

TRANS CERTIFICATION & INSPECTION SDN. BHD.



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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: FEDERAL LAND DEVELOPMENT

AUTHORITY (FELDA) GUGUSAN LEPAR HILIR

STANDARD: MS 2530-3:2013

RECERTIFICATION ASSESSMENT (STAGE 2)

DATE: 15 – 16 FEBRUARY 2024

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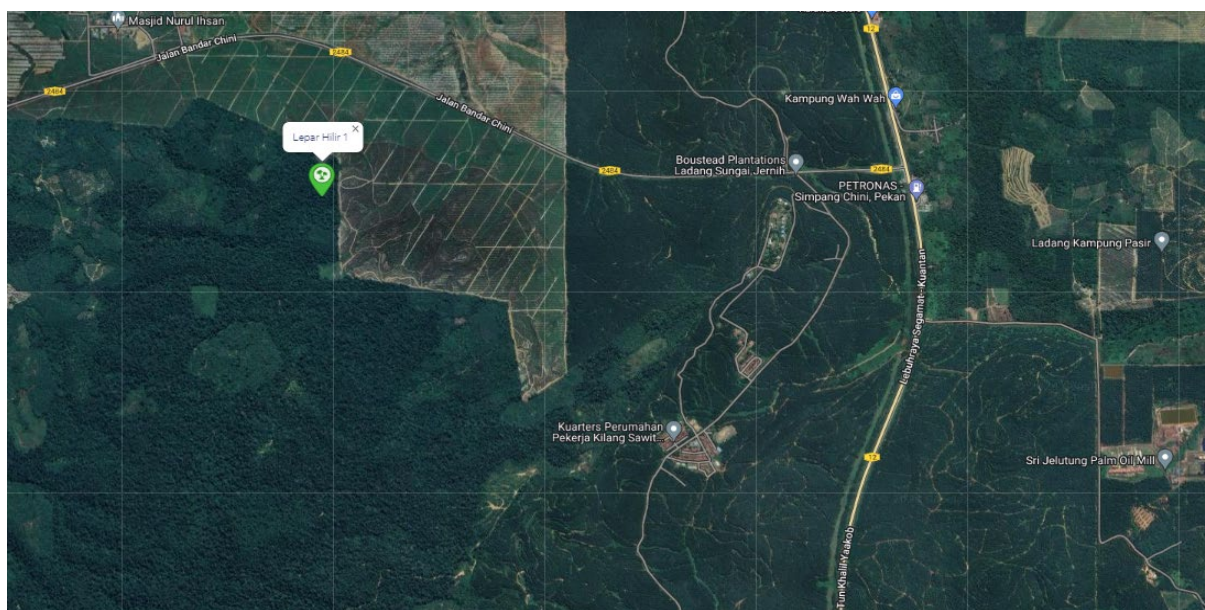
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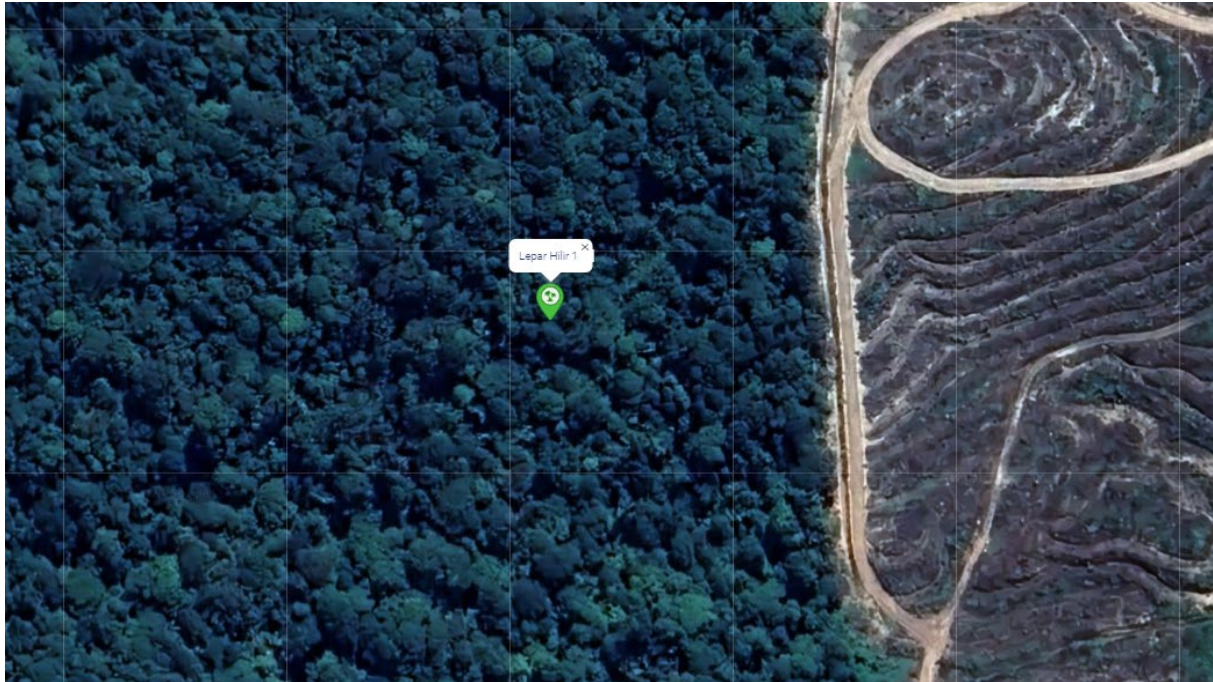
1. DETAIL OF CERTIFICATION ASSESSMENT

