

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) SAHABAT**

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

**ANNUAL SURVEILLANCE ASSESSMENT 4**

**DATE: 18 – 19 JANUARY 2024**

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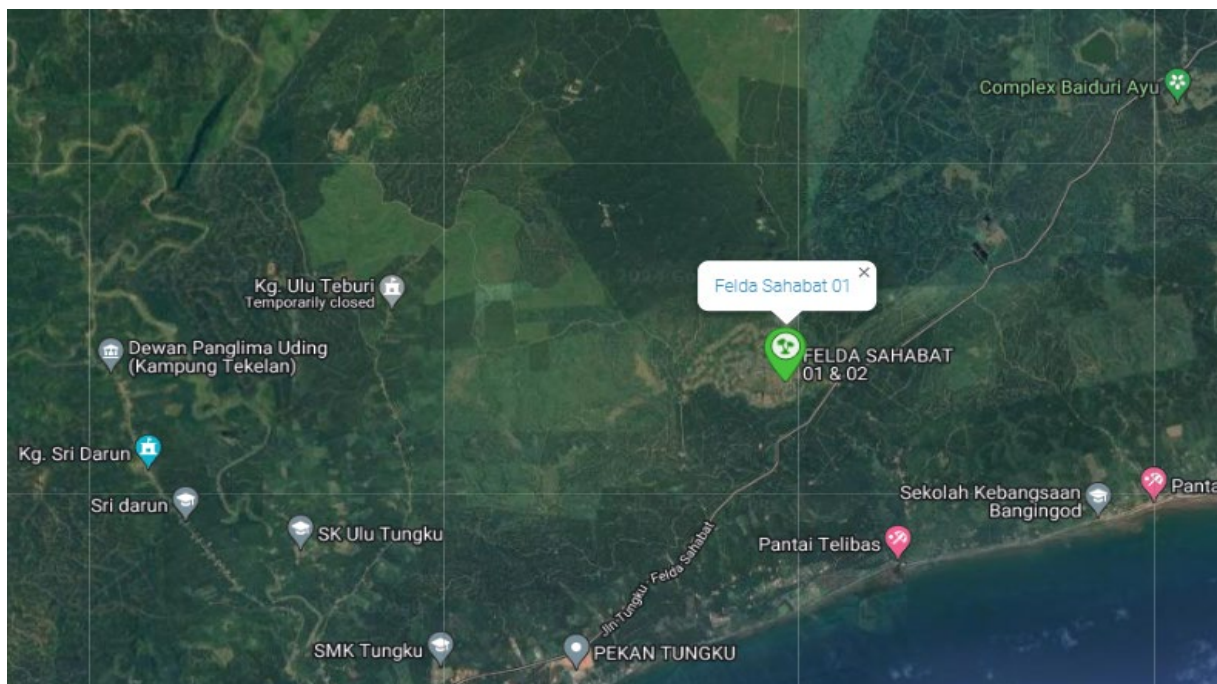
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## 1. DETAIL OF CERTIFICATION ASSESSMENT

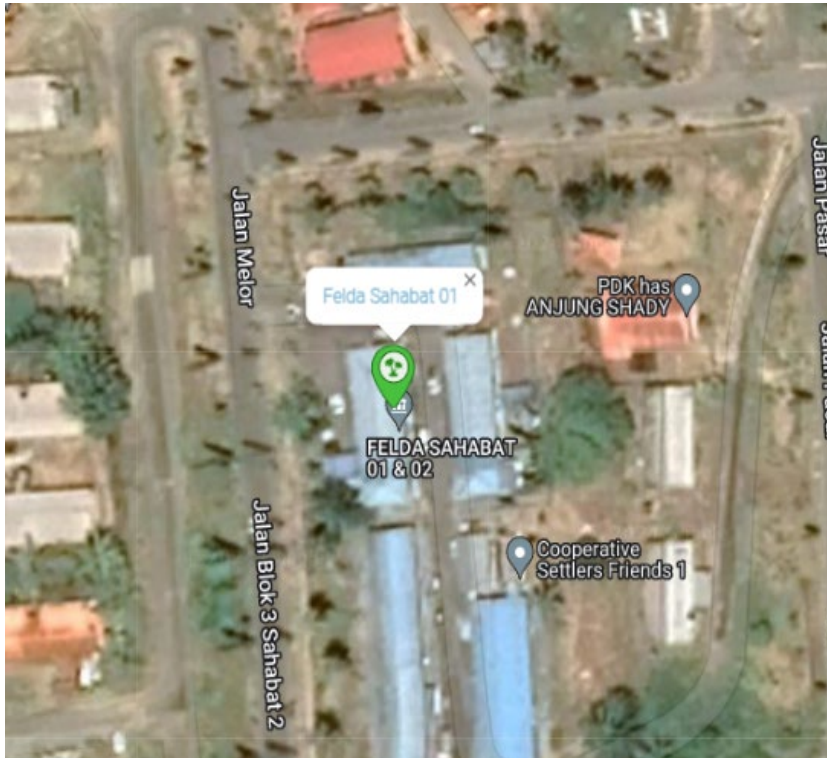
<b>Type of Certification Assessment</b>	Annual Surveillance 4 (ASA 4)
<b>Audit Objectives</b>	<ol style="list-style-type: none"> <li>1. Determination of the non-conformity of the client's management system, or parts of it, with audit criteria</li> <li>2. Determination of the ability of the management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

