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PUBLIC SUMMARY REPORT

RSPO

SECOND ANNUAL SURVEILLANCE ASSESSMENT (ASA02)

FELDA

WAHA Palm Oil Mill

Kota Tinggi, Johor, Malaysia

Report Author:

Haeruddin – July 2014

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TABLE of CONTENTS

	<i>Page N^o</i>
SUMMARY	1
ABBREVIATIONS USED	1
1.0 SCOPE OF SURVEILLANCE ASSESSMENT	1
1.1 Identity of Certification Unit	1
1.2 Production Volume	3
1.3 Certification Details.....	3
1.4 Description of Fruit Supply Base and Supply Chain	3
1.5 Other Certifications held	5
1.6 Organizational Information/Contact Person	5
1.7. Time Bound Plan of Management Units	5
2.0 ASSESSMENT PROCESS	5
2.1 Certification Body	5
2.2 Qualifications of the Lead Assessor and Assessment Team.....	5
2.3 Assessment Methodology, Programme, Site Visits.....	7
2.4 Stakeholder Consultation.....	7
3.0 ASSESSMENT FINDINGS	8
3.1 Summary of Findings	8
3.2 Detailed Identified Nonconformities, Corrective Actions and Auditor Conclusions.....	16
3.3 Issues Raised by Stakeholders and findings with Respect to Each issues.....	20
4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY	20
4.1 Date of next Surveillance Visit	20
4.2. Date of Closing Nonconformities (Major and Minor).....	20
4.3 Sign-off of Surveillance Assessment Findings	20
LIST of TABLES	
1 Mill & Supply bases GPS Locations.....	1
2 Production Volume.....	3
3a. Area Statement and FFB Production of Supply Base.....	4
3b FFB Production of Supply Base.....	4
3c. Planting Year	4
LIST of FIGURES	
1 Location Map of FELDA Kompleks Waha in Malaysia Peninsular.....	2
2 Location Map of FELDA Kompleks Waha with neighbouring entities.....	3
List of Appendices	
A Supply Chain Certification Audits.....	21
B RSPO Certificate Details.....	26
C Annual Surveillance Assessment Programme.....	27
D List of Stakeholders Contacted.....	28
E Felda Time Bound Plan.....	28

SUMMARY

BSI has conducted the Second Surveillance audit of Felda Kompleks Waha operations located in Kota tinggi, Johor Bahru, Malaysia comprising one mill (Waha Palm Oil Mill) with five (5) estates.

BSI concludes that Felda Waha operations comply with the RSPO requirements [RSPO P&C MY-NI 2010; RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; and Supply Chain Certification Standard: November 2011, Module E – CPO Mills: Mass Balance.

BSI recommends the continuation of the approval of Felda – Waha operations as a producer of RSPO Certified Sustainable Palm Oil.

ABBREVIATION USED

ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CAR	Corrective Action Request (for nonconformity)
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
IPM	Integrated Pest Management
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
PK	Palm Kernel
PPE	Personal Protective Equipment
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment

SOP Standard Operating Procedure

1.0 SCOPE OF SURVEILLANCE ASSESSMENT

1.1 Identity of Certification Unit

The certification unit is the Felda – Kompleks Waha which consist of WaHa Palm Oil Mill with five estates as supply base, namely FELDA Aping Timur, FELDA Aping Barat, FELDA Simpang Waha, FELDA Bukit easter and FELDA Bukit Waha. The GPS location of the mill and supply base is shown in table 1 below.

Table 1. GPS Location of Mill and supply base

No.	Name of POM and Supply base	GPS References	
		LONGITUDE	LATITUDE
I.	Kilang Sawit Waha POM	1° 47' 37" N	104° 4' 31" E
II.	Supply Base		
	1. FELDA Aping Timur	1° 48' 29" N	104° 0' 29" E
	2. FELDA Aping Barat	1° 42' 21" N	104° 5' 36" E
	3. FELDA Simpang Waha	1° 42' 21" N	104° 5' 36" E
	4. FELDA Bukit Easter	1° 46' 18" N	104° 3' 51" E
	5. FELDA Bukit Waha	1° 44' 42" N	104° 3' 21" E



Figure 1. FELDA – Kompleks WaHa in Johor, Malaysia



Figure 2. FELDA – Kompleks WaHa with Neighboring Entities

1.2 PRODUCTION VOLUME

The estimated tonnages 2013/2014 as reported in ASA 1, actual production 2013/2014 and projection 2014/2015 are detailed in table 2 below.