Type of Certification Assessment	Recertification Assessment (Stage 2)
Audit Objectives	<ol style="list-style-type: none"> 1. Determination of the non-conformity of the client's management system, or parts of it, with audit criteria 2. Determination of the ability of the management system to ensure client meets applicable statutory, regulatory and contractual agreement 3. Determination of the effectiveness of the management system to ensure client can reasonably expect to achieve its specific objective 4. Identification of area for improvement of the management system, as if applicable
Scope of MSPO Certification	Oil Palm Plantations and Organised Smallholders
MSPO Criteria and Standards used for the Assessment	MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organised Smallholders

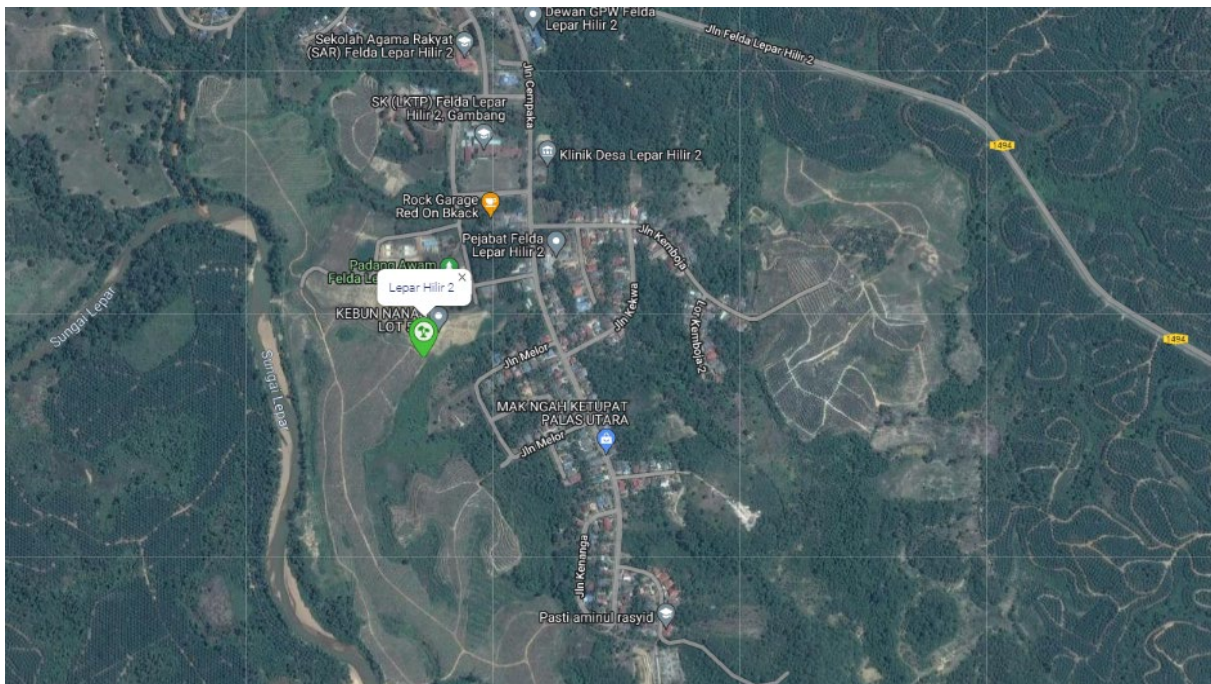
Map with geographical coordinate

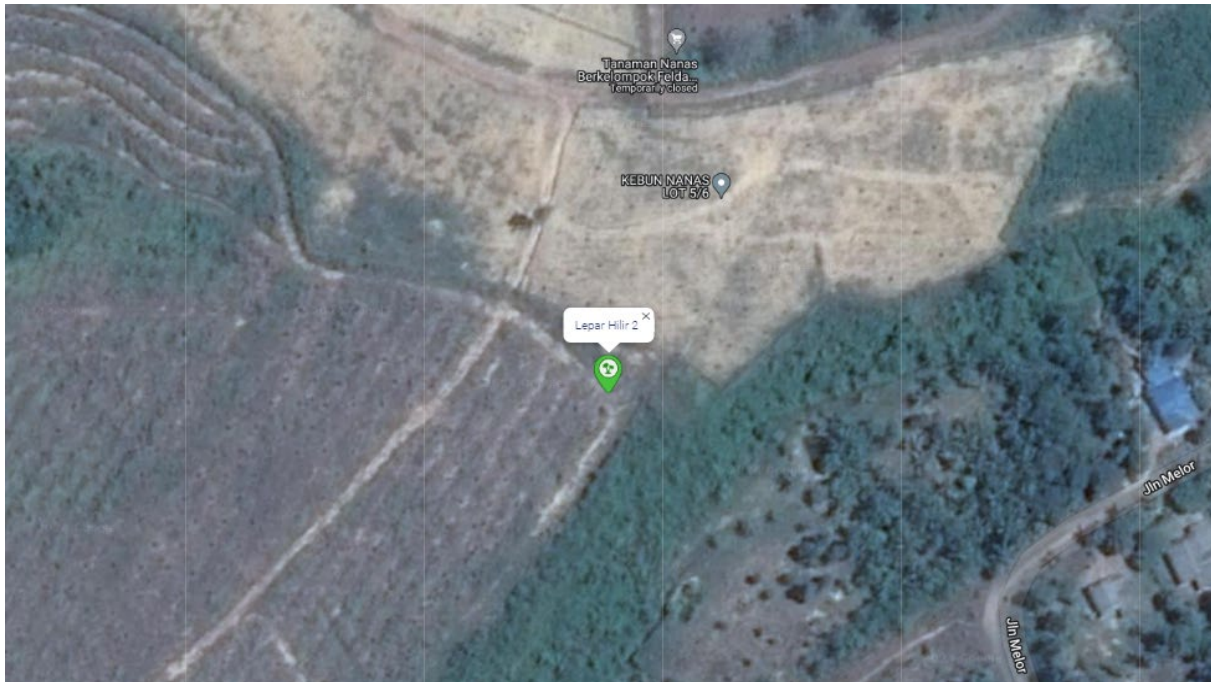
Felda Lepar Hilir 1



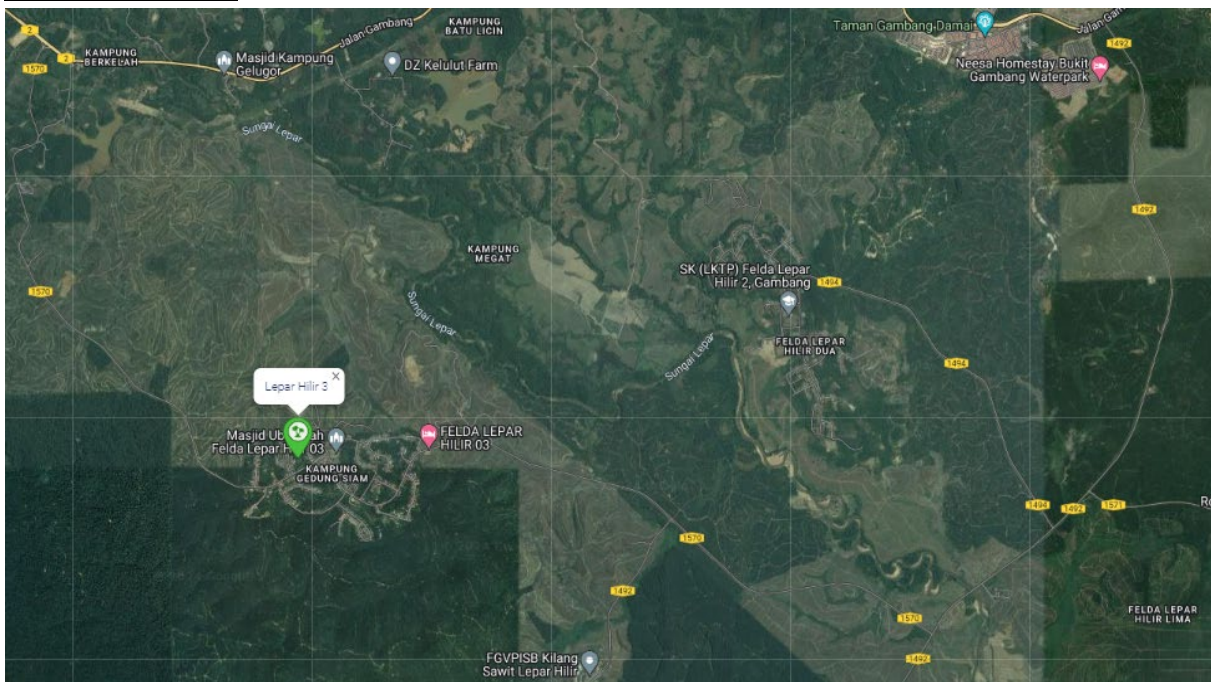


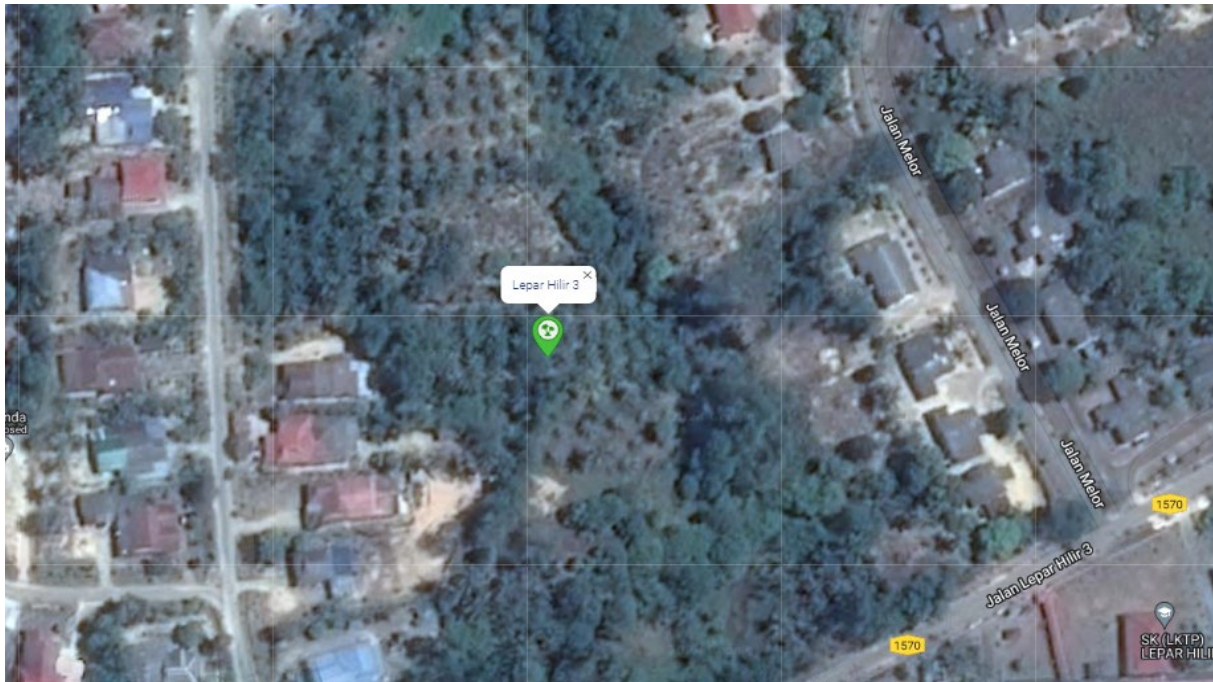
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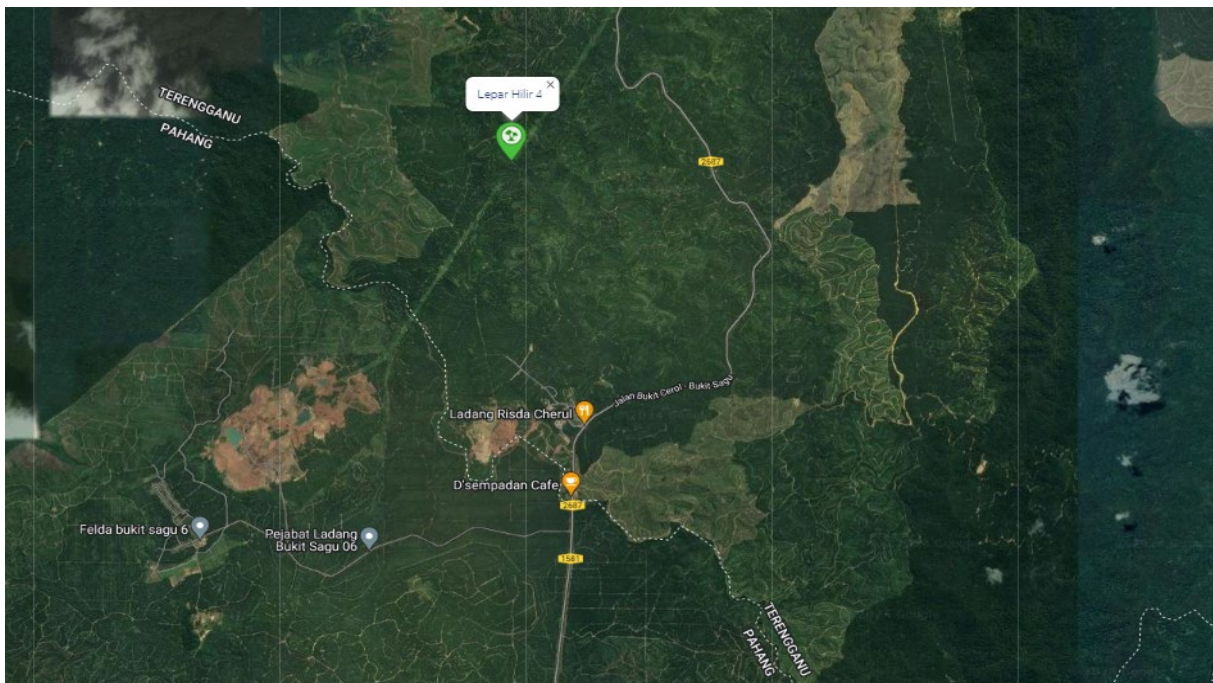