### Map with geographical coordinate

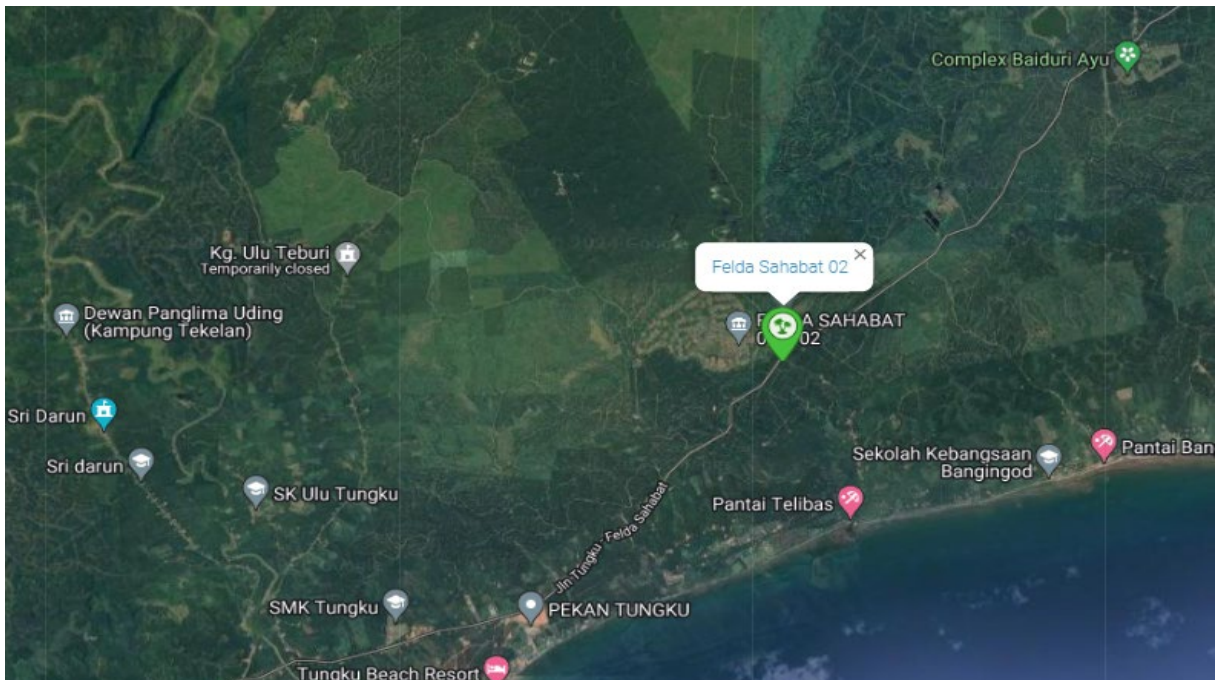
#### Felda Sahabat 01

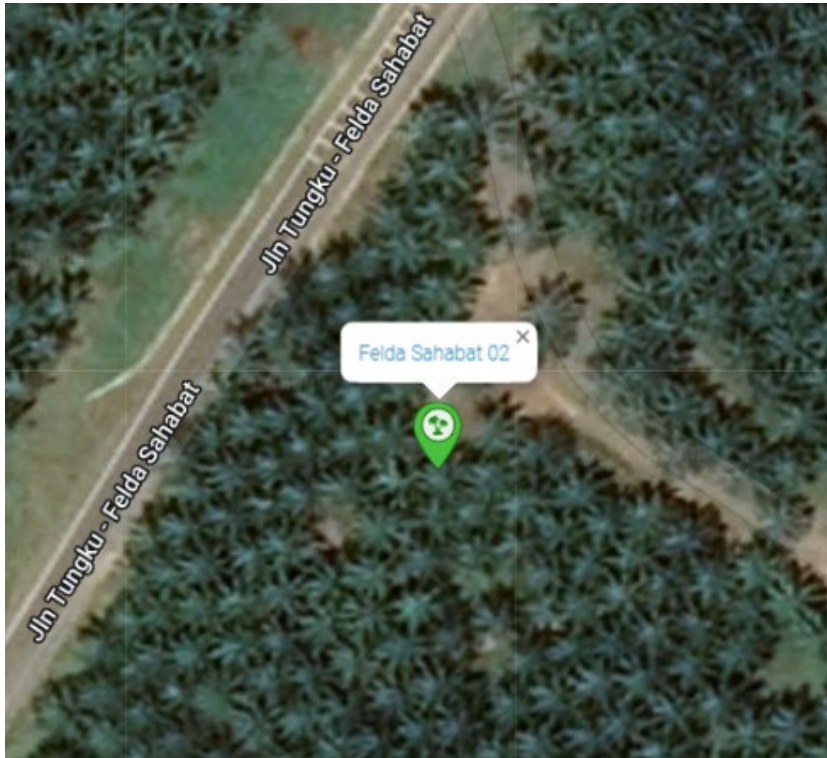




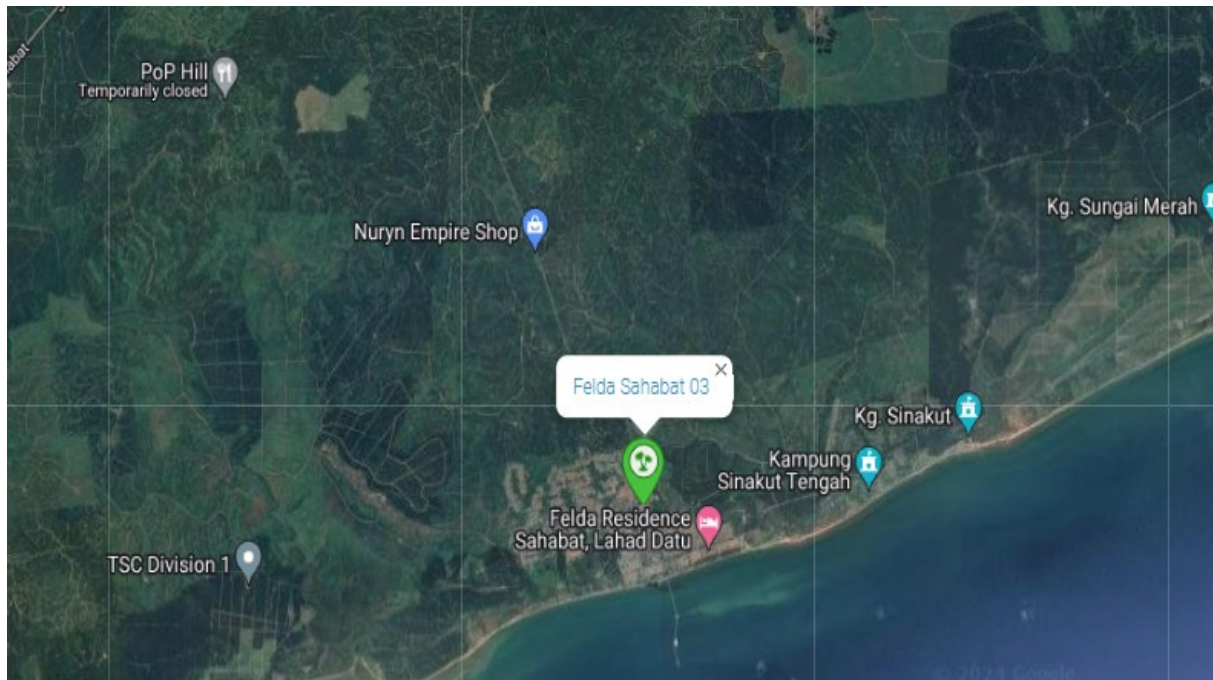


### Felda Sahabat 02

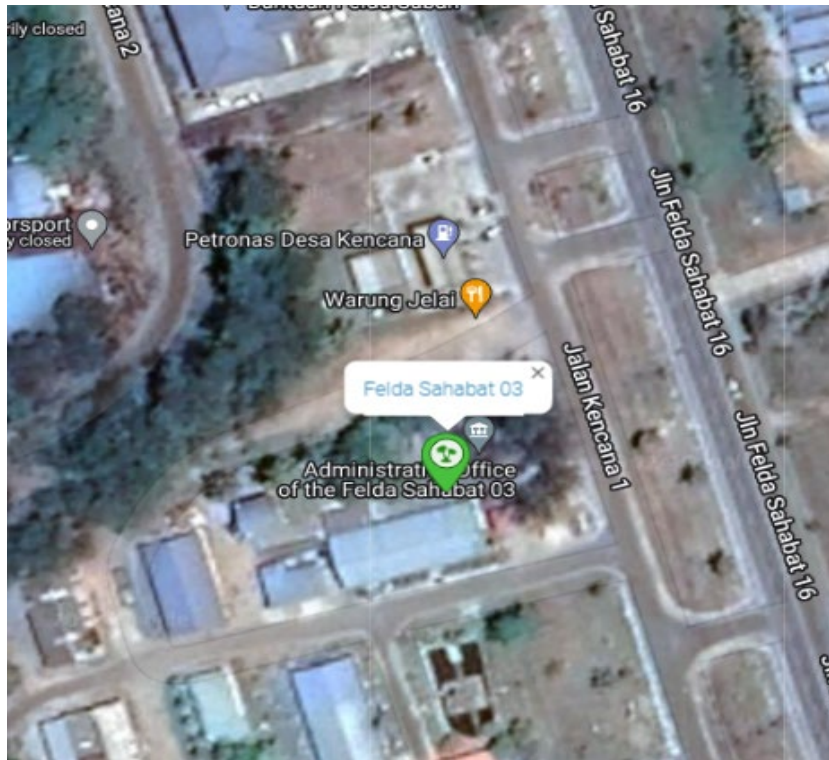




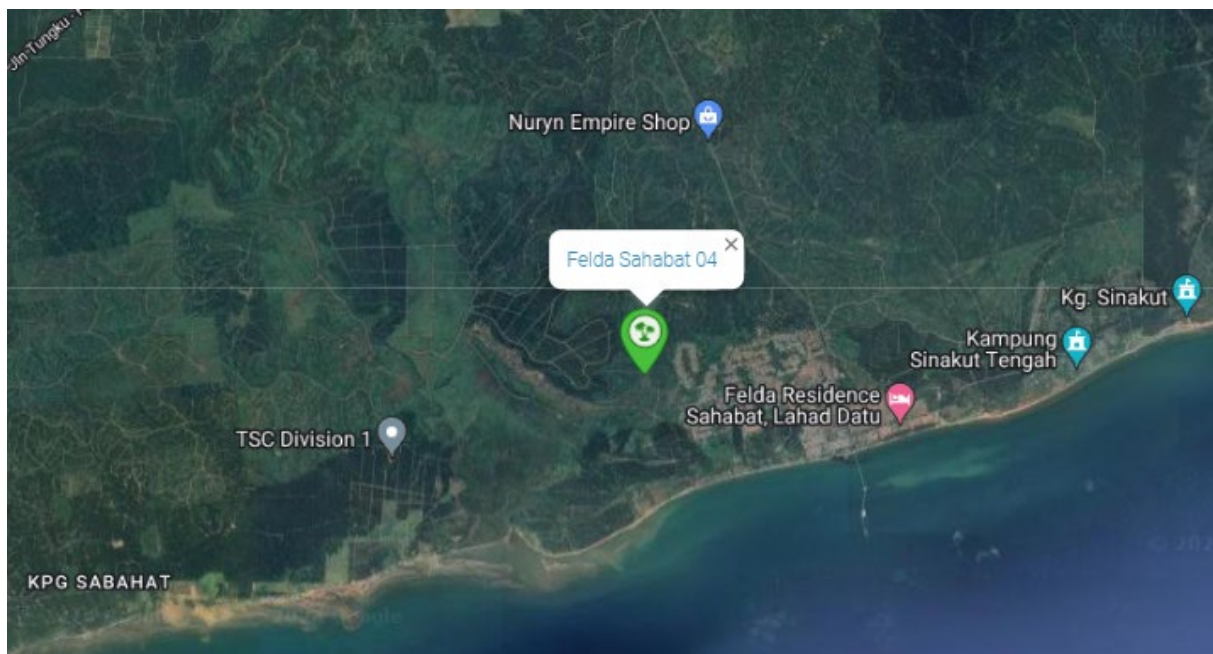
