

GLOBAL GATEWAY CERTIFICATIONS

MALAYSIAN SUSTAINABLE PALM OIL (MSPO)

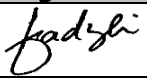
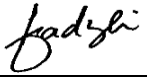
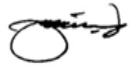
CERTIFICATION AUDIT REPORT


Part 4 : General Principles for Palm Oil Mills

FELCRA Jaya Samarahan Sdn Bhd
Kilang Kelapa Sawit Samarahan

-Individual Certification-

ANNUAL SURVEILANCE ASSESSMENT 1 27th August 2019

Revision History					
Rev	Date	Description	Performed by	Role	Signature
A	10/09/2019	Issued as Draft Report	Mohd Fadzli bin Bistamam	Lead Auditor	
B	01/10/2019	Issued as Final Report	Mohd Fadzli bin Bistamam	Lead Auditor	
B	13/10/2019	Final Report Approved	Muhammad Syafiq bin Abd Razak	Certifier	

Acknowledgment by FELCRA Jaya Samarahan Sdn Bhd					
Rev	Date	Description	Management Representative	Role	Signature
B	02/10/2019	Acceptance of the contents	Mr. Ng Geok Tsong	Mill Manager	

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. [thereafter known as GGC] has conducted the Certification Assessment of FELCRA Jaya Samarahan Sdn Bhd, Kilang Kelapa Sawit Samarahan. During this Annual Surveillance Assessment 1, the audit team were briefed by Mill Manager, of the supply base disposition. The source of FFB supplies to Kilang Kelapa Sawit Samarahan are 100% from out-grower and other smallholders.

This assessment was conducted onsite on 27th August 2019 by 3 auditors to assess the compliance of the certification unit against the MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills.

1.2 Company details and Contact information

Company Name	FELCRA Jaya Samarahan Sdn Bhd
Business Address	A-3A-1, Megan Avenue 1, 189, Jalan Tun Razak, 50400, Kuala Lumpur, Malaysia
Contact Person	Mr. Cham Tian Hoong
Office Telephone	+603 2166 0333/1666
E-Mail	fjsamarahan@gmail.com

1.3 Certification Unit

Name of the Certification Unit	Kilang Kelapa Sawit Samarahan	
Mill Capacity (MT/HR)	60	
Site Address	Lot 2028, Blok 5, Jalan Endap, 94300 Kota Samarahan, Sarawak.	
GPS Reference of the site office	Longitude	E 110°27'16.2"
	Latitude	N 1°23'29.60"
MPOB License Information	License No.	565558004000



Scope of Activity	<ol style="list-style-type: none"> 1. Sell and distribute PK, CPO and SPO. 2. Purchase and distribute FFB. 3. Store PK, CPO and SPO. 4. Manufacture/Process FFB.
Expiry Date	31 st October 2020

Others Sustainability Certification	NIL
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1.4 Map Showing Geographical Location

1) Felcra Jaya Samarahan POM



1.5 Production Area, Actual and Projected FFB Production (MT)**Production for Certified Unit**

FJS POM Sdn Bhd	Projected from last audit	Actual Production for 12 Months [Aug 2018-Jul 2019]	Projected Production for next 12 Months [Aug 2019-Jul 2020]
FFB Summary (MT)	NIL	1,786.52	200,884.75
CPO Summary (MT)	NIL	356.16	39,775.18
PK Summary (MT)	NIL	81.27	8,638.04

Certified Estates

Production for Uncertified Unit

FJS POM Sdn Bhd	Projected from last audit	Actual Production for 12 Months [Aug 2018-Jul 2019]	Projected Production for next 12 Months [Aug 2019-Jul 2020]
FFB Summary (MT)	295,000	271,526.07	86,093.47
CPO Summary (MT)	57,525	53,475.68	17,046.511
PK Summary (MT)	12,980	11,929.68	3,702.02

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 4: General Principles for Palm Oil Mills
Certificate number	GGC-FJS001-MSPO-00-2018
Initial certificate issued date	26 th October 2018
Certificate expiry date	25 th October 2023

Stage 1 assessment date	07 th August 2018
Stage 2 / Main Assessment	07 th September 2018 – 08 th September 2018
Annual Surveillance 1 [ASA 1]	27 th August 2019
Annual Surveillance 2 [ASA 2]	July 2020
Annual Surveillance 3 [ASA 3]	July 2021
Annual Surveillance 4 [ASA 4]	July 2022

1.7 Qualification of the Lead Assessor and Assessment Team

Lead Auditor

Name: Mohd Fadzli Bin Bistamam (Principle 1, 6)

Post graduate qualification in Agricultural Engineering with more than 7 years working experience in Oil Palm Plantation Industry. More than 7 years of working experience in Oil Palm Plantation Industry with skills in Good Agricultural Practices (GAP) and Integrated Pest Management (IPM). Experience in managing estate workers, handling of mineral and peat soil and knowledgeable in chemical control of weeds and Pest & Diesels in Oil Palm Plantation Sector.

Fully trained in similar agriculture certification programs such as RSPO, MSPO and ISCC. Completed and certified in ISO 9001:2015, RSPO Lead Auditor Course, MSPO Training and ISCC Basic Training. Thus, became qualified Lead Auditor for the above programs.

Involved in Oil Palm Sustainability Audit since year 2016. Involved in audits conducted in Malaysia, Indonesia, Papua New Guinea, Ivory Coast, India and Singapore.

During this assessment, he assessed on the aspect of Management Commitment and Responsibility, Best Practices, Stakeholder's Consultation and Workers Welfare. Able to speak and understand Bahasa Malaysia and English.

Auditor

Name: Mohd Azmi Samynathan bin Abdullah (Principle 2, 4)

Holds an MBA majoring in Human Resource Management (HRM) and Bachelor of Business in Business Administration from University of Western Sydney and RMIT University, Australia respectively. He is also a graduate of the Diploma in Human Resource Management (University of Malaya) and Certificate in Agriculture (Institut Pertanian Semenanjung Malaysia, Ministry of Agriculture) respectively. He has vast experience in the field of Human Resource Management spanning more than two (2) decades in the manufacturing industry.

Prior to this he held various key management positions in Human Resource & Administration with several Multinational Companies. Besides his vast experience in HRM, Azmi is also an experienced auditor in second- and third-party auditing systems, having been fully trained in the ISO 9001:2008 (Quality Management System) IRCA-Accredited Lead Auditor Course and having successfully completed the MSPO, MSPO-SCCS (endorsed by MPOCC) and RSPO Auditors Training Course.

Furthermore, he is also an External Supply Chain Assurance System (ESCAS) auditor in the cattle industry conducting audits in Malaysia, Brunei, Singapore and Vietnam. He is a member of the GGC MSPO audit team.

During this assessment, he assessed on the aspect of Transparency, Safety and Health, Employment Condition, Social and Community Engagements, Stakeholder's Consultation and Workers Welfare. Able to speak and understand Bahasa Malaysia and English.