Table 2. Production Volume

Name of POM	Estimated in ASA 1 31/05/13 – 30/05/14 (Tonnes/Year)		Actual Production 31/05/13 – 30/05/14 (Tonnes/Year)		Projected 31/05/14 – 30/05/15 (Tonnes/Year)	
	CPO	PK	CPO	PK	CPO	PK
Kilang Sawit Waha	30,709	7,334	32,183	8,280	31,416	8,211

1.3 Certification details

RSPO Membership No : 1-0013 -04-000-00
 AgroVet certificate No. : 7-00338-2012
 Date of Certification : 31/05/2012
 Validity of certificate until: 29/05/2017
 Date of previous Assessment (ASA1):
 29 – 30 April 2013
 Date of this surveillance : 26 – 30 May 2014

1.4 Description of Supply Base and Supply Chain

The area was first opened in year 1970, replanting programmes started in year 2003 converting rubber crop to oil palm (3,200 hectare) and maintaining oil palm crop (6,250 hectare).

The settlers came in year 1976. All of them are Malay ethnic origin and within Johor State. Settlers organization formed are Koperasi, GPW, Rela, and JKRR. The population of Waha complex is now about 16,000 people.

The supply base is five (5) estates owned by the company. Area statement, planting year and FFB production are listed in table 3a, 3b and 3c as below.

Table 3a. Area Statement and FFB Production of Supply Base

Name of Supply Base	Area of oil Palm Plantation (Ha)			
	Mature	Immature	Unplantable Area	Total
1. FELDA Aping Timur	2,323.12	0.00	0.00	2,323.12
2. FELDA Aping Barat	1,012.12	504.75	0.00	1,516.87
3. FELDA Simpang Waha	1,209.98	867.25	0.00	2,077.23
4. FELDA Bukit Easter	467.71	1,252.68	0.00	1,720.40
5. FELDA Bukit Waha	1,321.43	40.44	0.00	1,361.87
TOTAL	6,334.36	2,665.12	0.00	9,068.39

Table 3b. FFB Production of Supply Base

Name of Supply Base	Projection of Previous Year.	Actual FFB Production this year	Projection Next Year
	(Ton/Year)		
1. FELDA Aping Timur	41,552	47,819	43,800
2. FELDA Aping Barat	22,805	23,542	22,100
3. FELDA Simpang Waha	34,600	33,565	32,700
4. FELDA Bukit Easter	11,643	12,304	11,400
5. FELDA Bukit Waha	33,792	34,689	32,800
TOTAL	144,394	151,920	142,800

Table 3c. Planting Year

Name of Supply Base	Planting Year (Ha)					Total	Cycle (Year)
	Mature				Immature		
	1999-2001	2002-2004	2005-2007	2008-2010	2011-2014		
1. FELDA Aping Timur	0.00	1,724.74	0.00	598.38	0.00	2,323.12	25
2. FELDA Aping Barat	0.00	1,012.12	0.00	0.00	504.75	1,516.87	25
3. FELDA Simpang Waha	0.00	0.00	1,209.98	0.00	867.25	2,077.23	25
4. FELDA Bukit Easter	0.00	0.00	467.71	0.00	1,252.68	1,724.40	25
5. FELDA Bukit Waha	0.00	1,321.43	0.00	0.00	40.44	1,361.87	25
TOTAL	0.00	4,058.29	1,677.69	598.38	2,665.12	8,999.48	

1.5 OTHER CERTIFICATION HELD

The FELDA – Kompleks Waha held certificate for mill, i.e. ISO 9001:2008 (Certificate no. 3814), ISO 14001:2004 (Certificate no. 0347) and OHSAS 18001 certified no ER 0203). No any certificates held by the estates.

