evidenced for month of Jan-Feb & Mar-Apr 2020.

Felda Raja Alias 01

Domestic waste being disposed at landfill in Raja Alias 03. Records availed for collection, disposal and payment to collector (Koperasi). Due to rain and slippery road condition, the landfill was not able to visit.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 4 Reduction of pollution and emission including greenhouse gas

Indicator 1 An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.

Summary

Felda Raja Alias 04

The polluting activities has been assessed during environmental aspect and impact assessment. The assessment findings including list of polluting sources are recorded in document titled "Mengenalpasti Aktiviti Pencemaran Alam dan Pelan Tindakan



Untuk Mengurangkan Pencemaran". Mitigation measures are identified in the aspect-impact register to prevent or minimize pollution.

Felda Raja Alias 02

The estates had developed the assessment of polluting that include all the polluting activities such as tripled rinsed chemical container, spraying activities, premix mixing chemical, storage of fertilizer and etc. The list of pollution seen potential risk of land and water contamination.

Felda Raja Alias 01

Assessment on polluting activities was conducted including GHG emission and waste generations. Sighted the fertilizer for year 2019-2020 NK, NPK MAG. The diesel usage for the same period including the outsourced contractor's lorries. The pesticide uses such Butik Super, Dithane, Garlon 250, Surfactant, Cypermethrin, Kenlon. Other activities are transporting FFB from estate to mill, chemical spraying, domestic waste disposal and etc.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 An action plan to reduce identified significant pollutants and emissions shall be established and implemented.

Summary

Felda Raja Alias 04

Aside of reduction in use of pesticide and vehicle periodic inspections, sighted too the assessment includes plans of the greenhouse gas emissions and solid /domestic wastes with a table available indicating person in charge and time frame for progressively monitor the control measures.

Felda Raja Alias 02

Evidence of identification of waste and type of disposal (Pengenalpastian sumber dan jenis bahan buangan) latest updated and review on 05/03/2020.

Felda Raja Alias 01

Sampled, the action plan related ground pollution → source from chemical container → action, to collect the spent chemical container and tripled rinsed, recycle the chemical container for workers premix → training on management on empty chemical container to contractors and related workers.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 5 Natural water resources

Indicator 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:
a) Assessment of water usage and sources of supply.
b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.

- 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.).
- d) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.
- e) Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.
- f) Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.

Summary

Felda Raja Alias 04

There is "Identification of High Biodiversity Value" Report available (Laporan Pengenalan High Biodiversity Ladang Rancangan Felda Raja Alias 04) done by Muhammad Zulhilmi bin Azmi on 20/02/2020. Seen the report mentioned of the natural waterways in page 3 (para 4 – 2nd sentence) Sg. Butul & Sg. Serting, Sg. Mertiman & Sg. Meng Puang.

Sighted the water analysis report for Sg. Serting Inlet and outlet dated on 16/03/2020, certificate No. 95/2020W. The required parameters (BOD was 2-4mg/L, COD 16-29mg/L, TSS 15-24mg/L) seen within stipulated requirements.

Felda Raja Alias 02

The management has established the water management plan with action plans for improvement that includes of the protection of water courses and monitoring the water quality.

Site visit to Sg. Serting and Sg. Mertiman, sighted the riparian reserves area (the width +/- 2-3 meters) with appropriate and signage's for riparian buffer zones that in accordance to internal procedure, where the palms to be marked.

Sighted the water analysis report for Sg. Mertiman Inlet and outlet dated on 16/03/2020, certificate No. 94/2020W. The required parameters (BOD was 5-8mg/L, COD 38-66mg/L, TSS 37-45 mg/L) seen within stipulated requirements.

All sampled estates have no bore well. Based on field visit by audit team, the natural vegetations are protected as spray and manuring activities not allowed.

Felda Raja Alias 01

Sighted the water analysis report for Sg. Merlimau Inlet and outlet dated on 16/03/2020, certificate No. 93/2020W. The required parameters (BOD was 6-9mg/L, COD 54-73mg/L, TSS 24-34 mg/L) seen within stipulated requirements.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.

Summary

Felda Raja Alias 04 / Felda Raja Alias 02 / Felda Raja Alias 01

There is no construction of bunds, weirs and dams across main rivers or waterways passing through the sampled estates. Seen foot bridges at field areas and concrete

bridge where the passing of Sg. Serting in Raja Alias 04 and Sg. Merlimau in raja Alias 01.

The estate has no water harvesting for domestic consumption but during field visited sighted slit pits and site drains to content water during raining days. Sighted the rainfall records for Jan – May 2020 at which average rainfall recorded as 51.42mm.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).