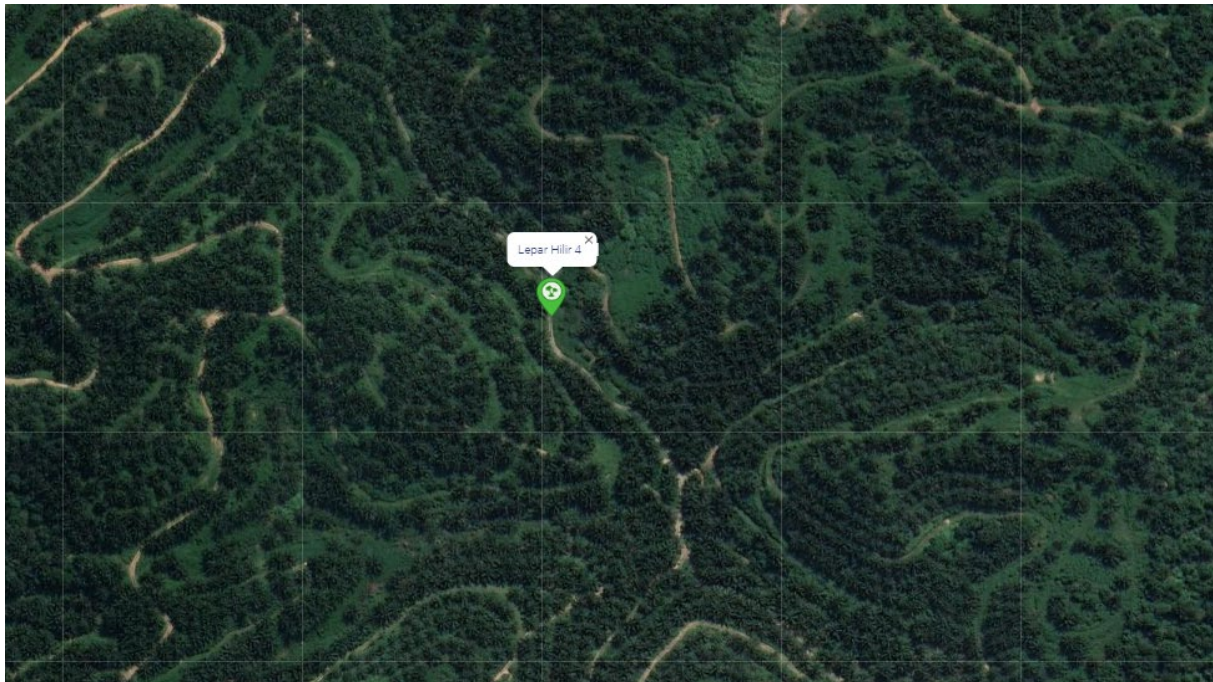
Felda Lepar Hilir 03



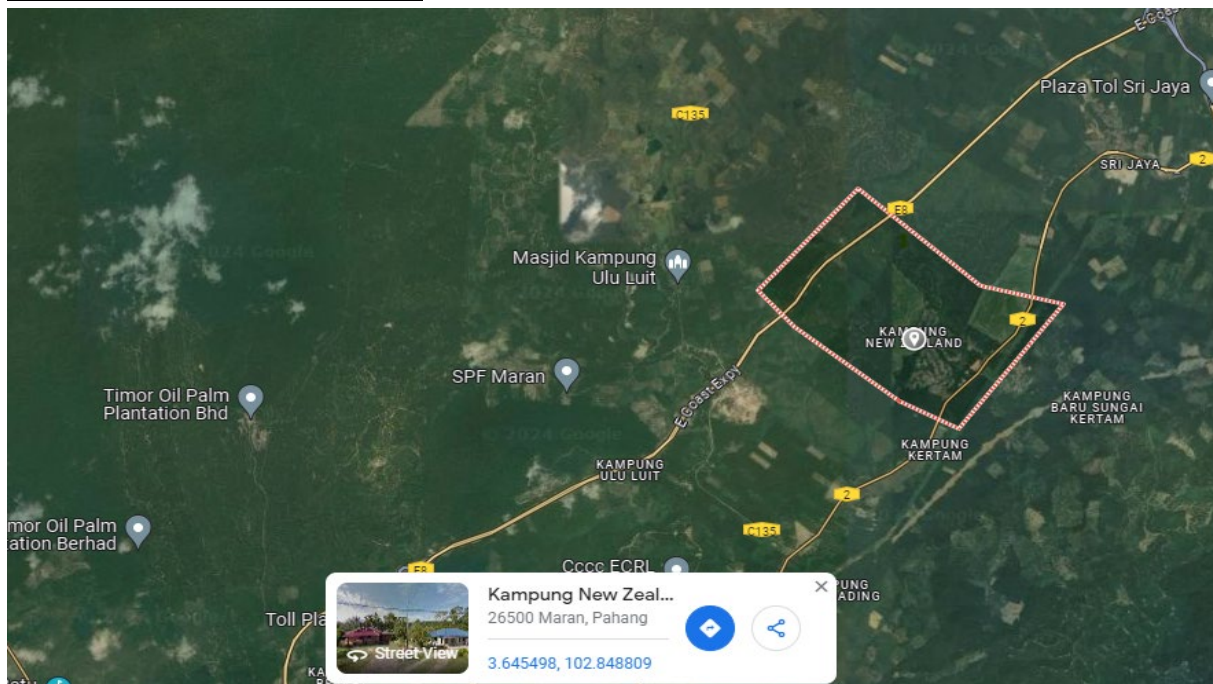


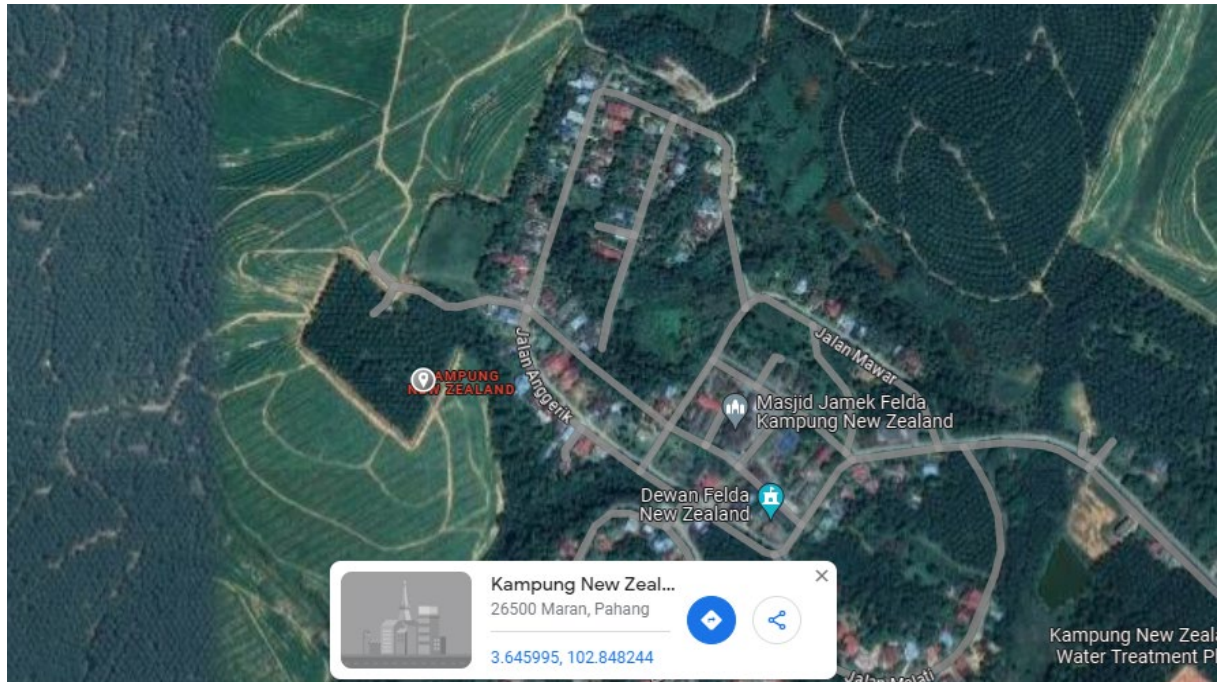
Felda Lepar Hilir 4





Rancangan Felda Kg. New Zealand





2. DETAILS OF THE CERTIFIED ENTITY

Name of Certified Entity		FEDERAL LAND DEVELOPMENT AUTHORITY (FELDA) GUGUSAN LEPAR HILIR		
Main Address		Lembaga Kemajuan Tanah Persekutuan (FELDA) Menara Felda, Platinum Park, No 11, Persiaran KLCC, 50888 Kuala Lumpur, Malaysia		
Management and contact person's details	Name:	Mr. Mohamad Zulhilmi bin Azmi		
	Phone Number:	-		
	Fax Number:	-		
	Email Address:	-		
MPOB License	MPOB License's No.: Expiry date:	Rancangan Felda Lepar Hillir 01	500966102000	31.03.2025
	MPOB License's No.: Expiry date:	Rancangan Felda Lepar Hillir 02	500967002000	31.03.2025
	MPOB License's No.: Expiry date:	Rancangan Felda Lepar Hillir 03	500968802000	31.03.2025
	MPOB License's No.: Expiry date:	Rancangan Felda Lepar Hillir 04	500988202000	31.03.2025
	MPOB License's No.: Expiry date:	Rancangan Felda Kg. New Zealand	500861402000	31.03.2025
Estimated Tonnages of Annual FFB Production		-		
Scope of Activity		Production of Sustainable Fresh Fruit Bunch (FFB)		
Date of certificate issued and validity		30 July 2023 until 29 July 2028		
Other sustainability certifications		N/A		

Certified Area		
Estates	Total Planted Area (Ha)	Total Area (Ha)
Rancangan Felda Lepar Hillir 01	1880.93	1880.93
Rancangan Felda Lepar Hillir 04	653.90	653.90
Rancangan Felda Lepar Hillir 02	1553.67	1554.31
Rancangan Felda Lepar Hillir 03	1523.11	1551.81
Rancangan Felda Kg. New Zealand	897.50	991.52

3. ASSESSMENT PROCESS

3.1 Certification Bodies

No	Audit Team Members	Role & Principles Audited	Qualifications
1	MR. MOHAMAD IRWAN BIN SENIN [MIS]	Lead Auditor Principle:2 & 6	Graduate in Diploma Executive in Planting Management and Technology at University Malaysia Pahang. Has 13 years of working experience in Plantation Management. Completed in MSPO 2530:2013 Auditors Training Course, Integrated Management System (IMS) ISO 9001:2015 & ISO 14001:2015 Lead Auditor Training, MSPO SCCS Auditor Training & etc. Able to speak and understand in Bahasa Malaysia and English.
2	MR. MOHD RIZAL BIN MD KASSIM [MRK]	Auditor Principle:1 & 3	Graduated in Forestry with 5 years working experience in manufacturing and forestry. Involved in RSPO auditing since July 2012. Fully trained in similar agriculture certification programmes such as RSPO SCCS, ISCC, INS. Member of GGC audit team. Involved in audits conducted in Malaysia, Indonesia and Ghana. Completed ISO 9001:2008 lead auditor course in January 2013. Qualified as Lead Auditor/Auditor in several certification programme such as RSPO, ISCC, MSPO and etc. Able to speak and understand Bahasa Malaysia and English.