1.6 ORGANISATIONAL INFORMATION / CONTACT PERSON

FELDA Kompleks - WAHA
Head Office:
 Plantation Sustainability and Quality Management (PSQM) Department, Felda Global Ventures Plantations Sdn Bhd, (Malaysia)
 Tingkat 8, Balai Felda, Jalan Gurney Satu, 54000 Kuala Lumpur
 Contact Person: Norazam Bin Abdul Hameed, (FGVPMSB)
 Email: norazam.ah@feldaglobal.com

Management Unit FELDA – KOMPLEKS WAHA:
 81907 Kota Tinggi, Johor Malaysia .
 Contact Person : Muhamad Shafiq Ariffin,
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2.0 ASSESSMENT PROCESS

2.1 CERTIFICATION BODY

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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI has ASEAN Regional Offices in Singapore, Kuala Lumpur, Jakarta, Bangkok and Vietnam.

1.7 PROGRESS AGAINST TIME BOUND PLAN

FELDA Kompleks Waha has updated Time Bound Plan during the first annual surveillance (ASA-1) in 2013 and AgroVet Certification Body has raised NC for time bound plan which stated that the time bound plan was not realistic to implement and adapted as a part of ASA Report. The time bound plan has been reviewed by auditor in this surveillance and it is concluded that time bound plan is challenging and reasonable to be implemented. Refer appendix E for details.

Progress of Associated Smallholders/Outgrowers towards RSPO Compliance

There are two schemes of smallholder under Felda Management, i.e. smallholders/settler managed by FTP and independent settlers who managed the farms themselves. Smallholders under FTP are included in the scope of certificate and independent smallholders/settlers are still not included. Felda Management preparing and encouraging independent settlers to be certified within 3 years (next year).

2.2 QUALIFICATION OF THE LEAD ASSESSOR AND ASSESSMENT TEAM.

Haeruddin - Lead Auditor

He holds Bachelor degree in Forest Management from Hasanuddin University, 1994. He has 16 years of work experience in forest concession, forestry industry and Oil Palm Plantation in Indonesia. Haeruddin experienced as auditor for several sustainability standard including FSC, UTZ, Organic Farming, 4C, and RSPO. He completed the ISO 9001 Lead Auditor Course; ISPO Lead Auditor endorsed Course and RSPO Lead Auditor Course.

He had involved in RSPO auditing since November 2010 in more than 10 different companies in Malaysia, Thailand and Indonesia. During this assessment, he assessed on the aspects of legal, estate best practices, and social community engagement and stakeholders consultation

Muhammad Haris B. Abdullah – Team Member

He is a Malaysian citizen and has graduated from the Open University Malaysia with a Bachelor of Business Administration (Hons) Majored in Human Resource Development and currently pursuing his Master's Degree in Business Administration from the University Utara Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture sector, agriculture best practices, and environmental impact assessment as well as workers welfare. He had assisted with conducting audits of oil palm plantation for more than 8 companies against the RSPO P&C in Malaysia for the past 4 years. During this assessment, he assessed on the aspect of Legal, Estate best practices, Social and community engagements, and workers welfare.

Kelvin – Team Member

He is a Malaysian citizen and graduated from the University Tunku Abdul Rahman, Malaysia with bachelor of Biotechnology. He has more than 3 years working experience in auditing of many scheme certification, e.g. ISO 9001, ISO 22000, etc. Also he has provided consultancy services for the company to set up quality management system, such as ISO 9001, HACCP, etc in various types of industries, including oil palm industry. He began to offer assessment service for the company seeking certification through BSI as auditor, including RSPO certification as trainee auditor.

2.3 ASSESSMENT METHODOLOGY, PROGRAMME AND SITE VISIT

The 2nd Annual surveillance Audit (ASA-2) was conducted from 26 – 30 May 2014. The assessment programme is included as Appendix C.

The previous Annual Surveillance Assessment (ASA-1) was conducted by another CB (AgroVet certification). However, Felda Kompleks Waha requested for transfer audit to BSI due to Agrovets no longer conduct RSPO certification audit.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample

estates (two samples were selected i.e. Simpang Waha and Bukit Aping Barat estates. A range of environmental and social factors were covered.

The methodology for collection of objective evidence included field visit, interviews of staff, workers and stakeholders, review of documentation and record. Checklists of standard requirements were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

The Nonconformities that were assigned and the Observations that were identified during the ASA-1 were followed up to check the effectiveness of corrective actions. Audit findings are detailed in Section 3.1.

The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was reviewed by Mr. Senniah Appalasamy, who has been involved in BSI RSPO activities and one of the BSI internal reviewers.