Summary Based on interview conducted to Estate Manager, there were road side drains constructed along the main road.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 6 Status of rare, threatened, or endangered species and high biodiversity value area

Indicator 1 Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:

- a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.
- b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.

Summary **Felda Raja Alias 04**
There is "Identification of High Biodiversity Value" Report available (Laporan Pengenalan High Biodiversity Ladang Rancangan Felda Raja Alias 04) done by Muhammad Zulhilmi bin Azmi on 20/02/2020.

Felda Raja Alias 02
The "Laporan Pengenalan High Biodiversity Ladang Rancangan Felda Raja Alias 02 done by Muhammad Zulhilmi bin Azmi on 13/02/2020. Sighted the record and information that has been collated in both planted area and wider landscape level. Site visit by audit team confirmed that the estate is not bordering to any gazetted wildlife sanctuaries and forest reserve.

Felda Raja Alias 01
The "Laporan Pengenalan High Biodiversity Ladang Rancangan Felda Raja Alias 01 done by Muhammad Zulhilmi bin Azmi on 12/02/2020.

Felda Raja Alias 04 / Felda Raja Alias 02/ Felda Raja Alias 01
Based on the biodiversity report on Felda Raja Alias 02, 04& 01, sighted the wildlife found such as Mammals (babi hutan - Sus Scrofa, kera - Macaca Fascicularis, and kucing hutan – Prionailurus Planiceps – IUCN = LC – Least Concern), Reptiles (biawak air -

Varanus IUCN = LC, ular tedung selar - Ophiophagus hannah – IUCN = VU and Python reticulatus – IUCN = LC) and Birds (burung hantu - Tyto Alba Javanica, murai batu - Copsychus Malabaricus, Wak-Wak - Amaurornis Phoenicurus, ayam hutan - Gallus Gallus – IUCN = LC

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 2 If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:
a) Ensuring that any legal requirements relating to the protection of the species are met.
b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities and developing responsible measures to resolve human-wildlife conflicts.

Summary The conclusion of the assessment which stated in page 03 of the respective reports, the sampled estates does not border to any primary or secondary forest. During field visit, the audit team sighted signages on illegal hunting, illegal fishing act and etc. Based on HCV report, it's known if there is No RTEs identified

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Indicator 3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.

Summary **Felda Raja Alias 04**
There is no status of rare, threatened, or endangered species and high biodiversity value area in the estate. Thus, no management plan has been established by estate management.

Felda Raja Alias 02
The management has identified plans such as no agrichemical activities carried out near the water catchment area, awareness to workers and staff on estate's policy on illegal trans passing, illegal hunting and to display appropriate signages and informations at identified areas.

Felda Raja Alias 01
Sighted the document titled "Pelan Tindakan bagi Kawasan HGV di Rancangan Felda raja Alias 01" which listed 2 aspects. The 1st on natural waterways and the 2nd is ecosystem of wild life.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 7 Zero burning practices

Indicator 1 Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.

Summary The policy concerning "Zero Burning" sighted approved by the Managing Director on 01/07/2010.

Felda Raja Alias 04



The last replanting was in 2017. Field visit by audit team not sighted of any open burning nor use of fire for operation purposes.

Felda Raja Alias 02

Last replanting was in 2015. No traces of fire use in fields visited and at foreign worker's line site.

Felda Raja Alias 01

No evidence of fire been used for any reason, such as in foreign worker's quarters no traces of fire used to burn domestic waste and field observation no traces of open burning.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 2 A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.

Summary Based on the agronomist report and field observation by audit team, there isn't any outbreaks of palm diseases that requires special approval. Sighted the "Manual Ladang Lestari" MLSL (Ed.2) – Sec. (3.0) dated 01/06/2012, page 10/15 mentioned on the restriction of use of fire during replanting.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.

Summary The FTP Managers were interviewed on the use of fire. He acknowledged there is no use of fire within the estate perimeters and workers / stakeholders were briefed on this.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.

Summary The audit team not observed any on-going replanting or immature fields that may give input on how the replanting process was done. During field visit, seen the vegetative wastes such as slashed fronds generated from pruning and harvesting activities are stack properly.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

2.6 Principle 6 : Best practices

Criterion 1 Site management

Indicator 1 Standard operating procedures shall be appropriately documented and consistently implemented and monitored.

Summary Sighted the Manual Pengurusan Rancangan for Felda and Manual Keselamatan, Kesihatan Pekerjaan dan Alam Sekitar for Technoplant Sdn Bhd.