3	MR. ERMADASILA BIN MOHAMAD [EBM]	Auditor Principle:4	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.
4	MR. AZMI BIN ADNAN [AA]	Auditor Principle:5	Graduate qualification in degree of Economics in University of Malaya with working experience more than 20 years in palm oil plantation. Accomplished in MSPO Auditor Training (MS2530), Integrated QMS & EMS 2015 Lead Auditor Course and Anti-Bribery Management Systems (ISO 37001:2016) Lead Auditor Training. Able to speak and understand Bahasa Malaysia and English.

3.2 Audit Plan

AUDIT AGENDA

DATE	TIME	SUBJECT	AUDITOR
15 February 2024 (Thursday)	09:00 – 09:30	Opening Meeting at Felda Lepar Hilir 01/04: <ul style="list-style-type: none"> Presentation by the manager/coordinator Presentation by Lead Auditor. <p>➤ Confirmation of assessment scope and finalize Audit Plan (for <i>Main Assessment Audit</i>, the stakeholder consultations shall be held along the audit progress)</p>	MIS/MRK/EBM /AA
	09:30 – 12:00	Felda Lepar Hilir 01/04 <p>➤ Site inspection (Part 3):</p> <p>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.</p> <p>➤ Non-conformity Verification for Previous Year Audit</p> <p>➤ Verify any outstanding issues, auditor discussion.</p>	MIS/MRK/EBM /AA
	12:00 – 13:00	Felda Lepar Hilir 01/04 <p>➤ Document Audit:</p> <ul style="list-style-type: none"> Documents review P1 – P3 (part 3), <p>P1: Management commitment and responsibility,</p> <p>P2: Transparency,</p> <p>P3: Compliance to legal requirement,</p>	P1: MRK P2: MIS P3: MRK
	13:00 – 14:00	Lunch	

	14:00 – 16:30	Felda Lepar Hilir 01/04 <ul style="list-style-type: none"> ➤ Document Audit: <ul style="list-style-type: none"> • Document review P4-P6 (Part 3), <p>P4: Social Responsibility, Health, Safety and Employment Conditions</p> <p>P5: Environment, Natural Resources, Biodiversity and Ecosystem Service.</p> <p>P6: Best Practices</p>	P4: EBM P5: AA P6: MIS
	16:30 – 17:30	Closing Meeting at Felda Lepar Hilir 01/04: <ul style="list-style-type: none"> ➤ Chaired by the audit Lead Auditor <ul style="list-style-type: none"> ➤ Welcome and introduction by the Lead Auditor ➤ Presentation of findings by the audit team ➤ Questions & answers and Final summary by Lead Auditor <p>End of Day 1</p>	MIS/MRK/EBM /AA

