

# PUBLIC SUMMARY REPORT



**MS 2530-3:2013**

**Malaysia Sustainable Palm Oil (MSPO)**

**Part 3: General Principal for Oil Palm Plantations and  
Organised Smallholders**

**NAME OF CLIENT: GUGUSAN FELDA TROLAK**

**STANDARD: MS 2530-3:2013**

**ANNUAL SURVEILLANCE ASSESSMENT 2**

**DATE: 10 – 12 AUGUST 2020**

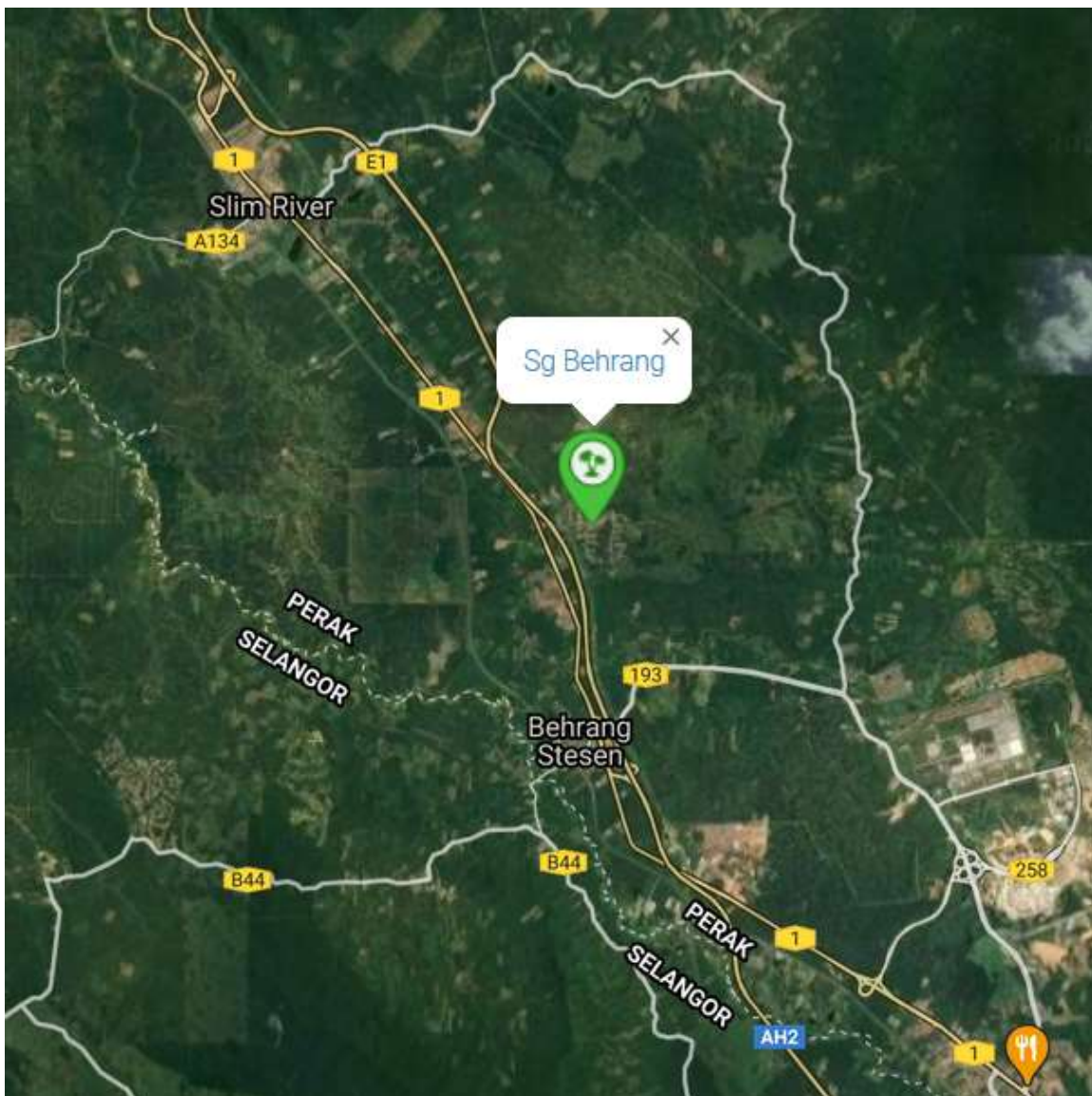
## TABLE CONTENT

No.	Content	Page
1.	Detail of Certification Assessment	3
	-Type of Certification Assessment	3
	-Scope of MSPO Certification	3
	-MSPO Standards used for the Assessment	3
	-Map with geographical coordinate.	3
2.	Details of The Certified Entity	4
	-Name of Certified Entity	4
	-Main Address	4
	-Management and contact person's details	4
	-MPOB License	4
	-Estimated Tonnages of Annual FFB Production	4
	-Date of Certificate Issued and validity	4
	-Total Certified Area	4
3.	Assessment Process	5
	3.1 Certification Bodies	5
	3.2 Audit Plan	6
	3.3 Proposed Date of Next Surveillance Audit	9
	3.4 Audit 5 Year Cycles	9
4.	Summary of Audit Results	10
	-Lead Auditor's Summary and Recommendation for Certification	10
	-Issues raised during Stakeholder Consultation	11
	-Reponses by Certified Entities	12
5.	Official Signed-Off of The Assessment Findings	12

## 1. DETAIL OF CERTIFICATION ASSESSMENT

Type of Certification Assessment	Annual Surveillance 2 (ASA 2)
Scope of MSPO Certification	Oil Palm Plantations and Organised Smallholders
MSPO Standards used for the Assessment	<b>MS 2530-3:2013</b> – General principles for oil palm plantations and organised smallholders