Auditor

Name: Surenthiran Panneerselvam

He is graduated from University of Abertay Dundee, Scotland, UK majoring in PgDip/ MSc Oil and Gas Accounting and also graduated from Universiti Tenaga Nasional, Malaysia with a Bachelor's Degree in Accounting. Prior to joining Shell Business Operation as a Senior Cash Management Executive, he worked with Crowe Horwath as Senior Associate Auditor. He is equipped with experience in audit field, lecturing and accounting. Fully trained in Malaysian Sustainable Palm Oil (MSPO2530), Roundtable Sustainable Palm Oil (RSPO), ISO9001:2015 and ISO37001:2016. Completed and certified MSPO auditor course in year 2018 held by SGS Academy and ISO9001:2015 auditor course in year 2017 by TOMC.

During this assessment, he assessed on the aspect of Compliance to Legal Requirements, Environment, Natural Resources, Biodiversity and Ecosystem Services and Workers Welfare. 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. In the case of this certification unit, sampling calculation was not applied as there is only one palm oil mill, namely "**Kilang Kelapa Sawit Samarahan**".

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	27 th August 2019
Name of site(s) visited	Kilang Kelapa Sawit Samarahan
Total number of man-days spent	3 man-days

1.10 Audit Result Summary Findings

Findings category

Category	Numbers	Status (Closed/Open/Not Applicable/No Action Requires)
Major Nonconformities	0	No action requires
Minor Nonconformities	0	No action requires
Area of Concern	0	No action requires
Noteworthy /Positive Comments	3	No action requires

1.11 Stakeholder Consultation

During this ASA 1 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 estates 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 mill 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 is 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.	Stakeholder A (Mill worker)	<ul style="list-style-type: none"> MSPO awareness, company policy and SOP are briefed among workers during muster call. Personal Protective Equipment are distributed 	No action requires	Positive findings

		free of charged by management He has good understanding about complaint and grievance mechanism		
2.	Stakeholders B (Mill Workers)	<ul style="list-style-type: none"> Company well managing the welfare, health and safety of their workers Housing facilities is provided with water and electrical supply 	No action requires	Positive findings
3.	Stakeholders C (Mill Workers)	<ul style="list-style-type: none"> They have good understanding about MSPO. They have good understanding about complaint and grievance mechanism. PPE given by company – free. 	No action requires	Positive findings
4.	Stakeholders D (Mill Workers)	<ul style="list-style-type: none"> Good understanding about MSPO. They are very happy with the management and hopes to continue their contract for a long time. 	No action requires	Positive findings
5.	Stakeholders E (Mill workers)	<ul style="list-style-type: none"> They have been treated equally without any discrimination. Their salary was according to Minimum Wage Order 2018. Free housing was provided to them with subsidized of water and electricity. 	No action requires	Positive findings
6.	Stakeholder F (Mill Workers)	<ul style="list-style-type: none"> The company has good relation with supplier and there is no issue with company's performance. Payment was done in timely manner to the contractors/suppliers. No other issues raised. 	No action requires	Positive findings

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 FELCRA Jaya Samarahan Sdn Bhd. Mill 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 Annual Surveillance Audit 1.

During this audit (based on MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for palm oil mills), no major non-conformity and minor non-conformity have been raised to the facilities that being audited.

Since the audit objectives as mentioned in the audit plan have been achieved and assessment resulted was no major non-conformity findings. Therefore, the Lead Auditor recommends a certificate of compliance "MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles For Palm Oil Mills" is maintained to Kilang Kelapa Sawit Samarahan.

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
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 Policy for the implementation of MSPO shall be established.

Summary Felcra Jaya Samarahan Sdn Berhd has established Sustainability Policy. The policy has been approved by the Managing Director dated on 22nd June 2019.

Communication and consultation process are also communicated through training programs and attendance list was sighted.

Briefing on the policy to mill workers has been conducted as per training record dated 22.08.2019

Briefing on the company policy to outsiders / mill stakeholders conducted where there is any visit made by them. Example MSPO briefing was conducted to Jabatan Tenaga Kerja (JTK) Kota Samarahan on 16.08.2019.

In Compliance **Yes** No Not Applicable

Indicator 2 The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation.

Summary The established policy has emphasized on the commitment for key legal, social and environmental consideration with the objective of improving the milling operation. As evidence sighted the list of planned training program for KKSS for year 2019 (In-house Training Plan for Year 2019). Example training record sighted:

1. MSPO & SCCS Awareness Talk conducted on 02.04.2019
2. Introduction to Mill Safety Procedure, Danger & Accident in Mill conducted on 12.04.2019
3. Fire Drill, Emergency Evacuation & Fire Fighting Course conducted on 10.04.2019

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 Kilang Kelapa Sawit Samarahan has established MSPO Procedure on the Internal Audit; FJS/MSPO-2, Rev; 01, dated on 1st January 2018. Prepared by Mr Ryan Raymand (Mill Engineer) and approved by Mr Ng Geok Tsong (Mill Manager).

Internal audit was done on 13th to 14th June 2019 by the consultant from Global Sustainable Solutions (GSS), led by Mr. Subramaniam Allagan.

Result is summarized in Internal Audit Findings Summary. Issues raised during the internal audit have been closed and actions taken on issues raised are evident.

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 Kilang Kelapa Sawit Samarahan has established MSPO Procedure on the Internal Audit; FJS/MSPO-2, Rev; 01, dated on 1st January 2018. Prepared by Mr Ryan Raymond (Mill Engineer) and approved by Mr Ng Geok Tsong (Mill Manager).

All finding has been closed by mill management. Seen the action taken by Mill Manager for all the findings raised by the audit team. All details well documented by mill management.

Internal audit was done on 13th to 14th June 2019 by the consultant from Global Sustainable Solutions (GSS), led by Mr. Subramaniam Allagan.

In Compliance **Yes** No Not Applicable

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

Summary Finding from the internal audit report was presented to the mill management as per audit report no: 1A-1/2019 dated 14.06.2019.

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 has been conducted on 03.07.2019. Agendas sighted as documented in the minute such as review of internal audit report and the compliance towards MSPO Standard. The meeting was attended by General Manager, Mill Manager and other mill staff.

In Compliance **Yes** No Not Applicable

Criterion 4 Continual improvement

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

Summary Sighted the Continual Improvement Programs for year 2019, which cover the social, safety and environmental aspects.

Sighted 2 continuous improvement plan social being developed namely;

1. To provide basic clinical facilities and transportation in case of emergency



2. Provide water from mill treatment plan for cleaning purposes to save clean water from Jabatan Bekalan Air Siburan.
3. Constructing methane capture device at anaerobic pond no. 1 to reduce methane release into air. The methane captured will be used as fuel in mill boiler.

In Compliance **Yes** No Not Applicable

Indicator 2 The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.

Summary The company disseminate the new information and techniques or new industry standards and technologies through the training.

The mill has installed a new screw conveyor for transferring shredded fibre from shredded machine to boiler as a fuel source. Previously, the shredded fibre was transferred to the boiler using machine.