Felda - Manual Pengurusan Rancangan

1. Tajuk 1: Pengurusan Kebun Sawit
2. Tajuk 2: Pengurusan Kebun Getah
3. Tajuk 3: Pembangunan Komuniti
4. Tajuk 4: Pembangunan Generasi Baru
5. Tajuk 5: Pembangunan Usahawan
6. Tajuk 6: Pengurusan Tanah
7. Tajuk 7: Pengurusan Sumber Manusia
8. Tajuk 8: Pengurusan Kontrak dan Bekalan
9. Tajuk 9: Pengurusan Kewangan

FTP - Manual Keselamatan, Kesihatan Pekerjaan dan Alam Sekitar for Technoplant Sdn Bhd.

1. Pengenalan
2. Dasar Keselamatan dan Kesihatan Pekerjaan FTPSB
3. Objektif JKKAS FTPSB
4. Carta Organisasi FTPSB
5. Fungsi dan Tanggungjawab
6. Melaporkan Kemalangan
7. Keselamatan Semasa Kebakaran
8. Pengelasan Kebakaran
9. Pengawasan Kebakaran
10. Melawan Kebakaran

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.

Summary Sighted Policy of "Perlindungan Tanah Curam dan Rezab Sungai" signed by Dato' Ab Ghani Mohd Ali (Pengarah Besar Felda); Date on 01st November 2017.

Sighted the "Prosedur Pengenalpastian Kawasan Curam dan Rezab Sungai"; No. Doc: SOP/JPLDG/PPKCDRS/1; Pind: 1; Date: 01/11/2017.

During site visit observed there is no terracing above 15 Degrees.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 3 A visual identification or reference system shall be established for each field.

Summary The estate has a visual reference system to identify each field or block. Each field has the signboard with block number, year of planting & hectare.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 2 Economic and financial viability plan

Indicator 1 A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.

Summary Sighted business plan includes of operational cost (RM/MT), crop projection (MT), OER (%), Price Projection (RM/MT) and Replanting Programme (if any) for 2020 – 2022 as below:

Items	2020	2021	2022
FFB (MT)	257.45	284.55	
OER (%)	19	21	21
Cost Estimated (RM/MT)	220	220	220
Price Estimated (RM)	450	450	450

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.

Summary No replanting programme within 5 years. Oldest OP planted on 2013 which estimated to replant on 2038.

In Compliance ☐ **Yes** ☒ **No** ☐ **Not Applicable**

Indicator 3 The business or management plan may contain:
a) Attention to quality of planting materials and FFB.
b) Crop projection: site yield potential, age profile, FFB yield trends.
c) Cost of production: cost per tonne of FFB.
d) Price forecast.
e) Financial indicators: cost benefit, discounted cash flow, return on investment.

Summary Sighted business plan includes of operational cost (RM/MT), crop projection (MT), OER (%), Price Projection (RM/MT) and Replanting Programme (if any) for 2020 – 2022 as below:

Items	2020	2021	2022
FFB (MT)	257.45	284.55	
OER (%)	19	21	21
Cost Estimated (RM/MT)	220	220	220
Price Estimated (RM)	450	450	450

Monitoring of actual expenses is captured in “Rumusan Sebenar Perbelanjaan Operasi Kebun (Actual Summary of Estate Operation Expenses)” by monthly record. Sighted evidence on April 2020, total operation cost is RM 167,551.09 for FFB production of 1007.96 MT.

On May 2020, for FFB production 861.86 MT took operation cost of RM 193,007.80. The increase cost due to manuring programme takes RM 54,437.17.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.

Summary Monitoring of actual expenses is captured in “Rumusan Sebenar Perbelanjaan Operasi Kebun (Actual Summary of Estate Operation Expenses)” by monthly record. Sighted evidence on April 2020, total operation cost is RM 167,551.09 for FFB production of 1007.96 MT.

On May 2020, for FFB production 861.86 MT took operation cost of RM 193,007.80. The increase cost due to manuring programme takes RM 54,437.17.

In Compliance ☒ Yes ☐ No ☐ Not Applicable

Criterion 3 Transparent and fair price dealing

Indicator 1 Pricing mechanisms for the products and other services shall be documented and effectively implemented.

Summary There is no existing mechanism of determining FFB pricing for the estate as the crops being processed by its own Mill. The pricing of FFB is done based on MPOB pricing every month given by Felda HQ in Kuala Lumpur.

For others, pricing mechanism is set thru open tender process. Announcement will be made available to all contractors and they will deliver their quotation to the estate. The

contractors have signed an agreement with the estate to provide services. The agreement has detailed the pricing mechanism for the service offered.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.

Summary All contractors work will have valid, legal stamp and agreed by both parties. Offer will be made by open tender by HQ or Regional Office.

Sighted contract for all contractors:

1. KOP Serbaguna (F) Serling 2 Sdn Bhd (FFB transportation)
2. Yuza Transport & Trading (workers transportation)
3. Jimey Bersatu Enterprise (Fertilizer transport)
4. Shazrat Enterprise (Housekeeping).
5. Taufiqulhakim Resources (FFB transport, housekeeping & harvesting).