2.4 STAKEHOLDER CONSULTATION

Stakeholder consultation involved internal and external stakeholders. During the assessment on-site, stakeholders were invited to discuss Felda Kompleks Waha's environmental and social performance. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field.

During interview, no management present. A list of Stakeholders interviewed is included as Appendix D.

3.0 ASSESSMENT FINDINGS

3.1 SUMMARY FINDINGS

As outlined in Section 2.3, objective evidence was obtained separately for each Principle, together with details for each Criterion and

indicator for the Mill and the Estates. The results for each Criterion and indicator from each of these operational areas have been aggregated to provide an assessment of overall conformance of the Company's operations with conclusion of each Criterion. A statement is provided for each of the Indicators to support the finding of the assessment team.

During this surveillance, there were three (3) Major Nonconformity, three (3) Minor Nonconformities, and two (2) Observations/Opportunities for improvement were identified. Felda kompleks Waha has prepared a Corrective Action Plan for addressing the identified nonconformities that were reviewed and accepted by BSI (refer to Section 3.2 Page 16 for details). The Felda Kompleks Waha had also submitted evidence for closing out the three (3) Major nonconformities that was reviewed and accepted by BSI.

One Major NC, three minor NCs and 11 observations were identified during the ASA1 by AgroVet Certification. The Major NC and 2 minor NCs have been closed out. One minor NC and 11 observations were checked and reviewed during this surveillance. BSI auditor conclude that minor NC closed out during this surveillance and also noted that Felda Kompleks Waha has improved their operation in relation to the observations raised during previous assessment.

BSI recommends continuation of Certification for Felda Kompleks Waha operations as a producer of RSPO Certified Sustainable Palm Oil.

PRINCIPLE 1: Commitment to Transparency

Criterion 1.1: Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.

The company has maintained records on file of requests for information received from Government Departments such as MPOB and other interested parties, together with the response. Recorded in file request and response " Rekod Permohonan & Maklum

Balas", e.g. Sample request checked: Request from settler for verification letter to bank on 21/5/2014 in Simpang Waha estate, application for army training at Aping barat estate on 16/10/12 and from FBISB Kilang sawit Waha, dated 13 February 2014, requested improvement loading ramp.

Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Inspection of document confirmed that estate keep copy of management documents such as land titles/user right, health and safety plan, plan and impact assessment relating to environmental and social impacts, pollution prevention plan, details of complaints and grievances, negotiation procedures and continues improvement plan and this documents are publicly available as per FELDA policy.

PRINCIPLE 2: Compliance with Applicable Laws and Regulations

Criterion 2.1 – There is compliance with all applicable local, national and ratified international laws and regulations.

All legal requirement comply with the regulations and laws, including those related to land status, occupational health and safety, environmental, labour, agricultural practice, and mill operation. Based on document review, it was found that expiry legal permits have been renewed.

Written information on legal requirement is documented "Daftar Perundangan dan lain – lain keperluan", and it was updated in 2014. Legal compliance evaluation were listed on and follow by what is action that need to follow and the number of the document, duration of the regulation and date of expiry, e.g. Akta Kilang dan jentera 1967 (Akta 139), Jabatan Keselamatan dan Kesihatan Pekerjaan, Pendaftaran dan pemeriksaan Jentera (No. Pendaftaran JP4100). The responsible person is assistant manager.

Changes of regulation monitored by HQ and monitored regularly by internal audit.

Criterion 2.2 – The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.

There are total of 3 stages of the application for land titles from state government. The first stage consists of 313 smallholders in Simpang Waha estate with total land area 1,262.262 ha has been approved of usage of land for plantation which expiring in 4 Feb 2107 since 8 Feb 2008. As for the stage 2 and 3 still under application stage from state government since 20 Feb 2012 which consists of 259 smallholder with a land area of 1,065.681 ha. Simpang WAHA estate should keep a copy of land title from all the stage 1 smallholders.

Aping Barat estate which consists of 398 smallholders with a total planted land area of 1,883.31 ha. Each of the smallholders holds a legal land titles from the state government for the usage on plantation with 99 yrs of tenure period from Mar 2004. 61.68 ha of land was belongs to Felda, e.g. Sakiman bin Samin 3.238 ha No. 210 Lot 1378, Habsah bt Untong 3.237 ha no. 383 lot 1830. The stage smallholders land titles was used for plantation purpose with tenure of 99 years.