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 adequate information to other stakeholders on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.

Summary Sighted Stakeholders Communication Procedure for Internal and External Stakeholders Doc No: FJS/MSPO-6, Rev 01, dated 1st Jan 2018. Document was prepared by Mr Ryan Raymond, Mill Engineer and approved by Mr Ng Geok Tsong, Mill Manager.

The purpose of this procedure is to outline the arrangements for consultation and communication by Felcra Jaya Samarahan Sdn Bhd (mill management) with its relevant stakeholders and how their concerns and views will be addressed.

The above was communicated to the Internal and External Stakeholders by conducting Stakeholders meetings.

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 Sighted MEMO titled "Dokumen Untuk Paparan Umum" addressed to all employees dated 1st January 2018. The memo informs employees on the Publicly available documents and Publicly not available documents and it further informs that the

management has classified the documents as "Dokumen untuk Paparan Umum dan Dokumen bukan untuk Paparan Umum".

Total "Dokumen Untuk Paparan Umum" - 3
Total Dokumen bukan untuk Paparan – 20

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 Sighted Stakeholders Communication Procedure for Internal and External Stakeholders Doc No: FJS/MSPO-6, Rev 01, dated 1st Jan 2018. Document was prepared by Mr Ryan Raymond, Mill Engineer and approved by Mr Ng Geok Tsong, Mill Manager.

The purpose of this procedure is to outline the arrangements for consultation and communication by Kilang Kelapa Sawit Samarahan with its relevant stakeholders and how their concerns and views will be addressed.

In Compliance **Yes** **No** **Not Applicable**

Indicator 2 The management shall nominate management officials at the operating unit responsible for issues related to Indicator 1 (4.2.2.1).

Summary Sighted appointment letter of Ms. Stella Wilfred (Chief Clerk) as person in charge for transparency and stakeholders matters for a period of five (5) years. The said appointment letter dated 1st January 2019 was signed by Mr. Ng Geok Tsong, Mill Manager.

In Compliance **Yes** **No** **Not Applicable**

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

Summary Sighted latest stakeholders list dated 14th June 2019 prepared by Ms Stella Wilfred (Chief Clerk) and approved by Mr Ng Geok Tsong, Mill Manager. The stakeholders list is segregated into nine categories namely:

1. Government Agency
2. Contractors
3. Refinery
4. Mechanical & Civil Works contractors
5. Electrical Works contractors
6. FFB Suppliers
7. NGO's
8. Transporters
9. Others

Sighted Complaint Form/Borang Aduan Doc No: FJS/MSPO-8-1A; Rev 0; Ref No: 21 for Kilang Kelapa Sawit Samarahan.

In Compliance **Yes** No Not Applicable

Criterion 3 Traceability

Indicator 1 The management shall commit itself to implement and maintain the requirements for traceability and shall establish a standard operation procedure for traceability.

Summary FELCRA Jaya Samarahan Sdn Bhd has established a Traceability Procedure Doc No:FJS/MSPO-7; Rev 1; dated 01/01/2018 to commit itself to implement and maintain the requirements for the traceability The document was prepared by Mr Ryan Raymand, Mill Engineer and approved by Mr. Ng Geok Tsong, Mill Manager.

The procedures cover all activities from receiving, processing and storing the sustainable raw material (FFB) to dispatching the sustainable products (CPO and PK) to the customers. The requirements for traceability are applicable to companies that take legal ownership and physically handle MSPO certified products throughout the palm oil supply chain.

In Compliance **Yes** No Not Applicable

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

Summary Mill will conduct the inspection on traceability system on a daily basis. After the lorry reaches the palm oil mill gate, Auxiliary Police (AP) will obtained some data from the supplier through "Nota Hantaran BTS" and fill in "Buku Rekod Penerimaan Buah Tandan Segar".

Then the lorry will proceed to loading ramp for grading of FFB. Upon grading, a Grading Chit will be issued to the supplier. After which the FFB will be weighed and taken in for processing. (Weigh bridge ticket issued) Sighted Buku Rekod BTS, Grading Chit and Weigh Bridge Ticket. All data will be checked by Ms Stella Wilfred, Chief Clerk and approved by Mr Ng Geok Tsong, Mill Manager.

In Compliance **Yes** No Not Applicable

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

Summary The management has appointed Puan Noor Hashimah bte Husaini (Clerk) as the person responsible to implement and maintain traceability system. Sighted appointment letter dated 1st January 2018 which were signed by Mr. Ng Geok Tsong, Mill Manager.

In Compliance **Yes** No Not Applicable

Indicator 4 Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.

Summary Purchases and sales will base on demand and has agreeable documentation with the supplier.
Sighted documents on Sales and delivery of CPO and Palm Kernel dated 19th August 2019 and 14th August 2019 respectively.

CPO

- Buyer: Kuching Palm Oil Industries Sdn Bhd
- Address: Lot 957, Jln Bako, MLTD, Senari Port Area 93050 Kuching, Sarawak
- Contract No: FJS/060/19/CPO
- Date: 19th August 2019
- Quantity: 451.20MT
- Value: RM814,416.00

PK

- Buyer: Sepang Dynamics Sdn Bhd, No 208, Lot 3991, Jln Foochow No 2, 93300 Kuching, Sarawak
- Contract No: FJS/027/19/PK
- Date: 14th August 2019
- Quantity: 100 MT
Value: RM94,074.00

In Compliance **Yes** **No** **Not Applicable**

2.3 Principle 3 : Compliance to legal requirements

Criterion 1 Regulatory requirements

Indicator 1 All operations shall be in compliance with applicable local, national and ratified international laws and regulations.

Summary FJS has established the MSPO Procedure 4: Legal requirement register, dated 1st January 2018, Rev 01 [Doc No.: FJS/MSPO-4]. List of updated applicable laws and regulations is made available. Below are the list of ratified international laws and applicable regulations documented in legal register file:

Lists of legal and other requirements register (LORR) is last updated on 22nd July 2019. As summary of compliance:

No.	Laws	Rev Date
1.	Fire Services Act 1988 (Act 341) Amendment 2018	15 th Jan 2019
2.	Employee Social Security Act 1969 (Act 4)	28 th Jan 2019
3.	Employment Insurance System Act 2017	28 th Jan 2019
4.	Children and young person (Employment) Act 1966	28 th Jan 2019
5.	Food Act 1983	28 th Jan 2019
6.	Police Act 1967	28 th Jan 2019



7.	Land Acquisition Act 1960	28 th Jan 2019
8.	Included applicable international laws and conventions ratified.	20 th June 2019
9.	Minimum wages order, Amendment 2018	20 th June 2019
10.	Occupational Safety, Health Act (Noise Exposure) Regulations 2019	22 nd July 2019

Legal & Other Requirements Register (LORR) divided into 6 sections as listed below:

- Occupational Safety and Health
- Environment
- Water
- Human Resources (HR) related
- Other requirements
- Key International laws and conventions applicable to the production of palm oil.

In Compliance **Yes** No Not Applicable

Indicator 2 The management shall list all relevant laws related to their operations in a legal requirement register.