Payment condition is based on work completion, as per specified in term and conditions of SPK. As verified, payment of Taufiqulhakim Resources for payment of January 2020, total RM 13,348.44 paid on 29/02/2020 and February 2020, RM 9863.93 paid on 31/03/2020.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Criterion 4 Contractor

Indicator 1 Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.

Summary Sighted addendum is attached to each "Surat Perintah Kerja (Contract)" title Pematuhan Terhadap Pensijilan MSPO (Compliance to MSPO Declaration)" has specified term and conditions towards MSPO standard requirements. Among the term stated as:

- 1) Contractors has to comply with all FELDA Group procedure & manual.
- 2) To comply with MSPO or others certification system required by FELDA.
- 3) Allow MSPO auditor from CB to audit (documents, operation & interview) their activities.

The term and conditions has been brief to contractors during contract signing. Declaration also will be signed by both parties. Sample sighted at Felda Raja Alias 2 for contractor name Taufiqulhakim Resources, signed by PIC Mohd Yaziz Bin Deros on 6th January 2020.

In Compliance ☒ **Yes** ☐ **No** ☐ **Not Applicable**

Indicator 2 The management shall provide evidence of agreed contracts with the contractor.

Summary All the contractors are aware that estate will be certified under MSPO. Therefore, the contractor has been informed by estate management to follow the MSPO standard requirement.

Sighted all contract includes an agreement signed by contractor and estate manager with term and condition.

Sighted contract for all contractors:

1. KOP Serbaguna (F) Serting 2 Sdn Bhd (FFB transportation)
2. Yuza Transport & Trading (workers transportation)
3. Jimey Bersatu Enterprise (Fertilizer transport)
4. Shazrat Enterprise (Housekeeping).
5. Taufiqulhakim Resources (FFB transport, housekeeping & harvesting).

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 3 The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.

Summary Sighted addendum is attached to each "Surat Perintah Kerja (Contract)" title Pematuhan Terhadap Pensijilan MSPO (Compliance to MSPO Declaration)" has specified term and conditions towards MSPO standard requirements. Among the term stated as:

- 1) Contractors has to comply with all FELDA Group procedure & manual.
- 2) To comply with MSPO or others certification system required by FELDA.
- 3) Allow MSPO auditor from CB to audit (documents, operation & interview) their activities.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

Indicator 4 The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.

Summary Before all payment are paid to the contractors. Estate will be verified the work done by the contractors through physical inspection by mandore and supervisor on specified task. Subsequently, manager will approve the payment on every month.

All estates verified the work done by the contractors before all the payment paid to the contractors. Estate also inspect the contractor's workers. As per interviewed and also during site visit, the workers aware with OSH requirement. As example, the workers wear the PPE during the work task that given to them.

In Compliance ☒ **Yes** ☐ No ☐ Not Applicable

2.7 Principle 7 : Development of new planting

Criterion 1 Oil palm shall not be planted on land with a high biodiversity value

Indicator 1 Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 2 No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Criterion 2 Peat land

Indicator 1 New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice.

Summary At this moment, there were no new plantings involving peat area. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Criterion 3 Social and Environmental Impact Assessment (SEIA)

Indicator 1 A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 2 SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Criterion 4	Soil and topographic information
Indicator 1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Criterion 5	Planting on steep terrain, marginal and fragile soils
Indicator 1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 3 Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Criterion 6 Customary land

Indicator 1 No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 2 Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 3 Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 4 The owner of recognized customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.

Summary There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.

In Compliance ☐ Yes ☐ No ☒ **Not Applicable**

Indicator 5	Identification and assessment of legal and recognised customary rights shall be documented.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 7	The process and outcome of any compensation claims shall be documented and made publicly available.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Indicator 8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development.
Summary	There were no new plantings involving forest land or land with high biodiversity. Thus, it is not applicable for Gugusan Felda Raja Alias.
In Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

2.8 Details of Audit Findings

Details Non-Conformity

- See Appendix B -

Details of Area of Concern

- See Appendix B -

Details of Noteworthy / Positive Findings

- 1) Top management continuously establishes directions for the middle and upper management to execute in ways to comply with the MSPO management system in future.
- 2) The management is highly committed to comply the MSPO system by adopting continuous improvement programs.
- 3) The estate management has demonstrated fully commitment during the entire audit process.
- 4) Good relationship being maintained with surrounding smallholders and villages.
- 5) Good positive feedback received from internal and external stakeholders.