### Felda Sahabat 03

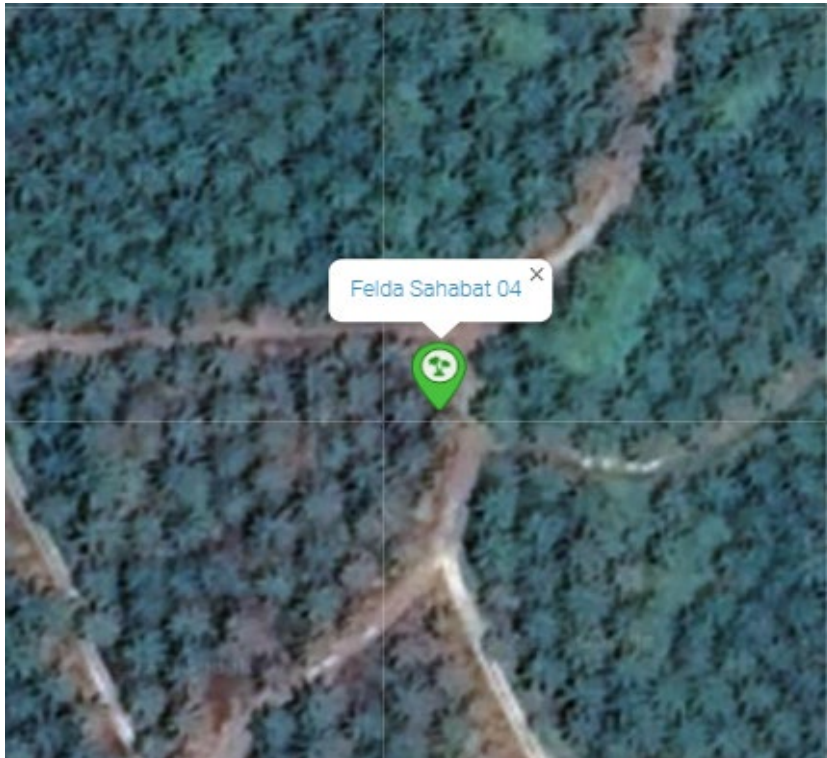




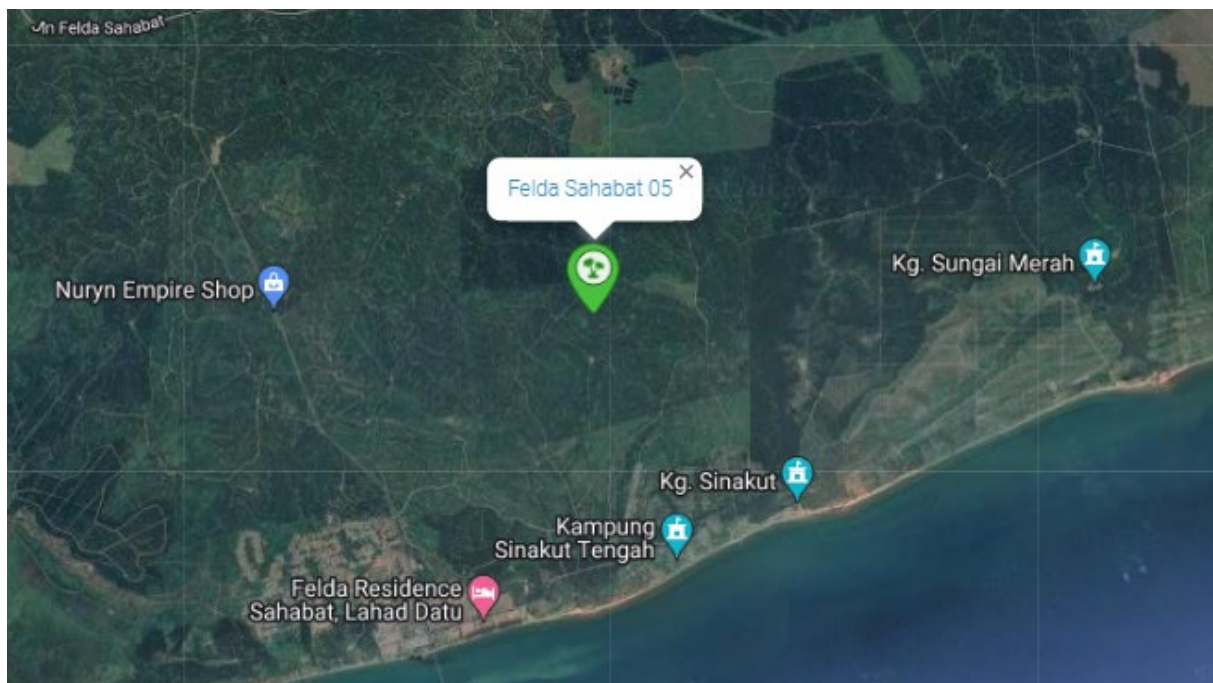


#### **Felda Sahabat 04**

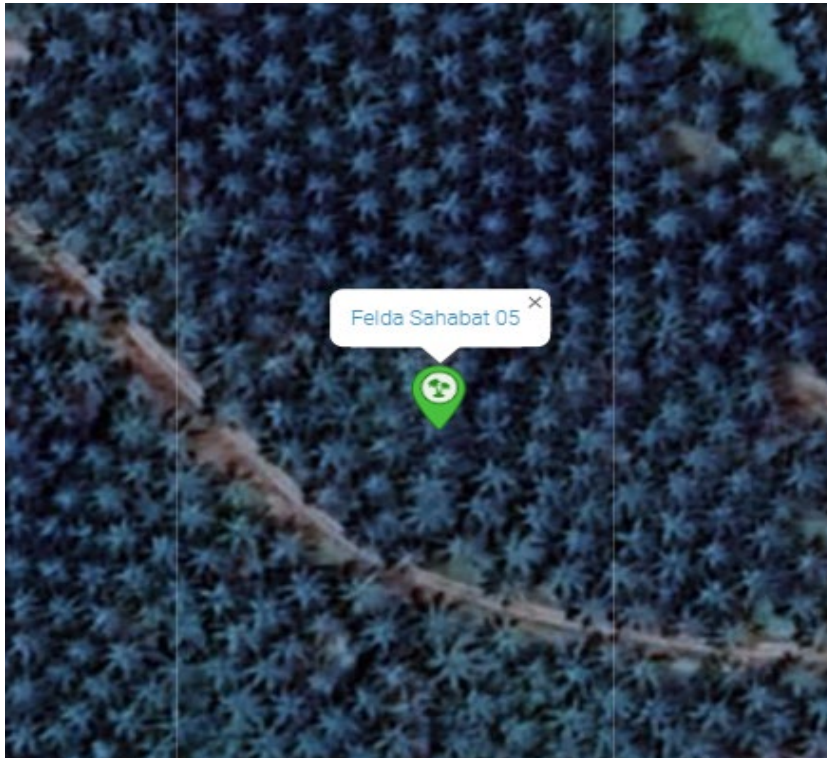




### **Felda Sahabat 05**









## 2. DETAILS OF THE CERTIFIED ENTITY

<b>Name of Certified Entity</b>		<b>FEDERAL LAND DEVELOPMENT AUTHORITY (FELDA) GUGUSAN SAHABAT</b>		