Summary Sighted the list of applicable laws and regulations which has been maintained with proper documentation, tracking on updated legal compliance with applicable laws and regulations. As seen, list of applicable laws and regulations is last updated on 22nd July 2019, by Pn Rosnani Marsa and approved by Mr. Ng Geok Tsong, Mill Manager.

As sampled:

1. Jabatan Alam Sekitar [No. Lesen: 003079], DOE license is renewed and expires on 30th June 2020, and payment has been made on 28th June 2019.
2. Fire Certificate, Akta Perkhidmatan Bomba 1988 [No siri: 311170], valid from 11th April 2019 until 10th April 2020.
3. Lesen bagi penjaja, petroleum, hiburan dan perniagaan pelbagai), License No: LB06000OT2016000280, expired on 31st December 2019.
4. Permit Barang Kawalan Berjadual [No Siri: Q000018] – Minyak diesel 22,000-litres, expiry 13th May 2020.
5. Lesen timbang dan sukat (Akta Timbang & Sukat 1972), dated on 27th.July 2019 (B434934930), and 26th October 2017 (B519906516).
6. Permit to purchase, store and use of sodium hydroxide – Poison Ordinance 1952 [No siri: 003806], dated on 17th June 2019.
7. MPOB licenses No 565558004000 expires on 31st October 2020. FBB processed allowed is 300,000 mt. [Aktiviti: Menjual dan mengalih, membeli dan mengalih, menyimpan and mengilang].
8. MPOB licenses No 614512015000 expires on 31st July 2020. [Aktiviti: Membeli dan mengalih FFB].

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 Based on interview with Pn Rosnani Marsa, any new amendments or new regulations will be updated by mill manager or from HQ department, website, news, and any other relevant sources.

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 Sighted the appointment letter of Pn Rosnani Marsa, Admin Executive, dated 1st January 2019 person in charge for Principle 3: Compliance to legal requirements, approved by Mr. Ng Geok Tsong, Mill Manager. She is responsible to monitor and track any changes in laws and regulation changes.

In Compliance **Yes** No Not Applicable

Criterion 2 Land use rights

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

Summary Sighted land title for Lot 2029, Block 5 – Lease of State Land [3.736 Ha], purpose of land is only for the purpose of an oil palm mill. Seen evidence of annual payment of land tax and quit rent receipts, seen the payment of quit rent, due date on 11th March 2019 and expiry date of lease on 10th March 2079.

Sighted land title for Lot 2028, Block 5 [20.7 Ha], purpose of land is only for the purpose of an oil palm mill. Seen evidence of annual payment of land tax and quit rent receipts, seen the payment of quit rent, due date on 11th March 2019 and expiry date of lease on 10th March 2079.

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 legal use of the land.

Summary The mill is located on Lot 2028, Block 5 Samarahan Land district with hectareage of 20.7 ha and Lot 2029 with hectareage of 3.736 Ha]. The land is fully owned by FJS.

The company pay the rent amount of RM 6,435 per year dated 28th January 2019. Evidence of annual payment of land tax and quit rent to the state government is available in the form of receipt.

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 Legal parameter boundary markers were clearly demarcated and visible during the audit. 33 boundary markers were established inclusive of Lot 2028 and Lot 2029. As sighted, the list of boundary markers is made available, and as sampled:

1. ID 1 = 01° 23' 28.41" N, 110° 27' 7.42" E
2. ID 2 = 01° 23' 23.74" N, 110° 27' 7.17" E
3. ID 3 = 01° 23' 22.24" N, 110° 27' 7.53" E
4. ID 4 = 01° 23' 23.58" N, 110° 27' 9.16" E
5. ID 5 = 01° 23' 23.59" N, 110° 27' 10.22" E

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 As per mill is built within mill land title. Thus, no disputes have been recorded in mill area. There is no evidence of conflict present in this mill. There is no violence in instigated violence in maintaining peace because company has a clear procedure for land conflict

In Compliance **Yes** No Not Applicable

Criterion 3 Customary land 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 Mill area. There are also no land disputes or claims involving the land of the Mill as it was built within the land title of lot 2028 and Lot 2029.

In Compliance **Yes** No Not Applicable

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

Summary As per mill is built within mill land title. There is no customary land in or surrounding the mill. There are also no land disputes or claims involving this mill area. The company has proper legal land tile for the land ownership. Thus, 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 the relevant agreements should be made available.



Summary There is no customary land in or surrounding Mill area. There are also no land disputes or claims involving the land of the Mill as it was built within the land title of lot 2028 and lot 2029.

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 should be implemented to mitigate the negative impacts and promote the positive ones.

Summary Sighted Social Impact Report dated 20/4/2018 prepared by Mr Ryan Raymond, Mill Engineer and approved by Mr Ng Geok Tsong, Mill Manager.

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 Sighted Complaint & Grievances Procedure Doc No:FJS/MSPO-8; Rev 1 dated 01/01/2018 prepared by Mr Ryan Raymand, Mill Engineer and approved by Mr Ng Geok Tsong, Mill Manager.

In Compliance **Yes** No Not Applicable

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

Summary The above complaints and Grievance procedure are able to resolve disputes 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 complaints.

Summary Sighted complaint Form/Borang Aduan Doc No:FJS/MSPO-8-1A; Rev 00, Ref 21.

All internal and external stakeholders' can forward their complaints and grievances directly to the management by completing the complaints Form/Borang Aduan and place into the suggestion Box. Upon receiving the Complain forms, the management will process and rectify the complaints.

In Compliance **Yes** No Not Applicable

Indicator 4 Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.

Summary Employees and surrounding communities were made aware of the existence of complaints and grievances procedure and complaints or suggestions may be made at any time. The above information was conveyed during stakeholders meeting.

All internal employee and external stakeholders' can forward their complaints and grievances directly to the management by completing the complaint form which is available at office.

In Compliance **Yes** No Not Applicable

Indicator 5 Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.

Summary Sighted complaints and solutions within the past 24 months which are documented and available to stakeholders upon request. Record is fully filled up and filed. At this moment, no negative complaints made by stakeholders.

In Compliance **Yes** No Not Applicable

Criterion 3 Commitment to contribute to local sustainable development

Indicator 1 Palm oil millers should contribute to local development in consultation with the local communities. Where the mill is an integral part of a plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.

Summary Mill is committed and have contributed to local development. The contribution made to the internal and external stakeholders. As evidence, the management has organized activities such as activities related to religion to the workers, workers sport day, donation to school and etc.

In Compliance **Yes** No Not Applicable

Criterion 4 Employees safety and health

Indicator 1 An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act139) shall be documented, effectively communicated, and implemented.

Summary Sighted the Occupational Safety & Health Policy dated 1st January 2018, which was approved by Mr Toh Tau Book, Managing Director.

Sighted Occupational Safety and Health Plan dated 15th January 2019 prepared by Mr Ryan Raymond, Mill Engineer and approved by Mr Ng Geok Tsong, Mill Manager. The OSH plans are being implemented and is on-going.