Field visit to the boundary adjacent to Sedili Forest Reserve and Ladang Pine found that the boundary stone were visibly maintained and no land disputes were noted during interview with local communities.

Criterion 2.3 – Use of the land for oil palm does not diminish the legal rights of other users without their free, prior and informed consent.

No any legal rights of others users.

PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability

Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.

Estate has an Annual Operational Budget for 2014 financial year and Capex Budget that are projected for the next five years. The budgets include performance objectives and targets related to production, efficiency and quality

covering cost of production yield per hectare, OER, KER etc.

Budget plan for 3 years (2014-2017), documented in "Pelan Pengurusan Kewangan", covering: FFB projection, Expenditure (RM/ha and RM/tonnes), income, etc.

Annual plan for mill was budgeted for 5 year (2015 – 2019), documented in "Pelan Pengurusan Kewangan". Budget consists of expenditure, Receive FFB, OER, KER, e.g. Budget plan 2014: OER (20.60%), KER (5.33%), Budget plan 2015: OER (21.85%), KER (5.75%).

Based on review of pervious budget plan (2013) it was seen that the achievement OER is 21.31 lower than budget of 22.01 and KER 5.35% also lower than budget of 5.41%.

No any replanting in the near future.

PRINCIPLE 4: Use of Appropriate Best Practices by the Growers and Millers

Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.

Procedures for estate operational are available and documented in "Manual Ladang sawit Lestari" 2nd Edition, dated 1 June 2012, covering operational from nursery until transport FFB to Mill. SOP at scheme level are documented in Operation Manual (*Manual operasi Ladang Sawit Lestari*), Sustainable Manual ML-1A (compliance to P&C RSPO) and Best Agriculture Practices (*Manual Pengurusan Rancangan*); The documents have been explained to smallholders.

Mill operation procedures are documented in "FPI/L2/QOHSE-1.0" Perancangan Quality mengenal pasti Hazad, Penilaian Resiko, Penentuan Kwalan dan Aspek Alam Sekitar, no. QP1-01 – QP-11, dated 17 August 2013, covering receiving of FFB till despatch CPO and PK

Records of monitoring (all activities such as planting, maintenance, harvesting, etc) are kept for 5 years according to company's policy. All records are in "Record of palm oil integration works file". Agronomist visited the estate on 20 May 2014 and given some comments.

Record of operation in mill is monitored daily basis, covering FFB incoming, stock balancing, OER, KER, etc.

Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility, to a level that ensures optimal and sustained yield.

Fertilizer recommendation for 2014 was given by agronomist from Felda Agricultural Services (FAS) on 7/10/2013 (Ref. No.: FRF20140276) was issued by PPPTR-Pusat Penyelidikan Pertanian Tun Razak based on soil and leaf sampling. Leaf and Soil sampling was done by FAS prior to the fertilizer recommendation where the company take sample every year. The last foliar and soil nutrients analysis was conducted by Felda Agriculture Services, Sdn, Bhd on 23/03/2013 for fertilizer recommendation 2014.

The fertilizer recommendation in (Kg/ha), type of fertilizer, e.g. NPK 2.6 kg/pokok/cycle (4 cycle). Fertilizer applied, recorded in "File Techno Plant Sdn Bhd – Rekod Kerja Integrasi sawit" e.g. Blok 1 A (120 bag x 50 kg = 6,000 kg) applied for 16.47 ha (16.47 x 136 palm tree= 2, 240 palm tree) or 2.67 kg/palm tree/cycle and Blok 1 A (107 bag x 50 kg = 5,350 kg) applied for 16.69 ha (16.69 x 136 palm tree= 2, 270 palm tree) or 2.36 kg/palm tree/cycle (4.2.1)

EFB is applied at 25Mt/ha as per Felda plantation manual. Bukit Aping Barat applied EFB and compost. Record of EFB and compost available in file "Pengawalan hakisan" e.g. Surat Perintah Kerja-Mengangkut Tandan Kosong dari Kilang sawit" dated 15/04/2014 (18 tonnes), applied EFB in field recorded in "FTPSB2012/2013/2014", e.g. September 2013 (535 tonnes) in Block as referred to the map and also applied compost 1,437 bag (@ 40 kg) = 57,480 kg in April 2014.