DATE	TIME	SUBJECT	AUDITOR
16 February 2024 (Friday)	09:00 – 09:30	Opening Meeting at Rancangan Felda Kg New Zealand: <ul style="list-style-type: none"> Presentation by the manager/coordinator Presentation by Lead Auditor. <p>Confirmation of assessment scope and finalize Audit Plan (for <i>Main Assessment Audit</i>, the stakeholder consultations shall be held along the audit progress)</p>	MIS/MRK/EBM /AA
	09:30 – 11:00	Rancangan Felda Kg New Zealand: <ul style="list-style-type: none"> ➤ Site inspection (Part 3): 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. ➤ Non-conformity Verification for Previous Year Audit ➤ Verify any outstanding issues, auditor discussion. 	MIS/MRK/EBM /AA
	11:00 – 12:00	Rancangan Felda Kg New Zealand: <ul style="list-style-type: none"> ➤ Document Audit: <ul style="list-style-type: none"> Documents review P1 – P3 (part 3), <p>P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement,</p>	P1: MRK P2: MIS P3: MRK
	13:00 – 14:30	Lunch	
	14:30 – 16:30	Rancangan Felda Kg New Zealand: <ul style="list-style-type: none"> ➤ Document Audit: <ul style="list-style-type: none"> Document review P4-P6 (Part 3), <p>P4: Social Responsibility, Health, Safety and Employment Conditions</p>	P4: EBM P5: AA P6: MIS

		<p>P5: Environment, Natural Resources, Biodiversity and Ecosystem Service.</p> <p>P6: Best Practices</p>	
	16:30 – 17:30	<p>Closing Meeting at Rancangan Felda Kg New Zealand:</p> <ul style="list-style-type: none"> ➤ Chaired by the audit Lead Auditor <ul style="list-style-type: none"> ➤ Welcome and introduction by the Lead Auditor ➤ Presentation of findings by the audit team ➤ Questions & answers and Final summary by Lead Auditor <p>End of Assessment</p>	MIS/MRK/EBM /AA

3.3 Proposed Date of Next Surveillance Audit

Date of next ASA	
The provisional date for the next ASA is:	April 2025

3.4 Audit 5 Year Audit Programme for Federal Land Development Authority (FELDA) Gugusan Lepar Hilir

Estates	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Rancangan Felda Lepar Utara 01 / 04	✓		✓		✓
Rancangan Felda Lepar Utara 02		✓		✓	
Rancangan Felda Lepar Utara 03		✓		✓	
Rancangan Kg. New Zealand	✓		✓		✓

4. SUMMARY OF AUDIT RESULTS

4.1 Lead Auditor's Summary and Recommendation for Certification

This on-site assessment was conducted from the **15th and 16th of February 2024**. The audit program is included on the Audit Agenda. The approach to the audit was to treat the FELDA GUGUSAN LEPAR HILIR as an MSPO Certification Unit. A range of environmental and social factors was covered. This includes consideration of photography, palm age, proximity to areas with HBV, declared conservation areas, and local communities.

During the audit process, the auditor conducted extensive interviews with the management, members of the employees' union, and committees taking place in a formal and informal environment and interviews of employees were conducted. During the site inspection, it is seen on the sample of all sites there is some settlers not aware and not fully understanding the Policy of zero burning, the audit team found the activities of burning in settlers housing and when conduct the site inspection the audit team found a several harvesters did not wear a safety helmet when do the harvesting work. Also, there are no illegal workers in the site sample for this year. The audit team has confirmed that the permit documents and passports of the employees are still valid. The management was also found to constantly monitor established KPIs/objectives that significantly command the achievements of the company's corporate policy. Audit team members are satisfied with the documentation prepared by the estate management it was easy to look at and verify during the audit time.

During the audit, there were 4 Major and 2 Minor Non-Conformities and 5 opportunities for improvement were raised. Since there are non-conformities, and opportunities for improvement, FELDA GUGUSAN LEPAR HILIR representatives have addressed a proper action plan to close non-conformities to ensure their certification can be continued.

The audit team conducts the audit based on the sampling process of the available information process of the available information.

4.2 Claim - Verification and Use of Marks/Logo (MSPO, TCI or MPOCC Logo)

Based on the on-site audit process of Stage 2 (Re-Certificate) Federal Land Development Authority (FELDA) Gugusan Lepar Hilir, through visibility and interviews with management representative. It has been confirmed that the management does not use Marks/logos. The management has also been informed that it is not allowed to use the MSPO logo if it is not approved by the MPOCC.

4.3 Summary of Non-Conformance and Current Status

<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	4
Minor NC	2
Opportunity For Improvement (OFI)	5

4.4 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 subjects of discussions 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
One of stakeholders represent from settlers was given a suggestion to estate management, to give a new explanation to other settlers to prevent the open burning in the settlers housing area and awareness training to ensure all settlers did not throw the any empty chemical container in the landfill or scattered in the housing area.	The estate management takes note of the proposals has been made by the settler representative and will bring the issues to the Sustainability department to arrange a one meeting with all settlers.