In Compliance **Yes** No Not Applicable

Indicator 2 **The occupational safety and health plan shall cover the following:**
 a) A safety and health policy, which is communicated and implemented.
 b) The risks of all operations shall be assessed and documented.



- c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:
- i) all employees involved are adequately trained on safe working practices; and
 - ii) all precautions attached to products should 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 shall 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 that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meetings shall be kept and the concerns of the employees and any remedial actions taken shall be recorded.
- h) Accident and emergency procedures shall exist, and instructions shall be clearly understood by all employees.
- i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.
- j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.

Summary

Sighted the *Occupational Safety & Health Policy* dated 1st January 2019 prepared by Mr Ryan Raymond, Mill Engineer and approved by Mr Toh Tau Book (Managing Director).

Sighted HIRARC dated 25th January 2019 prepared by Mr Ryan Raymond, Mill Engineer and approved by Mr Ng Geok Tsong, Mill Manager.

The HIRARC is segregated into ten (10) stations as follows:

1. FFB Grading yard and Loading ramp
2. Sterilizer
3. Thresher
4. Press Station
5. Depricarper and Kernal Plant
6. Oil Clarification Room
7. Engine Room
8. Boiler Station
9. Water Treatment Plant
10. Effluent Treatment Plant

Sighted awareness and training programmes which includes employees exposed to chemical.

1. Safe working practices training sighted



2. SDS sighted

Sighted PPE Issuance and replacement record

FELCRA Jaya Samarahan Sdn Bhd has established the Chemical Handling Procedure. dated 24/11/2018 prepared by Mr Ryan Raymand (Mill Engineer) and approved by Mr. Ng Geok Tsong (Mill Manager) to ensure proper and safe handling and storage of chemicals.

Application of any chemical products in the mill is under controlled and carried out by only qualified workers which have attended specific training related to chemical handling.

Sighted CHRA report dated 12th November 2015 conducted by En Daud Adam (JKKP HIE 127/171-2(353) from HT Consultant and Service.

The management has appointed En Tunku Izani Arif bin Tunku Fathani, Mill Engineer as the person responsible for workers' safety and health vide letter dated 1st January 2019. The appointment was approved by Mr Ng Geok Tsong, Mill Manager.

Sighted Occupational Safety and Health Meeting Minutes dated 26/8/2019 prepared by Mr Ryan Raymond, Mill Manager and approved by Mr Ng Geok Tsong, Mill Manager.

Felcra Jaya Samarahan Sdn Bhd has established the Accident & Emergency Response Procedure. Doc No:FJS/MSPO-10.5; Rev 1; dated 01/01/2018. Prepared by Mr Ryan Raymand (Mill Engineer) and approved by Mr. Ng Geok Tsong (Mill Manager).

Employees trained in First Aid by "Angkatan Pertahanan Awam Malaysia Negeri Sarawak" dated 21st March 2018. Employees who have attended the training (Sampled) are as follows:

- 1 Cik Noraidilniza bt Junaidi
- 2 Mr Ng Geok Tsong
- 3 Mr Ryan Raymond
- 4 Ms Stella Wilfred
- 5 Mr Rivelino Chin
- 6 En Mahdhar bin Mokhtar

Sighted "Daftar Kemalangan, Kejadian Berbahaya, Keracunan Pekerjaan dan Penyakit Pekerjaan" Ref no JKKP 8/37321/2019 submitted to Jabatan Keselamatan dan Kesihatan Pekerja, Kuching, Sarawak dated 3/3/2019.

In Compliance **Yes** No Not Applicable

Criterion 5 Employment conditions

Indicator 1 The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.

Summary Sighted "Polisi Kemasyarakatan dan Hak Asasi Manusia" dated 22/6/2019 approved by Mr Liew Teen Chai, Managing Director.

As per interviewed with Ms Stella Wilfred, this policy has been communicated to all Internal and external Stakeholders during MSPO awareness meeting.

Sighted Sample stakeholders' meeting Minutes as follows:

Internal Stakeholders Meeting

1. Taklimat Pengenalan Standard MSPO Dan SCCS dated 22/8/2019 held at "Perkarangan Kilang". Total attendance 75 participants

External Stakeholders

1. Mesyuarat Bersama Penolong Pengarah Kanan, Jabatan Tenaga Kerja Kota Samarahan, held in Klang Kelapa Sawit Samarahan dated 16/8/2019. Total attendance 5 participants.

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.

Summary As per interview with Mr. Ng Geok Tsong (Mill Manager) and also through verification of contracts of service and pay slips of workers. There is no evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in the mill. During interviews, it is clearly stated no forced labour at mill area.

In Compliance **Yes** No Not Applicable

Indicator 3 Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.

Summary The employees' salary meets the minimum wage as per the Minimum Wage Order (Amendment) 2018. The minimum wage in Sarawak is RM1100 per month.

Interview with both mill staff and workers (both male and female) confirmed that they understand the terms and conditions of their employment. No forced deductions. Few salary slips have been sampled and verified by the auditors on site.

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 Sighted employment contracts of Kilang Kelapa Sawit Samarahan contractor’s employees. The employees of contractors are paid based on industry minimum standards according to the employment contract agreed between the contractor and his employee.

Given below are the employees Payslips

- *CONTRACTOR: BSSK TRANSPORT & SERVICES SDN BHD*
- Philip Anak Sapong
- Employee No: P004
- IC Number: 760825-13-5455
- Driver
- Monthly Rated Employee

JULY 2019		
Basic Salary		RM1400.00
Commission		RM1060.00
Total		RM2460.00
DEDUCTIONS		
EPF		RM271.00
SOCSSO		RM12.25
EIS		RM4.90
ADVANCE		RM900.00
TOTAL DEDUCTIONS		RM1188.15
NET PAY		RM1271.00

In Compliance **Yes** No Not Applicable

Indicator 5 The management shall establish records that provide an accurate overview 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 Company has employment details of all employees on SOP System. Example details as per below:

1. Name
2. Identify card/Passport No
3. Employment No/ID No
4. Designation
5. Date Joint
6. EPF

Workers employed consisted of local and Indonesian. Each employee has an employment contract.



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 shall be made available for each and every employee indicated in the employment records.

Summary Employment contract stated the offered position, Salary, working hours, OT, allowances, rest day, working on holiday etc. The contract is in Malay. This contract is signed by both parties ie employee and employer and accompanied with respective witnesses. Workers employed consisted of local and Indonesian.

Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. All workers enjoy the same scale of pay and provided with equal housing and work facilities. This was confirmed though interview with workers from the mill and also through verification of contracts of service and pay slips of workers.

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 the employees and employers.

Summary Working hours is 8 hours/day. Attendance is recorded via Thumb Print machine for Mill as well as Office workers.

In Compliance **Yes** No Not Applicable

Indicator 8 The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirement applicable.

Summary The working hour and break time has been clearly stated in the Employment Contract. The attendance record was available. Sighted gazette public holidays 2019 displayed on notice board.