<b>Main Address</b>		Lembaga Kemajuan Tanah Persekutuan (FELDA) Menara Felda, Platinum Park, No 11, Persiaran KLCC, 50088 Kuala Lumpur, Malaysia  Pejabat FELDA Sahabat 01, Peti Surat 139, 91150 Cenderawasih, Lahad Datu, Sabah.		
<b>Management and contact person's details</b>	Name:	Mr. Mohamad Zulhilmi Bin Azmi		
	Phone Number:	-		
	Fax Number:	-		
	Email Address:	-		
<b>MPOB License</b>	MPOB License's No.: Expiry date:	FELDA Gugusan Sahabat 01	500990402000	31.03.2024
	MPOB License's No.: Expiry date:	FELDA Gugusan Sahabat 02	500977702000	31.03.2024
	MPOB License's No.: Expiry date:	FELDA Gugusan Sahabat 03	500992102000	31.03.2024
	MPOB License's No.: Expiry date:	FELDA Gugusan Sahabat 04	501015502000	31.03.2024
	MPOB License's No.: Expiry date:	FELDA Gugusan Sahabat 05	501037602000	31.03.2024
<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>		20 <sup>th</sup> December 2021 until 19 <sup>th</sup> December 2024		
<b>Other sustainability certifications</b>		N/A		