No burning was noted during audit.

Criterion 4.3: Practices minimise and control erosion and degradation of soils.

Record of minimizing erosion in "Rekod SPK" and map is available, no bare or exposed soil observed during field visit, soft grass was well established and natural vegetation is mainly quite well grown. It was seen that L shape

frond, silt pit and terracing in hilly areas is implemented.

Road maintenance programme for 2014 prepared on January 2014 including road grading, road side pruning, culvert maintenance and etc, e.g. Culvert maintenance work has been done by contractor at block 15 and 17 on 31 March 2014 in Simpang waha estate and road maintenance in Bukit Aping Barat for 119 km in February 2014 and 30 km in June 2014

No peat soil in Felda Kompleks Waha, mostly is Rengam series soil.

Criterion 4.4: Practices maintain the quality and availability of surface and groundwater.

No river or stream within the planted land, the company has recorded rainfall in "Sukat Hujan". Rainfall data in Simpang Waha estate: 3,231.00 mm/year-105 days in 2012, 3,529.50 mm/year-114 days in 2013 and 415.70 mm/year-27 days (as at April 2014). Rainfall measurement in "Stasiun" in Aping Barat estate: 2,726 mm/year/133 days in 2011, 2,600 mm/year/101 days in 2012, 2,553 mm/year/101 days in 2013 and 261 mm/year/14 days till April 2014.

Monitoring of water usage in mill is recorded in "FPI/L4/QOHSE-15.4 pin 2 - Monthly Environment Performance Indicator" monthly basis, e.g. January 2014 (1.44 MT/ton FFB), February 2014 (1.60 MT/ton FFB), March 2014 (1.50 MT/ton FFB) and April 2014 (1.62 MT/ton FFB). Average water usage data in 2013 is 1.46 MT/ton FFB.

No any water drainage to protected areas. The company has created Water Management Plan in "Pelan Pengurusan Air Felda Bukit Aping Barat".

Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.

There is an Integrated Pest Management Programme (IPM) for specific pests as documented in FELDA Sustainable Oil Palm Management Manual (Manual Ladang Sawit Lestari), dated 1 June 2012 and "Pengurusan perosak bersepadu (IPM).

Beneficial plants have been established along the main access roads and planting progress is recorded in "Rekod Kerja Tanam Pokok", e.g. *Tunera subulata* and *Antigonon leptopus*, e.g. planted *Turnera Subulata* in Block 002 (1000 trees), 002F (1000 trees) and block 117 Q (200 trees) in 2014. Barn owl boxes are being placed at rate of 1 box for 40 ha to control rat damage, the last monitoring was conducted on 10 February 2014 shows all boxes are still unoccupied.

Pest and rat damage census is conducted regularly. The last census was done in January 2014, it was noted that no any attack was recorded.

There is a measurement of the amount of each pesticide used and type for each specific pest. At the present time there are no outbreaks of Leaf Eating Caterpillars. Pesticides applied are recorded in "Recod Kemajuan Kerja Pembangunan Tanam Semula", e.g. applied Glyphosate 20 ltr for 15.30 ha 6 February 2014, applied Glyphosate 4 litre for 6.00 ha on 16 April 2014 and Paraquat Dichloroide 20 litre for 6.00 ha on 7 May 2014.

Record of paraquat is monitored and recorded, it was found that Paraquat usage has been reduced, Paraquat usage in 2011 (0.1315 ai/ha), 2012 (0.330 ai/ha) and 2013 (0.139 ai/ha) in Simpang Waha estate, for Aping Barat Estate in 2011 (0.346 ai/ha), 2012 (0.039 ai/ha) and 2013 (0.006 ai/ha).

Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives and this is documented.

Written justification for chemical use is available in Sustainable manual ML-1A/L3-GP1 (0), March 2012 in estate and SOP agrochemical use "FPI/L2/QOHSE-8.0" dated 02/01/2008 in mill. There is a formal justification for agro chemical use and this is documented within the IPM, which attempts to

ensure that the most effective and least harmful chemicals are always first choice.

Inspection of the Pesticide Stores confirmed only pesticides registered by the Pesticides Board were held. All chemicals were labelled in Bahasa Malaysia and MSDS available, e.g. Action 13 (Paraquat)

CHRA done by SHE Strategic Sdn. Bhd (DOSH registered assessor: JKPP HIE 127/171-2(249) on September 2010.