Interviewed with the workers confirmed that they have rest time in between of the working hours. Overtimes were paid according to the rate stated in the agreement and regulatory requirements.

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. Wages and overtime payment documented on the pay slips are in accordance with legal regulations.



Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. Documented pay slips are distributed to individual workers on the day of payment.

In Compliance **Yes** No Not Applicable

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

Summary All workers have been provided with medical and accident insurance. 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 foreign workers cover by "Foreign Workers Hospitalization and Surgical Insurance Scheme (SKHPPA)". Other benefits provided to employees

1. Free Electricity & Water for Labour Quarters
2. Annual Bonus
3. Outpatient treatment – Panel Clinics
4. Group Hospitalization (Executive Staff)
5. Berbuka Puasa for Executive & Staff
6. 1 KG of Beef Meat for Hari Raya Haji (Muslims and Non-Muslims)

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.

Summary All workers are provided with housing facilities at workers quarters. Basic amenities such as water, electricity, Badminton Court, Swing for Children etc were provided to the workers. Water and electricity are provided free.

The housing condition was accordance to the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446). Interviewed with the workers confirmed that they did not have any complain or grievance related to housing to be reported.

In Compliance **Yes** No Not Applicable

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

Summary Sighted "Polisi Gangguan Seksual" dated 1st January 2018 prepared by Mr Ryan Raymond and approved by Mr Liew Teen Chai, Managing Director.

The policy emphasizes on prevention of sexual harassment and violence at workplace.

In Compliance **Yes** No Not Applicable

Indicator 13 The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance



with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or 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 Kilang Kelapa Sawit Samarahan has implemented "Polisi Kemasyarakatan Dan Hak Asasi Manusi" dated 22nd June 2019 and approved by Mr Liew Teen Chai, Managing Director.

The above Policy clearly states that the company "Menghormati hak - hak untuk menubuhkan dan menyertai kesatuan" This is an indication that the workers were able to join or form Trade Unions as per the existing legislation without any restriction.

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.

Summary Kilang Kelapa Sawit Samarahan has implemented "Polisi Kemasyarakatan Dan Hak Asasi Manusi" dated 22nd June 2019 and approved by Mr Liew Teen Chai, Managing Director.

The above Policy clearly states that the company "Tidak akan mengambil pekerja dibawah umur 18 tahun" This is an indication that the company do not employ children for work.

Further, it was also proven that there are no children below the ages of 18 working in the mill through checking of the employees register and site visit.

In Compliance **Yes** No Not Applicable

Criterion 6 Training and competency

Indicator 1 All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.

Summary The mill has a comprehensive annual training plan. The training plan for 2019 was sighted. Records of the training conducted are maintained in training records folder. The above records were sighted in training reports, training attendance records, photos, and training contents).

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 Training Needs Analysis for the mill for the year 2019 has been established. The details of the training needs include categories of stations, subjects, and employees' group. Given below are some sampled area of training identified.

1. Environmental, safety & health policy,
2. Scheduled waste management,
3. Environmental responsibility,
4. Machine handling,
5. Mill stations operations,
6. Control of process parameters,
7. Workshop management.

In Compliance **Yes** No Not Applicable

Indicator 3 A continuous training programme shall 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 All workers involved in the operations have been adequately trained in safe working practice. The mill has a comprehensive annual training plan for its staffs and workers.

Trainings conducted were recorded in the various trainings record and completed with attendance records, training materials and photographs of the training. Given below are some sample training programmes. Training is ongoing as per the Training Plan.

1. Fire Drill Training
2. Confine Space Training
3. Usage of PPE
4. Sustainability Training
5. Schedule Waste Handling

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 Seen Environmental Policy, "Polisi Alam Sekitar" signed and approved by Mr. Liew Teen Chai, Managing Director dated on 22nd Jun 2019. The policy is available in Bahasa Malaysia language.

Taklimat Pengenalan Kepada Sisa Buangan Terjadual & Amalan 3R (Reuse, Recycle and Reduce), dated on 19th June 2019, conducted by Mr. Ryan Raymond (Asst Mill Manager). Sighted the meeting minutes, explaining on the environmental policy, 3R objectives and other environmental issues discussion with the employees (including staff/workers). Attendance record sighted, as 52 participants involved in the briefing.

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 FJS established SOP 13: Environmental Management Plan, dated 1st January 2018, Rev 01, prepared by Mr. Ryan Raymond and approved by Mr. Ng Geok Tsong, Mill Manager. As sampled procedure:

- Environmental Operation Control [Doc No. FJS/MSPO-13.2] dated 1st January 2018.
- Operation Control of Boiler Black Smoke Emission (EWI 1) [Doc No. FJS/MSPO-13-EWI1].
- Control of CPO/POME/Diesel/Chemical Spillage (EWI 2) [Doc No. FJS/MSPO-13-EWI 2]

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 A documented Environmental Management Plan is available and found to be outlining the identified impacts; both negative and positive to mitigate and promotes both impacts.

There was no change to the current operation or activities for the mill. The environmental management plan has been established to monitor the identified significant activities that give impacts on environment. The coverage of the assessment found to be adequate for all the mill operation.

In Compliance **Yes** No Not Applicable

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

Summary Sighted "Continual Improvement Plan – Environmental", prepared by Mr Ryan Raymond dated 10th August 2019 and checked by Mr. Ng Geok Tsong, Mill Manager.

Schedule Waste Training conducted on 19th June 2019, as participated by workers and staff in mill operations. Training is conducted by Mr.Ryan Raymond and sighted attendance record, photographs and meeting minutes as evidenced.

Seen record of continuous improvement plan 2019, as sampled to reduce air and atmosphere pollution, seen the action/mitigation plan of installation of air pollution control [Equipment: Multi Cyclone Dust Collector and Electrostatic Precipitator] – to ensure maintenance and cleaning of multicyclone dust collector and electrostatic precipitator.

As sampled, seen the Boiler & Pollution Control Equipment Annual Service Record, inspection is done on monthly basis, as seen last inspection done on 14th August 2019 – Buku Log Pemeriksaan ESP & Mutlicyclone Dust Collector.

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 and management plans and are working towards achieving the objectives.

Summary Sighted the training program and records for all workers on MSPO requirement prepared by Mr Ryan Raymand (Mill Engineer) and approved by Mr Ng Geok Tsong (Mill Manager).

As evidence, sighted the record of MSPO awareness training:

- Taklimat kesedaran Alam Sekitar bagi pekerja proses kilang kelapa sawit samarahan dated on 28th June 2019, conducted by Mr. Ng Geok Tsong and Mr Ryan Raymond, and sighted the attendance record of 35 participants.
- Environmental Awareness Talk & Zero Open Burning Practice conducted on 28th June 2019 at Fruit Reception Station involving FFB Grader, Process Department, Boiler Department, Workshop Department, Electrical Department, Laboratory Department and Store Department.