<b>Certified Area</b>		
<b>Estates</b>	<b>Total Planted Area (Ha)</b>	<b>Total Area (Ha)</b>
FELDA Sahabat 01	2027.48	2027.48
FELDA Sahabat 02	1050.49	1050.49
FELDA Sahabat 03	1497.26	1497.26
FELDA Sahabat 04	1202.51	1202.51
FELDA Sahabat 05	1263.58	1263.58

### 3. ASSESSMENT PROCESS

#### 3.1 Certification Bodies

No	Audit Team Members	Role & Principles Audited	Qualifications
1	MOHAMAD IRWAN BIN SENIN [MIS]	<b>Lead Auditor</b> Principle: P2 & P6	Graduate in Diploma Executive in Plantation Management and Technology at University Malaysia Pahang. Has 13 years of working experiences in Plantation Management. Completed in MSPO 2530:2013 Auditors Training Course, Integrated Management System (IMS) ISO 9001:2015 & ISO 14001:2015 Lead Auditor Training, ISO 14971 Risk Management Medical Device Industry & etc. Able to speak and understand in Bahasa Malaysia and English.
2	MOHD RIZAL BIN MD KASSIM [MRK]	Auditor Principle: P4	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 in several certification programme such as RSPO, ISCC, MSPO and etc. Able to speak and understand Bahasa Malaysia and English.
3	AZMI BIN ADNAN [AA]	Auditor Principle: P5	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.
4	MOHD JOHARI BIN MD KASSIM [MJK]	Auditor	Graduated qualification in Biology with 12 years working experience in palm oil and sales industry. Involved in MSPO auditing since Oct

		Principle: P1 & P3	2017. Fully trained in similar agri-culture certification programmes such as RSPO SCCS, ISCC, INS. Member of TCI audit team since 2017. Involved in audits conducted in Malaysia, Completed ISO 9001:2015 lead auditor course in January 2016.
5	SAIPUL IZZUWAN BIN DAHARI [SID]	Observer	Graduated in Bachelor of Science Bioindustry at University Putra Malaysia. Completed ISO 9001 Internal Auditor Course, ISCC Basic Training and INS Basic Training. Able to speak and understand in Bahasa Malaysia and English.



## 3.2 Audit Plan

### Audit Agenda

DATE	TIME	SUBJECT	AUDITOR
18 <sup>th</sup> January 2024  (Thursday)	09:00-09:30	<b>Centralize Opening Meetings at FELDA Sahabat 02:</b> <ul style="list-style-type: none"> <li>Presentation by the manager/coordinator</li> <li>Presentation by Lead auditor</li> </ul> <p>➤ Confirmation of assessment scope and finalize Audit Plan (stakeholder consultations is held along the audit progress)</p>	MIS/MRK/AA/ MJK/SID
	09:30-12:00	<b>FELDA Sahabat 02:</b> <p>➤ <b>Field inspection:</b></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>➤ <b>Non-conformity Verification for Previous year Audit</b></p> <p>➤ Verify any outstanding issues, auditor discussion</p>	MIS/MRK/AA/ MJK/SID
	12:00-13:00	<b>FELDA Sahabat 02:</b> <p>➤ <b>Document Audit:</b></p> <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>	P1: MJK P2: MIS P3: MJK
	13:00-14:00	<b>Lunch</b>	ALL
	14:00-16:30	<b>FELDA Sahabat 02:</b> <p>➤ <b>Document Audit:</b></p> <ul style="list-style-type: none"> <li>Documents review P4 – P6 (part 3), P4: Social Responsibility, Health, Safety and Employment Conditions P5: Environment, Natural Resources, Biodiversity and Ecosystem Service, P6: Best Practices</li> </ul>	P4: MRK P5: AA P6: MIS