** (Stakeholder Consultation is compulsory during Main Assessment only but if there is issue raised during Annual Surveillance Audit, the stakeholder Consultation will be conducted)*

4.5 Previous Audit Verification

Effectiveness of corrective action implementation for non-conformities (both major and minor findings) raised during previous audit is being evaluated in this year audit, in ensuring appropriate action has been successfully executed/ carried out as per corrective action plan and evidences provided by the certified client in the previous year CAR Form.

Based on Lead Auditor's and audit team verification, it can be concluded that:

- ☒ all the corrective action plan of non-conformities (both major and minor findings) raised during previous audit has been effectively implemented by the certified entities.
- ☒ all Opportunity for Improvement (OFI's) raised has been implemented accordingly by the certified client.
- ☐ Inadequate implementation of corrective action plans for non-conformities raised during previous audit.

Details on the previous non-conformity evaluation and verification is available in the Full Audit Assessment Report.

4.6 Changes Since Previous Audit

a. Changes on Client's Management System.

Please tick (if any):

<input type="checkbox"/>	Legal, Commercial, organizational status or ownership
<input type="checkbox"/>	Key managerial person or the organization and management
<input type="checkbox"/>	New contact Personnel, client's address and site
<input type="checkbox"/>	Scope of operations under certified management system
<input type="checkbox"/>	Major changes to the management system and processes
<input checked="" type="checkbox"/>	Not applicable as there is no changes since previous audit

Justification for above changes:

b. Changes to the Certified Product

Please tick (if any):

<input checked="" type="checkbox"/>	Additional of new estate
<input type="checkbox"/>	Reduction of estate
<input checked="" type="checkbox"/>	Changes in estate hectarage area
<input type="checkbox"/>	Changes in MPOB License number
<input type="checkbox"/>	Changes in MPOB License expiry date
<input type="checkbox"/>	Changes in client's office coordinate
<input type="checkbox"/>	Changes in client's estate coordinate
<input type="checkbox"/>	Not applicable as there is no changes since previous audit

Justification for above changes:

The hectarage changes since Rancangan Felda Lepar Hilir 01 combined with Rancangan Felda Lepar Hilir 04. While Rancangan Kg. New Zealand estate has been added to the group.

5. OFFICIALS SIGNED-OFF OF THE ASSESSMENT FINDINGS

5.1 Signing by the Lead Auditor

I the undersigned, being the Lead Auditor, confirm that this report is an accurate record of the findings and of the closing meeting. I hereby further confirm that:

- ☒ the summary of the findings as presented in this report are a true representation of the actual findings of the audit team.
- ☒ Previous audit findings have been verified with satisfactory implementation.
- ☒ The correction, corrective action plan, and evidence for any major non-conformities has been reviewed, and accepted. The effectiveness of implementation shall be reviewed in the next year audit.
- ☒ The correction and corrective action plan, for any minor non-conformities has been reviewed and accepted.
- ☒ all Opportunity for Improvement (OFI's) raised has been implemented accordingly by the certified client.
- ☒ All of the changes occurred since previous audit has been verify to be true during the audit.

Based on all above evaluation, in conclusion, I recommend:

- ☒ for continuation of MSPO certification
- ☐ Not to continue with MSPO certification due to reason: _____

For **FELDA GUGUSAN LEPAR HILIR** Certification Unit

Acknowledged by:

Name: MOHAMAD IRWAN BIN SENIN

Position: LEAD AUDITOR

Date: 05 JULY 2024



Signature

5.2 Responses by Certified Entities:

I the undersigned, being the 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 & Inspection Sdn. Bhd.
- That during the closing meeting all agenda items was covered by the Lead Auditor.

Acknowledged by:

Name: MOHAMAD ZULHILMI AZMI

Position: PENOLONG PENGARAH

Date: 19 AUGUST 2024


MOHAMAD ZULHILMI AZMI
Penolong Pengarah
Jabatan Kelestarian
FELDA

Signature

6. CERTIFIED BODY ACKNOWLEDGEMENT OF CERTIFICATION DECISION

6.1 Signing by Certifier

I, the undersigned Certifier, hereby confirm that I have conducted review as below:

- ☒ the information provided by the audit team is sufficient with respect to certification requirements and the scope for certification
- ☒ The correction, corrective action plan, and evidence for any major non-conformities has been reviewed, and accepted. The effectiveness of implementation shall be reviewed in the next year audit.
- ☒ The correction and corrective action plan, for any minor non-conformities has been reviewed and accepted.
- ☒ Audit Report has been sufficiently prepared by the audit team
- ☒ Audit team has commented on the non-conformities, where applicable, the correction and corrective actions taken by client.
- ☒ Audit team had performed evaluation for effectiveness of corrective action plan for pervious audit findings
- ☒ Has performed confirmation of the information provided to TRANS in the Application Form
- ☒ Has performed confirmation that the audit objectives have been achieved
- ☒ Acknowledged on the changes states in point 4.6
- ☒ Has reviewed the result of recertification audit, the result of the review of system over the period of certification and complaints received from users of certification (*applicable for granting recertification only*).

Based on all the above confirmation, I the undersign Certifier recommended:

- ☐ Granting Certificate
- ☐ Maintaining Certificate
- ☒ Re-certify
- ☐ Suspend Certificate

For **FELDA GUGUSAN LEPAR HILIR** certification unit.

For Certification Suspension Action (*Only applicable for suspended client*)

Suspension date: _____

Reason for suspension: _____

Date of uplift suspension: _____

Reason for uplift suspension: _____

Recommendation after suspension:

- ☐ Maintaining Certificate
- ☐ Re-certify

For _____ (*Client's name*) _____ certification unit.

Acknowledged by:

Name: PUTRI HANI NABILAH BT MEGAT ABD AZIZ

Position: CERTIFIER

Date: 22 AUGUST 2024



Signature

-End of Report-