Appendix A: Audit Plan



AGENDA				
Date	Time	Subjects	Lead Auditor	Auditor
23 rd June 2020	TBA	➤ Travelling to Bandar Seri Jempol, Negeri Sembilan.	MJA	MAS MM
24 th June 2020	08:00 – 09:00	➤ Centralize Opening Meeting at Felda Raja Alias 4 Estate: <ul style="list-style-type: none"> • Presentation by the manager/coordinator • Presentation by Lead Auditor. ➤ Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation – where applicable).	MJA	MAS MM
	09:00 – 13:00	Felda Raja Alias 4 Estate <ul style="list-style-type: none"> ➤ Document Audit: <ul style="list-style-type: none"> • Public documents, SOPs, Policies, Internal audit, Production & Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc. 	MJA	MAS MM
		<ul style="list-style-type: none"> ➤ Field Inspection / Interview: <ul style="list-style-type: none"> • Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc. 	MJA	MAS MM
	13:00 – 14:00	➤ Lunch/Rest	MJA	MAS MM
	14:00 – 16:00	➤ Continue document audit: <ul style="list-style-type: none"> • Public documents, SOPs, Policies, Internal audit, Production & Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc. 	MJA	MAS MM
	16:00 – 17:00	➤ Verify any outstanding issues, auditor discussion and end of audit for day 1.	MJA	MAS MM




Appendix B: Non-Conformity details




Non-Conformities Identified During This Audit

Major Nonconformities:	The following NC's were raised for this audit.
-------------------------------	------------------------------------------------

Company Name	FELDA – Gugusan Raja Alias			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input type="checkbox"/>
	Surveillance	<input checked="" type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-C4-MSPO-2020			
NC No. / Ref.	C4/MSPO/MAJOR/01	Date Detected	26 th June 2020	
Site(s) concern	Gugusan Raja Alias	Target Completion	25 th Sep 2020	
Normative Reference and Requirement	4.3.1.3 The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. .			
NC Type	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern			
Description of Non-Conformity	The internal mechanism to monitor changes in legal updates is weak and not effectively corresponding to LORR.			
NC Objective Evidence: Sighted the Legal and Other Requirements list "ML-1A/L5-AP20 Pind 1" which updated by Pejabat Wilayah on various dates and the recent update done on 18/02 /2020 to 17/06/2020. However, the status of compliance of newly added regulations of ACT 446 – Worker's Minimum Standards of Housing and Amenities Act 1990- Amendment 2019 (new revision), Children and Young Person (Amendment) Act 2019 – Act 350 (new revision), Minimum Wage Order, Amendment 2020 (new revision), Employee Social Security Act 1969, amendment 2019 (new revision) and Income Tax Act 1967 not updated accordingly. This NC is found repeated from last year ASA1. Therefore it has been upgraded into Major NC this year.				
Lead Auditor Signature:		Client Signature:		
				
Root cause Analysis (to be filled by client):				
Scheme was not aware with the updated Legal Register Requirements.				
Correction planned (to be filled by client):				


A yearly revised of legal register will be done in order to make sure that any updated Legal of Register Requirements or Acts that were related to management will be notified by the scheme. All amended Acts can be seen as attached.	
Preventive Action (to be filled by client):	
Scheme management will be informed by GM through MSPO zone meeting and keep updating from top management.	
Review of correction/preventive action (to be filled by Lead Auditor)	
Correction and Preventive Action accepted. Therefore this Major NC is closed.	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 25/09/2020	Lead Auditor Signature: 


Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2020		
NC No. / Ref.	C4/MSPO/MAJOR/02	Date Detected	26 th June 2020
Site(s) concern	Gugusan Raja Alias 1	Target Completion	25 th Sep 2020
Normative Reference and Requirement	4.4.4.2 The occupational safety and health plan shall cover the following: g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.		
NC Type	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No evidence to show that an Occupational Safety and Health Committee meeting was conducted on a timely manner.		
NC Objective Evidence:			
Occupational Safety and Health Committee meeting not conducted as per Sec 21(1) of the Occupational Safety and Health (safety and health committee) Regulations 1996 which states that a safety and health committee shall meet as often as may be necessary commensurate with the risks attendant on the nature of work at the place of work but shall not meet less than once in three months. The last Occupational Safety and Health Committee meeting was conducted on 9 th September 2019.			