### Map with geographical coordinate.



## 2. DETAILS OF THE CERTIFIED ENTITY

<b>Name of Certified Entity</b>		<b>FEDERAL LAND DEVELOPMENT AUTHORITY (FELDA)</b>		
<b>Main Address</b>		Lembaga Kemajuan Tanah Persekutuan (FELDA) Menara Felda, Platinum Park, No 11, Persiaran KLCC, 50088 Kuala Lumpur, Malaysia		
<b>Management and contact person's details</b>	Name:	Mohamad Zulhildi bin Azmi		
	Phone Number :	-		
	Fax Number:	-		
	Email Address:	-		
<b>MPOB License</b>	MPOB License's No.:	Rancangan Felda Sg. Klah	000001902113	31.03.2021
	Expiry date:			
	MPOB License's No.:	Rancangan Felda Trolak Utara	500827402000	31.03.2021
	Expiry date:			
	MPOB License's No.:	Rancangan Felda Trolak Selatan	500828202000	31.03.2021
Expiry date:				
MPOB License's No.:	Rancangan Felda Trolak Timur	500946702000	31.03.2021	
Expiry date:				
MPOB License's No.:	Rancangan Felda Sg. Behrang	555482002000	30.11.2020	
Expiry date:				
<b>Estimated Tonnages of Annual FFB Production</b>		-		
<b>Scope of Activity</b>		Production of Sustainable Fresh Fruit Bunch (FFB)		
<b>Date of certificate issued and validity</b>		26 October 2018 until 25 October 2023		
<b>Other sustainability certifications</b>		N/A		

<b>Certified Area</b>		
<b>Estates</b>	<b>Total Planted Area</b>	<b>Total Area (Ha)</b>
Rancangan Felda Sg. Klah	1385.44	1385.44
Rancangan Felda Trolak Utara	1924.88	1924.88
Rancangan Felda Trolak Selatan	2427.96	2946.49
Rancangan Felda Trolak Timur	2665.76	2665.76
Rancangan Felda Sg. Behrang	1947.82	2013.53