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 The POM has conducted regular meeting with their staffs and workers to discuss issues related to environment. As evidence, sighted the record of FJS Environmental Meeting Minutes on 9th April 2019 [Doc No: FJS/OSH-01/2019, Rev 1] – Mesyuarat Ahli Jawatankuasa Pemantauan Prestasi Alam Sekitar KKSS Company will do the meeting at least once a year.

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 FELCRA Jaya Samarahan Sdn Bhd has established the SOP 14: Non-Renewal & Renewable Energy Estimation Procedure. Doc No: FJS/MSPO-14; Rev 1; Date 01st January 2018. Prepared by Mr Ryan Raymand (Mill Engineer) and approved by Mr Ng Geok Tsong (Mill Manager).

A monthly record on energy consumption for both renewable and non-renewable sources were also maintained documented. It is monitored to optimise use of renewable

energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel. This baseline value is kept monitoring and action plan drawn when there are exceeding the limit. Graphs of trends in usage of non-renewable energy is made available. Mill management has taken initiative to reduce the consumption of diesel by not filling it fuel unless whenever it is required.

In Compliance **Yes** No Not Applicable

Indicator 2 Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations.

Summary Kilang Kelapa Sawit Samarahan has estimation of total energy required. This estimation was compared to the actual usage by monthly. The mill conducts monitoring of fossil fuel in term of litre/ MT FFB transported. Sighted mill has been maintained all the record year by year.

Sighted in Annual Budget for the year 2019 on the fuel consumption, whereby estimated litre/year is 364,622.10 litre/year.

Sighted in Annual Budget for the year 2019 on the electricity consumption, whereby estimated litre/year is 2.0 kWh/FFB on yearly.

In Compliance **Yes** No Not Applicable

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

Summary Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimize use of renewable energy. Seen record of table of generation of renewable energy and consumption of non-renewable energy for the year 2017, 2018 & 2019 [Mesocarp Fibres (13%), Palm Kernel Shells (2%) & Empty Fruit Bunch (4.4%), last updated on 10th January 2019 by Mr Ryan Raymond.

Data is being compiled for comparison and control for future improvement. Biomass for boiler purpose and develop steam, Steam Turbine to generate electricity, it has been used since March 2012. Apart from use of diesel for electricity, palm fibre and nut shells were also used to generate electricity through steam turbine and boiler. The mill uses by product of FFB production as renewable energy source where 16% of fibre and 3% or nut shell are extracted from FFB production.

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 FELCRA Jaya Samarahan Sdn Bhd has established the SOP 15: Waste Management Procedure. Doc No: FJS/MSPO-15; Rev 1; Date 01st January 2018. Prepared by Mr Ryan Raymond (Mill Engineer) and approved by Mr Ng Geok Tsong (Mill Manager). Sighted the identified waste by KKS Samarahan.

1. Schedule Waste
2. Domestic Waste
3. EFB
4. POME
5. Boiler Waste

e-SWIS System last submitted Fifth Schedule (Inventory of Waste) on 29th July 2019 [File ref no: 31/152/000/020].

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 Documented waste management plan was established where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the mill. Waste management plan for 2019 sighted, as last updated was on 10th August 2019 by Mr. Ryan Raymond, Asst Mill Manager and checked by Mr. Ng Geoh Tsong, Mill Manager.

Segregation of wastes i.e. general wastes and scheduled wastes was verified to be satisfactory in the POM. Proper storage areas were identified for the storage of the recyclable wastes at the mill.

As sampled taken:

Type	SW305
Category	Spent lubricating oil
Source	Vehicles & Machinery (Tractors, Lorry, Van, Motors)
Action to be taken:	Store to update inventory on spent lubricating oil every month and fill up 5 th Schedule as DOE requirement.

In Compliance **Yes** No Not Applicable

Indicator 3 The palm oil mill 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. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Wastes) Regulations, 2005.



Summary FELCRA Jaya Samarahan Sdn Bhd has established the SOP 14.0: Prosedur Operasi Selamat dan Standard Untuk Pengendalian Bahan Kimia.

FELCRA Jaya Samarahan Sdn Bhd has established the SOP 15.0: Prosedur Operasi Selamat dan Standard Untuk Bahan Buangan Terjadual Prepared by Mr Herman Leslie Linju (Mill Engineer) on 13/02/2015 and approved by Mr Ng Geok Tsong (Mill Manager) on 15th February 2015.

Handling of any used chemical products in the mill is under controlled and carried out by qualified person which have attended certain training. The schedule wastes generated from mill are send to DOE approved contractor for disposed. Scheduled waste was disposed in accordance with scheduled waste requirements and regulation. As evidence, sighted the records of disposal. Latest disposal was dated on 19th August 2019, seen the consignment note of disposal.

In Compliance **Yes** No Not Applicable

Indicator 4 Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.

Summary Domestic waste for linesite area is managed by disposed through Majlis Perbandaran Kota Samarahan. Collection by three times a week (Monday, Thursday and Friday).

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 The polluting activities are identified and documented in the environmental impact assessment and management plan. From the EIA, it will be evaluated for the impact and any impact will be included in the management plan.

Green House Gases (Carbon Dioxide) Emission of Kilang Kelapa Sawit Samarahan Operation for year 2018 record sighted, as prepared by Mr Ryan Raymond and checked by Mr. Ng Geok Tsong dated 10th January 2019. Sighted the GHG Calculation for KKS Samarahan year 2018 using GHG Emissions Calculation Methods, ISCC 11-01-14, v1.16.

In Compliance **Yes** No Not Applicable

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

Summary Action plan to reduce significant pollutants and emissions has been established as evident in environmental impact assessment and management plan for year 2018.

Bio-gas capturing covered lagoon project, to capture methane gas (expected to completed by September 2019) – under construction.

- To improve quality of boiler smoke emission to atmosphere.
- To create awareness to all staff/workers on effect of greenhouse emission gas.



- To reduce release of methane gas to atmosphere by installing biogas plant performance efficiency.

In Compliance **Yes** No Not Applicable

Indicator 3 Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations

Summary The POM is treating POME in accordance to the DOE Limits for final discharge into the watercourse. The POME is discharge to the drain and finally to Sg. Tuang.

Sighted the DOE approval letter for watercourse.

- License No: 003079
- Date: 01/07/2019 – 30/06/2020
- JPKKS_Kuching/2019/003079A

POME is treated by ponding system (8 Ponds). Retention time is 60 days. Site inspection confirms that the effluent treatment plant meets the requirements set by DOE (Jadual Pematuhan). Verification from the documents confirms that effluent discharges are sampled on a monthly basis and founds meeting requirements set by DOE.

In Compliance **Yes** No Not Applicable

Criterion 5 Natural water resources

Indicator 1 The management shall establish water management plans 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.
b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.
c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc).

Summary FELCRA Jaya Samarahan Sdn Bhd has established the Water Management Plan Procedure. Doc No: FJS/MSPO-16-1; Rev 1; Date 01st Jan 2018. Prepared by Mr Ryan Raymand (Mill Engineer) and approved by Mr Ng Geok Tsong (Mill Manager).

Identification on water source have been document in the water management plan. Source of water such as River water – Sungai Endap, Kampung Endap and ocal authority – Jabatan Kerja Raya, Sarawak.