	16:30-17:30	<b>Interim Closing Meeting at FELDA Sahabat 02:</b> <ul style="list-style-type: none"><li>➤ Chaired by the Leas 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; answer</li></ul></li></ul> <b>End of Day 1.</b>	MIS/MRK/AA/ MJK/SID
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DATE	TIME	SUBJECT	AUDITOR
19 <sup>th</sup> January 2024  (Friday)	09:00-09:30	<b>Opening Meetings at FELDA Sahabat 03:</b> <ul style="list-style-type: none"> <li>Presentation by the manager/coordinator</li> <li>Presentation by Lead auditor</li> </ul> <p>➤ Confirmation of assessment scope and finalize Audit Plan (stakeholder consultations is held along the audit progress)</p>	MIS/MRK/AA/ MJK/SID
	09:30-12:00	<b>FELDA Sahabat 03:</b> <p>➤ <b>Field inspection:</b></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>➤ <b>Non-conformity Verification for Previous year Audit</b></p> <p>➤ Verify any outstanding issues, auditor discussion</p>	MIS/MRK/AA/ MJK/SID
	12:00-13:00	<b>FELDA Sahabat 03:</b> <p>➤ <b>Document Audit:</b></p> <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>	P1: MJK P2: MIS P3: MJK
	13:00-14:00	<b>Lunch</b>	ALL
	14:00-16:30	<b>FELDA Sahabat 03:</b> <p>➤ <b>Document Audit:</b></p> <ul style="list-style-type: none"> <li>Documents review P4 – P6 (part 3), P4: Social Responsibility, Health, Safety and Employment Conditions P5: Environment, Natural Resources, Biodiversity and Ecosystem Service, P6: Best Practices</li> </ul>	P4: MRK P5: AA P6: MIS



	16:30-17:30	<p>Centralize Closing Meeting at <b>FELDA Sahabat 03:</b></p> <ul style="list-style-type: none"> <li>➤ Chaired by the Leas 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; answer</li> </ul> </li> </ul> <p><b>End of Assessment.</b></p>	MIS/MRK/AA/ MJK/SID
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### **3.3 Proposed Date of Next Surveillance Audit**

Date of next ASA	
The provisional date for the next ASA is:	September 2024

### **3.4 Audit 5 Year Audit Programme for Federal Land Development Authority (FELDA) Sahabat**

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
FELDA Sahabat 01	✓	✓		✓	
FELDA Sahabat 02	✓		✓		✓
FELDA Sahabat 03	✓		✓		✓
FELDA Sahabat 04		✓		✓	
FELDA Sahabat 05		✓		✓	

## **4. SUMMARY OF AUDIT RESULTS**

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

This on-site assessment was conducted from the **18<sup>th</sup> and 19<sup>th</sup> of January 2024**. The audit program is included on the Audit Agenda. The approach to the audit was to treat the FELDA GUGUSAN SAHABAT 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 employees were conducted. During the site inspection, it is seen on the sample of all sites in excellent condition. In terms of best practices estate management is in accordance with the SOPs set by the company and complies with the requirements of the MSPO. 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 1 opportunity for improvement were raised. Since there are 1 opportunity for improvement, FELDA GUGUSAN SAHABAT representatives have addressed a proper action plan to close the 1 opportunity for improvement 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 ASA 4 FEDERAL LAND DEVELOPMENT AUTHORITY (FELDA) GUGUSAN SAHABAT, 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 checked="" type="checkbox"/>	No NCR recorded. Recommended certification
<input 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 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	0
Minor NC	0
Opportunity For Improvement (OFI)	1

#### **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 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
No raised issued.	Not applicable.

*\* (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:

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##### *b. Changes to the Certified Product*

Please tick (if any):

<input 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:

FELDA Sahabat 03 total planted and certified area previous year was 1503.82 ha and during this audit assessment the hectarage changed to 1497.26 ha.

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## 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 SAHABAT** Certification Unit

**Acknowledged by:**

Name: MOHAMAD IRWAN BIN SENIN

Position: LEAD AUDITOR

Date: 13 FEBRUARY 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 JABATAN KELESTARIAN  
FELDA

Date: 14 JUNE 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 previous 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 SAHABAT** 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: ATIKA BINTI BAKAR

Position: CERTIFIER

Date: 18 JUNE 2024



Signature

**-End of Report-**