### 3. ASSESSMENT PROCESS

#### 3.1 Certification Bodies

No	Audit Team Members	Role	Qualifications
1	MOHAMAD IRWAN BIN SENIN [MIS]	Lead Auditor	Post graduate qualification in Master in Science (MSc) by Research with 7 years working experience in Lecturer and manufacturing activities. Lecturer in Applied Science Faculty, University Teknologi Mara cawangan Pahang since 2014, expert in Biodiversity and Environmental assessment. Completed Malaysian Sustainable Palm Oil lead Auditor course in 2017.
2	NUR ZAFIRAH BINTI ZULKIFILI [NZZ]	Auditor	Post graduate qualification in Master of Science (Environmental Technology) at Universiti Sains Malaysia. Has 3 years of working experiences in Science Sector. Involve in MSPO 2530:2013, Auditors Training, etc. Able to speak and understand Bahasa Malaysia and English.
3	WAN MUHAMMAD SHAFRI BIN WAN RAMLI [WMS]	Trainee Auditor	Post graduate qualification in Bachelor of Science (Hons) Plantation Technology and Management with 3 years working experience in manufacturing and plantation. Involve in MSPO Auditor Training, ISO 9001 Lead Auditor/Auditor Course, MDA Conformity Assessment Body & etc. Able to speak and understand Bahasa Malaysia and English.
4	FARRAH SAHANIM BINTI PADUKA [FSP]	Trainee Auditor	Post graduate qualification in Bachelor of Science Forestry (Nature Park and Recreation) at University Malaysia Sabah. Able to speak in Bahasa Malaysia and English.
5	TUAN HAJI ZAINUDDIN BIN SALIM [HZS]	Observer	Post graduate qualification in Executive Master of Safety, Health, and Environment with 21 years working experience in plantation as estate manager.
6	MOHD AMIR BIN BOHARI [MAB]	Observer	Post graduate qualification in Bachelor of Mechanical with 10 years working experience in palm oil as manager

### 3.2 Audit Plan

DATE	TIME	SUBJECT	AUDITOR
10 Aug 2020 (Monday)	09:00 – 10:00	<b>Centralize Opening Meeting at Felda Trolak Utara</b> <ul style="list-style-type: none"> <li>• Presentation by the manager/coordinator</li> <li>• Presentation by Lead Auditor.</li> </ul> <ul style="list-style-type: none"> <li>➤ Confirmation of assessment scope and finalize Audit Plan (stakeholder consultations is held along the audit progress)</li> </ul>	MIS/NZZ/WMS/ FSP/HZS/MZB
	10:00 – 13:00	<b>Rancangan Felda Trolak Utara</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Documents review P1 – P3 (part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement,</li> </ul> </li> <li>➤ <b>Field inspection:</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul> </li> </ul>	MIS/NZZ/WMS/ FSP/HZS/MZB
	13:00-14:00	<b>Lunch</b>	
	14:00-18:00	<b>Rancangan Felda Trolak Utara</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <p>Document review P4-P6 (Part 3),</p> <ul style="list-style-type: none"> <li>• P4: Social Responsibility, Health, Safety and Employment Conditions</li> <li>• P5: Environment, Natural Resources, Biodiversity and Ecosystem Service.</li> <li>• P6: Best Practices</li> </ul> </li> <li>➤ Verify any outstanding issues, auditor discussion.</li> </ul> <p><b>End of Day 1</b></p>	MIS/NZZ/WMS/ FSP/HZS/MZB

DATE	TIME	SUBJECT	AUDITOR
11 Aug 2020 (Tuesday)	09:00 – 13:00	<b>Rancangan Felda Trolak Timur</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Documents review P1 – P3 (part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement,</li> </ul> </li> <li>➤ <b>Field inspection:</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul> </li> </ul>	MIS/NZZ/WMS/ FSP/HZS/MZB
	13:00 – 14:00	<b>Lunch</b>	
	14:00 – 17:00	<b>Rancangan Felda Trolak Timur</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Document review P4-P6 (part 3), P4: Social Responsibility, health, safety and Employment Conditions P5: Environment, natural resources, biodiversity and ecosystem service. Verify any outstanding issues, auditor discussion.</li> </ul> </li> </ul> <p><b>End of Day 2</b></p>	MIS/NZZ/WMS/ FSP/HZS/MZB

DATE	TIME	SUBJECT	AUDITOR
12 Aug 2020 (Wednesday)	09:00-13:00	<b>Rancangan Felda Sg Behrang</b> <ul style="list-style-type: none"> <li>➤ <b>Document Audit:</b> <ul style="list-style-type: none"> <li>• Documents review P1 – P3 (part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement,</li> </ul> </li> <li>➤ <b>Field inspection:</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul> </li> </ul>	MIS/NZZ/WMS/ FSP/HZS/MZB
	12:00-13:00	<b>Lunch</b>	
	13:00-17:00	<b>Rancangan Felda Sg Behrang</b> <ul style="list-style-type: none"> <li>➤ <b>Continue Document Audit</b> <ul style="list-style-type: none"> <li>P4: Social Responsibility, Health, Safety and Employment Conditions</li> <li>P5: Environment, Natural Resources, Biodiversity and Ecosystem Service.</li> <li>P6: Best Practices</li> </ul> </li> <li>➤ Verify any outstanding issues, auditor discussion.</li> </ul>	MIS/NZZ/WMS/ FSP/HZS/MZB
	17:00–18:00	<b>Centralize Closing Meeting at Felda Sg Behrang:</b> <ul style="list-style-type: none"> <li>➤ Chaired by the audit Lead Auditor <ul style="list-style-type: none"> <li>• Welcome and introduction by the Lead Auditor</li> <li>• Presentation of findings by the audit team</li> <li>• Questions &amp; answers and Final summary by Lead Auditor</li> </ul> </li> </ul> <p><b>End of assessment</b></p>	MIS/NZZ/WMS/ FSP/HZS/MZB