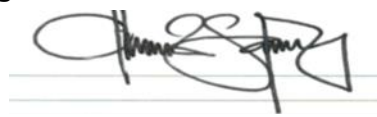
Lead Auditor Signature: 	Client Signature: 
Root cause Analysis (to be filled by client):	
<p>Starting from January, OSH meeting was done once and no meeting after that due to MCO (3 months) period.</p>	
Correction planned (to be filled by client):	
<p>Minute meeting for January 2020 will be recorded and updated in the file. Meeting for July also has been done and 2 more meetings will be done before end of the year 2020. Record of minute meeting for January and July 2020 can be seen as attached.</p>	
Preventive Action (to be filled by client):	
<p>Group managers should review and verify the minutes of meeting.</p>	
Review of correction/preventive action (to be filled by Lead Auditor)	
<p>Correction and Preventive Action accepted. Therefore this Major NC is closed.</p>	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 25/09/2020	Lead Auditor Signature: 


Minor Nonconformities:	The following NC's were raised for this audit.		
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Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2020		



NC No. / Ref.	C4/MSPO/MINOR/03	Date Detected	26 th June 2020
Site(s) concern	Gugusan Raja Alias	Target Completion	Next ASA
Normative Reference and Requirement	4.1.3.1 The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No sufficient evidence the management has periodically review the aspect requirements as specified in indicator.		
NC Objective Evidence: Management review meeting was conducted on 5 th March 2020 in participation of respective managers in Gugusan Raja Alias. The objective of the meeting is to review audit result from internal audit conducted on Sep 2019. However, no discussion and review from aspect of continuous suitability, adequacy and effectiveness of the requirements for implementation of MSPO . Further, no evidence in meeting minute to show there is review on any changes required, improvement points and modification in current system implementation.			
Lead Auditor Signature:	Client Signature: 		
Root cause Analysis (to be filled by client): Scheme management only fill "Pelan Penutupan NCR" sheet of internal audit report during management review meeting and not record any discussion about NCs of Internal audit.			
Correction planned (to be filled by client): Format of "Pelan Penambahbaikan Berterusan" will be prepared in advanced before management review meeting was conducted.			
Preventive Action (to be filled by client): Setting up reminder for management review meeting every year.			
Review of corrective/preventive action (to be filled by Lead Auditor)			



CAP accepted. Will be verified during next surveillance audit.	
NC Closed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Site verification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Verified: 25/09/2020	Lead Auditor Signature: 



Company Name	FELDA – Gugusan Raja Alias			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input type="checkbox"/>
	Surveillance	<input checked="" type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-C4-MSPO-2020			
NC No. / Ref.	C4/MSPO/MINOR/04	Date Detected	26 th June 2020	
Site(s) concern	Gugusan Raja Alias	Target Completion	Next ASA	
Normative Reference and Requirement	4.5.1.6 Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. .			
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern			
Description of Non-Conformity	All level of workers should be given opportunity to understand and contribute information to enhance environmental concern activities.			
NC Objective Evidence: (Raja Alias 1, 2, 4) The estate management utilises the OHS meeting where their concerns about environmental quality to be discussed. However, the meeting minutes dated on 09/09/2019, 07/05/2019 and 09/01/2020 seen no input of the discussed issue in regards to environment.				
Lead Auditor Signature:			Client Signature: 	
Root cause Analysis (to be filled by client):				
Any discussion of environmental quality was not recorded in the minutes meeting.				
Correction planned (to be filled by client):				
Any concerns about environmental quality will be discussed recorded properly.				
Preventive Action (to be filled by client):				

Group managers should review and verify the minutes of meeting.	
Review of corrective/preventive action (to be filled by Lead Auditor)	
CAP accepted. Will be verified during next surveillance audit.	
NC Closed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Site verification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Verified: 25/09/2020	Lead Auditor Signature: 

Area of Concern:	The following AOC's was raised for this audit.
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Company Name	FELDA – Gugusan Raja Alias			
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2	<input type="checkbox"/>
	Surveillance	<input checked="" type="checkbox"/>	Recertification	<input type="checkbox"/>
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders			
Client Number	GGC-C4-MSPO-2020			
NC No. / Ref.	AOC 01	Date Detected	26 th June 2020	
Site(s) concern	Gugusan Raja Alias	Target Completion	-	
Normative Reference and Requirement	4.3.1.1 All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.			
NC Type	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Area of Concern			
Description of Non-Conformity	The production of FFB figures to be in line with basic information data "Maklumat Asas Ladang".			
NC Objective Evidence: (Raja Alias 04) MPOB License No 500936002000 with the validity until 31 Mar 2021 (1353.78 Ha). The total certified area is 2115.0432, total planted area is 2057.50 and others 57.5432 Ha. The hectareage appears in MPOB license to be review and updated according to current area statement during the next renewal process				
Lead Auditor Signature:			Client Signature: 	

Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2020		
NC No. / Ref.	AOC 02	Date Detected	26 th June 2020
Site(s) concern	Gugusan Raja Alias	Target Completion	-
Normative Reference and Requirement	4.3.2.1 The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.		
NC Type	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Area of Concern		
Description of Non-Conformity	Land use right to be clearly indicate or available to avoid disputes.		
NC Objective Evidence: (Raja Alias 04) It was observed during filed visit, the Lots 9053 and Lot 9038 which adjacent to Sg. Serting planted with oil palm by local villagers. However, the estate map refers the lots as "Tidak Bertanam / Kawasan Kosong". The estate to further discuss with concern internal and/or external agencies of the status.			
Lead Auditor Signature: 		Client Signature: 	

Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2020		
NC No. / Ref.	AOC 03	Date Detected	26 th June 2020
Site(s) concern	Gugusan Raja Alias	Target Completion	-
Normative Reference and Requirement	4.3.2.3 Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.		
NC Type	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Area of Concern		
Description of Non-Conformity	Company boundary markers base on perimeter survey map are to be align for physical verifications.		
NC Objective Evidence: (Raja Alias 01, 02, 04)) The boundary census was done in accordance to plan and site verification found the boundaries stones are well demarcated. Records seen with attachment of photos taken on of original boundary stones. However, improvement needed to include GPS reference for enhance verifications.			
Lead Auditor Signature:		Client Signature:	
			


Non-Conformities Identified During Previous Audit



Minor Nonconformities:


The following NC's was raised from previous audit.



Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2019		
NC No. / Ref.	C4/MSPO/MINOR/01	Date Detected	14 th March 2019
Site(s) concern	Gugusan Raja Alias	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.3.1.2 Minor The management shall list all laws applicable to their operations in a legal requirement register.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No updated list of laws applicable to their operations.		
NC Objective Evidence:			
Felda Raja Alias 4 The list of laws applicable to their operations in legal requirement register is not updated on timely manner as last updated was on 23 rd June 2016.			
Felda Raja Alias 1 The list of laws applicable to their operations in legal requirement register is not updated on timely manner as last updated was on 13 th October 2017 (No. Borang: ML-1A/L5-AP1, Pind 0).			
Lead Auditor Signature:		Client Signature:	
			
Root cause Analysis (to be filled by client):			
Scheme was not aware with the updated Legal Register Requirements.			
Correction planned (to be filled by client):			
A yearly revised of legal register will be done in order to make sure that any updated Legal of Register Requirements or Acts that were related to management will be notified by the scheme. All amended Acts can be seen as attached.			
Preventive Action (to be filled by client):			
Scheme management will be informed by GM through MSPO zone meeting and keep updating from top management.			






Review of correction/preventive action (to be filled by Lead Auditor)	
Found fully complied during this ASA. Therefore this NC is closed.	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 26 th June 2020	Lead Auditor Signature: 


Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2019		
NC No. / Ref.	C4/MSPO/MINOR/02	Date Detected	14 th March 2019
Site(s) concern	Gugusan Raja Alias	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.3.1.3 Minor The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	Legal requirement is not updated on timely manner.		
NC Objective Evidence:			
Felda Raja Alias 1			
Updated list of applicable laws and regulations that are applicable for Felda Raja Alias 4. Summary of compliance. Last updated date: 26 th June 2015 (Pindaan 4) – Sistem Semakan Perubahan Undang-Undang.			
Lead Auditor Signature: 		Client Signature: 	
Root cause Analysis (to be filled by client):			
Scheme was not aware with the updated Legal Register Requirements.			
Correction planned (to be filled by client):			
A yearly revised of legal register will be done in order to make sure that any updated Legal of Register Requirements or Acts that were related to management will be notified by the scheme. All amended Acts can be seen as attached.			


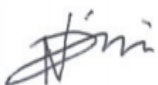
Preventive Action (to be filled by client):	
Scheme management will be informed by GM through MSPO zone meeting and keep updating from top management.	
Review of correction/preventive action (to be filled by Lead Auditor)	
NC were upgraded into Major due lack of compliance during this ASA2. Kindly refer to Major NC #C4/MSPO/MAJOR/01 above.	
NC Closed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 26 th June 2020	Lead Auditor Signature: 


Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2019		
NC No. / Ref.	C4/MSPO/MINOR/03	Date Detected	14 th March 2019
Site(s) concern	Gugusan Raja Alias	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.3.2.3 Minor Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	The boundary markers not visibly maintained		
NC Objective Evidence: There was no evidence that all the boundaries markers have been maintained by all estates under Gugusan Felda Raja Alias.			
Lead Auditor Signature:	Client Signature:		
			
Root cause Analysis (to be filled by client):			
Lack of staff in operation due to MCO restriction by government.			
Correction planned (to be filled by client):			
Appointed field workers to in-charge on the boundary markers monitoring.			