The mill is constantly monitoring the outgoing water/POME. As evidence, sighted the water analysis results conducted by Chemsain Konsultant Sdn Bhd once a month. In the water management plan, water consumption activity, efficiency monitoring for domestic water use including installing of flow meter at the point where water is extracted, and water quality test have been in place.



In Compliance **Yes** No Not Applicable

Indicator 2 Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.

Summary The effluents are discharged through water courses as approved by DOE in Jadual Pematuhan. Site inspection confirms that the effluent treatment plant meets the requirements set by DOE (Jadual Pematuhan). Verification from the documents confirms that effluent discharges are sampled on a monthly basis and founds meeting requirements set by DOE.

In Compliance **Yes** No Not Applicable

2.6 Principle 6: Best practices

Criterion 1 Mill management

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

Summary The mill has implemented Good Milling Practice (GMP) as observed during the audit visit. The mill processed FFB from external suppliers (100%). The mill capacity is 60 mt per hour – vertical system.

The mill SOP was established on 13.02.2015 described all stages of operation that includes the following:

1. Weighbridge – Reception of FFB
2. Sterilization Station
3. Threshing Station
4. Press Station
5. Kernel Station
6. Oil Room
7. Engine Room Station
8. Boiler Station
9. CPO and PKO Storage
10. Water Treatment Plant
11. POME Treatment
12. Workshop Station
13. Laboratory Station
14. Chemical Handling
15. Schedule Waste Management
16. Confine Space Station
17. Land Irrigation Area
18. Shovel Operator
19. Lockout or Tagout
20. In house (Mill) Cleaning
21. High Level Workplace

22. Additional Safety Operation

In Compliance **Yes** No Not Applicable

Indicator 2 All palm oil mills shall implement best practices.

Summary The mill is operating in accordance to the SOP established by the management. Site inspection confirms that the effluent treatment plant meets the requirements set by DOE (Jadual Pematuhan). Verification from the documents confirms that effluent discharges are sampled on a monthly basis and founds meeting requirements set by DOE.

All safety measures are compiled by mill workers as sighted during mill site visit by the auditor.

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 KKSS has an annual budget for the financial year 2019 (Jan 2019 – December 2019). The palm oil mill budget includes the projected FFB to be processed, CPO and PKO production for the year 2018. The business plan for 2019 documented includes details for CPO & PK Price, Crop Reception, Mill production, Mill operation cost, capital expenditure, Manpower Planning, etc.

Crop projection for the year sighted in the mill business plan:

- Felcra Estates: 168,156 MT
- Outsider Suppliers: 126,844 MT

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 Pricing mechanism is depending on value of the project awarded. For high value project (more than RM10,000), the pricing is decided by the HQ management, where as the low value project (below RM10,000) is decided by the mill management.

In Compliance **Yes** No Not Applicable

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

Summary All the contract agreements are kept in one file. Sighted the contract that sign by contractors with the company and payment record shown that the company pay fee to the contractors according the agreement. All the payment is made promptly every



month and as per agreement. Terms and condition of safety, health and labor are included in the contract.

Sighted contract for transporting CPO from mill to refinery dated 01.01.2019. The contract between FELCRA Jaya Samarahan Sdn Bhd and B.S.S.K Transport & Services Sdn Bhd. Contract duration is for 1 year from 01.01.2019 to 31.12.2019.

In Compliance **Yes** No Not Applicable

Criterion 4 Contractor

Indicator 1 In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.

Summary The MSPO requirement has been included in the contract agreement between the mill and contractor as sighted in contract with B.S.S.K Transport & Services Sdn Bhd. The MSPO clause sighted under clause number 11 (General), sub 11.8.

The contractors are aware that the mill is undergoing the MSPO certification process. The contractor has been briefed to comply with the MSPO standard requirements when carrying out their work.

In Compliance **Yes** No Not Applicable

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

Summary Contract agreements between the mill and its contractors are well documented and recorded at POM office. Seen in the contract agreement that both sides agreed with the term and condition.

- Example contract sighted during the audit:
1. Contractor: Dynamic Linkage Logistics Sdn Bhd dated 01.01.2019 – Forwarding and transportation agreement
 2. Contractor: B.S.S.K Transport & Services Sdn Bhd dated 01.01.2019 – Transportation agreement

All the contractors also aware that mill will be certified under MSPO. Therefore, the contractor has been instructed by mill management to follow the MSPO standard requirement when carrying out their work in the mill premise.

In Compliance **Yes** No Not Applicable

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

Summary The management agreed and approved with the MSPO auditor by accepting the audit plan which was sent to the person in charge on 4th April 2019.

In Compliance **Yes** No Not Applicable



2.7 Details of Audit Findings

Details Non-Conformity

- See Appendix B -

Details of Area of Concern

- See Appendix B -

Details of Noteworthy / Positive Findings

- 1) The management is highly committed to comply the MSPO system by adopting continuous improvement programs.
- 2) Top management continuously establishes directions for the middle and upper management to execute in ways to comply with the MSPO management system in future.
- 3) Good relationship being maintained with surrounding smallholder and villages.

Appendix A: Audit Plan

AGENDA				
Date	Time	Subjects	Lead Auditor	Auditor
26 th August 2019	TBA	➤ Travelling from KUL – KCH.	FB	SP MAS
27 th August 2019	08:00 – 09:00	➤ Opening Meeting at Kilang Kelapa Sawit Samarahan: <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).	FB	SP MAS
	09:00 – 13:00	Kilang Kelapa Sawit Samarahan <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. 	FB	SP MAS
	13:00 – 14:00	➤ Lunch	FB	SP MAS
	14:00 – 16:00	➤ Continue document review <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. 	FB	SP MAS
	16:00 – 16:30	➤ Verify any outstanding issues and auditor discussion	FB	SP MAS
	16:30	Closing Meeting at Kilang Kelapa Sawit Samarahan: <ul style="list-style-type: none"> ➤ Chaired by the audit Lead Auditor • Welcome and introduction by the Lead Auditor • Presentation of findings by the audit team • Questions & answers and Final summary by Lead Auditor ➤ End of assessment	FB	SP MAS

Appendix B : Non-Conformity details

Non-Conformities Identified During This Audit	
Major Nonconformities:	Non-were raised during this audit.
Minor Nonconformities:	Non-were raised during this audit.
Area of Concern:	Non-were raised during this audit.



Appendix C: List of Stakeholders Contacted

Attendance List

Internal Stakeholders

- 1) Kilang Kelapa Sawit Samarahan management team and staff
- 2) Gender Committee Representatives
- 3) Mill workers
- 4) Faizal Bin Choli (FFB Grader)
- 5) Morris Anak Gentah (FFB Grader)
- 6) Iin Saputra (Sterilizer Operator)
- 7) Abib Abdullah (Fireman)
- 8) Workers Representatives
- 9) Foreign Workers Representatives

External Stakeholders

- 1) FFB lorry driver
- 2) Smallholders (Estate Owners)