### 3.3 Proposed Date of Next Surveillance Audit

Date of next ASA	
The provisional date for the next ASA is:	July 2021

### 3.4 Audit 5 Year cycles for FELDA GUGUSAN TROLAK

Estates	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year
Rancangan Felda Sg. Klah	✓	✓		✓	
Rancangan Felda Trolak Utara	✓		✓		✓
Rancangan Felda Trolak Selatan	✓	✓	✓		✓
Rancangan Felda Trolak Timur		✓		✓	✓
Rancangan Felda Sg. Behrang	✓		✓	✓	

#### 4. SUMMARY OF AUDIT RESULTS

##### Lead Auditor's Summary and Recommendation for Certification

The audit team led a procedure that put together review focussing on viewpoints/dangers and targets required by the standard(s). The review techniques used were interviews, perceptions, inspecting of exercises and survey of documentation and records. The structure of the audit was in accordance with the audit plan included in to this summary report.

The audit team reviewed that the association has built up and kept up its administration framework in accordance with the prerequisites of the standard(s) and showed the capacity of the framework to accomplish necessities for items as well as administrations inside the extension and the association's strategy and targets. Subsequently, the audit team suggests that, in view of the consequences of this review and the framework's shown condition of improvement and development that this administration framework accreditation to be:

<input type="checkbox"/>	No NCR recorded. Recommended certification
<input checked="" type="checkbox"/>	Minor NCR(s) recorded. Corrective action plan has been accepted. Verification of the NCR(s) to be carried out in the next audit
<input checked="" type="checkbox"/>	Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided and accepted by the audit team. The NCR(s) have been satisfactorily closed out.
<input checked="" type="checkbox"/>	Recommended to continue certification
<input type="checkbox"/>	Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but cannot fully accepted by the audit team. NCR(s) ..... have not been closed out within 90 days of the audit. Recommended for suspension of the certificate

Audit Outcome	
Major NC	3
Minor NC	5
Area of Concern (AOC)	0
Opportunity for Improvement (OFI)	1
Observation (OBS)	0

**Issues raised during Stakeholder Consultation:**

A stakeholders’ consultation meeting was conducted on Main Assessment to gather information from the local communities in accordance to Certification Scheme and Stakeholder Consultation requirements.

The subject of discussion are as below:

- a. Introduction
- b. Development of oil palm plantations
- c. Community service and support provided wildlife management and wildlife corridor
- d. Type of wildlife sighted.
- e. Local communities’ development.
- f. Safety and Health

The following relevant subject have been discussed during the stakeholders’ consultation

Subject Discussed	Response and Action taken by Company


*\* (Stakeholder Consultation applicable for Main Assessment only)*

**Responses by Certified Entities:**

I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents and audit findings as presented in this document .

I also confirm:

- Acceptance of liability in execution of the instructions given.
- That this company was made aware that the findings of the audit team are tentative; pending review and decision making by the duly designated representatives of Trans Certification International Certifications.
- That during the closing meeting all agenda items was covered by the Lead Auditor.

<b>Acknowledged by:</b>		 <b>MOHAMMAD ZULHIMI AZMI</b> Pegawai Pertanian Jabatan Perladangan FELDA
Name:	MOHAMAD ZULHILMI BIN AZMI	
Position:	PEGAWAI PERTANIAN  JABATAN PERLADANGAN, FELDA	
Date:	11.11.2020	
		<b>Signature</b>

**5. OFFICIALS SIGNED-OFF OF THE ASSESSMENT FINDINGS**

**Prepared by:**



MOHAMAD IRWAN BIN SENIN  
(Lead Auditor)

Date  
15.09.2020

**Accepted by client:**



(Client)

Date  
11.11.2020

**-End of Report-**