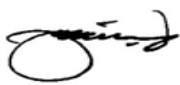
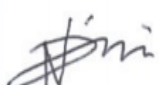
Preventive Action (to be filled by client):	
Monitoring of the maintenance programme by person in-charge by respective manager.	
Review of correction/preventive action (to be filled by Lead Auditor)	
Found fully complied during this ASA. Therefore this NC is closed.	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 26 th June 2020	Lead Auditor Signature: 


Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2019		
NC No. / Ref.	C4/MSPO/MINOR/04	Date Detected	14 th March 2019
Site(s) concern	Gugusan Raja Alias	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.4.1.1 Minor Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No evidence is available during the audit.		
NC Objective Evidence:			
Doc No: SOP/JPLDG/PPIS/1, Rev: 1, dated: 1st November 2017 – Prosedur Penilaian Impak Sosial (SIA). As per Felda Raja Alias prosedur, Clause 6.4.1: Penilaian semula Pelan Pengurusan SIA perlu dilaksanakan sekurang-kurangnya sekali (1) setahun. Last report of SIA sighted dated on 8th June 2017, Doc No: 6/2017. No SIA report sighted for the year 2018/ latest.			
Lead Auditor Signature: 		Client Signature: 	
Root cause Analysis (to be filled by client):			
Updating of SIA Management Plan was done separately without referring to actual plan.			
Correction planned (to be filled by client):			

This year SIA Management Plan was developed and follow up based on previous year impact and current issue identified during annual SIA update.	
Preventive Action (to be filled by client):	
Briefing has been conducted to PIC for all estates regarding the SIA methodology.	
Review of correction/preventive action (to be filled by Lead Auditor)	
Found fully complied during this ASA. Therefore this NC is closed.	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 26 th June 2020	Lead Auditor Signature: 

Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2019		
NC No. / Ref.	C4/MSPO/MINOR/05	Date Detected	14 th March 2019
Site(s) concern	Gugusan Raja Alias	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.4.5.4 Minor Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	No evidence of employment contract and payslip to contractor workers.		
NC Objective Evidence: Contract agreement between FTP/FELDA and its contractors is present during the audit conducted. However, no evident sighted for employment contract between contractor and its workers. Payment evidence from contractor to its employees is also not present during the audit.			
Lead Auditor Signature: 		Client Signature: 	
Root cause Analysis (to be filled by client):			
No system to monitor the compliance by respective estate to their contractors.			

Correction planned (to be filled by client):	
All estates management has started to request for contract agreement and payslip of their contractors workers on monthly basis.	
Preventive Action (to be filled by client):	
Contract between estates and contractors has specified on the contract agreement details and shall be provided during agreement signing.	
Review of correction/preventive action (to be filled by Lead Auditor)	
Found fully complied during this ASA. Therefore this NC is closed.	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 26 th June 2020	Lead Auditor Signature: 

Company Name	FELDA – Gugusan Raja Alias		
Stage of Audit	Initial Stage 1	<input type="checkbox"/>	Initial Stage 2
	Surveillance	<input checked="" type="checkbox"/>	Recertification
Audited Standard	Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Client Number	GGC-C4-MSPO-2019		
NC No. / Ref.	C4/MSPO/MINOR/06	Date Detected	14 th March 2019
Site(s) concern	Gugusan Raja Alias	Target Completion	Next Surveillance Audit
Normative Reference and Requirement	4.4.5.11 Minor In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.		
NC Type	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Area of Concern		
Description of Non-Conformity	Poor maintenance of workers housing area. No weekly inspection done by estate management.		
NC Objective Evidence:			
During site visit, it was observed that all worker quarters under estate management poorly maintained. As evidence, seen the rubbish around the worker quarters and also the toilet is not in good condition.			
As per Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) Section 23. (1) Weekly inspection of workers' housing. No evidence found on weekly inspection by the management.			
Lead Auditor Signature: 		Client Signature: 	

Root cause Analysis (to be filled by client):	
Lack of monitoring by estates.	
Corrective action planned (to be filled by client):	
Spring cleaning has been conducted at workers housing on 31 st August 2020.	
Preventive Action (to be filled by client):	
<ul style="list-style-type: none"> • Enforcement of weekly housing monitoring checklist • Workers has been brief to ensure housing maintained clean 	
Review of correction/preventive action (to be filled by Lead Auditor)	
Found fully complied during this ASA. Therefore this NC is closed.	
NC Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Verified: 26 th June 2020	Lead Auditor Signature: 

Appendix C : List of Stakeholders Contacted

Attendance List

Internal Stakeholders

- 1) Gugusan FELDA Raja Alias management team and staff
- 2) Gender Committee Representatives
- 3) Male and Female workers
- 4) Workers Representatives
- 5) Foreign Workers Representatives

External Stakeholders

- 1) Representative FELDA Raja Alias 1
- 2) Representative FELDA Raja Alias 2
- 3) Representative FELDA Raja Alias 3
- 4) Representative FELDA Raja Alias 4
- 5) Estate Contractors
- 6) Neighboring Estate
- 7) Grocery Store