MSDS is available in storage room in local language and interview with store keeper, pesticide handler and sprayer confirmed that they understand MSDS.

Sprayers and store clerk was not send for medical surveillance. Last medical surveillance was done on 15/4/13 at Poliklinik Intan which is more than 12 months in Simpang Waha estate and also last medical surveillance was done on 13/5/11 at Klinik Dhillon Kota Tinggi which is more than 3 years. **Major NC was raised under criterion 4.6.5.**

There were no female sprayers were employed during the assessment.

It were noted that Paraquat usage has been reduced in Simpang Waha and Aping Barat estates, the record seen Paraquat usage in Simpang Waha estate: 0.1315 ai/ha in 2011, 0.330 ai/ha in 2012 and 0.139 ai/ha in 2013. Aping Barat estate: 0.346 ai/ha in 2011, 0.039 ai/ha in 2012 and 0.006 ai/ha in 2013

No any aerial pesticide application in estate.

The company take sample for CPO testing regularly, the last CPO testing was conducted on 11 June 2013 by Lotus Laboratory Services (M). Sdn Bhd, Result of test: Iron test by AAS A (2.3) B (2.4) and C (2.8), Phosphorous test MS 817:1989 A (20.5) B (19.9) and C (19.5).

Records of pesticide and other agrochemicals are kept in daily activity book. This record includes active ingredients used, area treated, amount applied per ha, application round, and number of applicators and hours worked. These records are available for the past 5 years.

Criterion 4.7: An occupational health and safety plan is documented,

effectively communicated and implemented.

OSH plan documented in "Dasar Keselamatan dan Kesihatan Perkerjaan" approved by Executive Head of Felda Technoplant Sdn Bhd on 2nd January 2014. Training programme for OSH for 2014 was available. Safety operation for pesticide sprayer procedure dated 27th February 2007 and lorry driver procedure dated 24th March 2008

All operation has been risk assessed on the "pengenalpastian hazard, penilaian risiko dan penentuan kawalan" dated 1st July 2009 and HIRARC plan 18th May 2010, however there was an accident on 8 April 2013 in Bukit Aping Barat estate, but the HIRARC was not reviewed. **Major NC was raised under 4.7.1.**

Record of OSH is available such as quarterly OSH meeting, monthly Gotong- Royong asrama, FA training, OSH briefing quarterly, PPE training 3 times/years who is responsible by Tomiran, e.g. OSH meeting on 2014 was held on 19th March 2014, attended 13 people and OSH meeting 2013 was held on 10th December 2013, 17 September 2013, 19 June 2013 and 12 March 2013 which on a quarterly basis as planned.

First Aid equipment should available at work site, however during the visit to Harvesting and spraying operation, it was found that no first aid equipment available at work site in Simpang Waha estate. Further verification with both supervisors confirmed that they did not bring first aid equipment to the work site. **Major NC was raised under 4.7.1**

Accident record will be kept in the "laporan kemalangan dan prosedur siasatan" in estates and "Kemalangan Dalam Kilang" in mill. There was no record of accident in Simpang Waha estate since the last audit date until May 2014. JKPP form 8 has been submitted on 6/1/14 for the accident record on the year of 2013.

All the local workers have covered by Socso as a mandatory requirement while the foreign workers were covered by the AXA Workmen compensation for foreign worker. All the total 69 foreign workers have been covered by the insurance, e.g. No. LWX/93039727/26/04/MRW ended 13/7/15, no. LWX/93039743/26/04/MRW ended 29/7/15, No. LWX/93039733/26/04/MRW

ended 18/7/15, and LWX/93028601/26/04/MRW ended 14/5/15.

Additional Medical Insurance in mill, i.e. Takaful Iklas (500 RM/employee) which has just launched.

Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.

A training Program for year 2014 has been established which include the safety training on handling pesticide, Fire drill training, 3 times rinsing of chemical containers and First Aid training. The training record for such training has been recorded and kept, e.g. First Aid training was conducted on 28th May 2014, attended by 2 workers, trainer: Asmah Bt Aziz who was a nurse from Klinik desa Aping Barat, PPE training was conducted on 8th January 2014, attended by 57 workers, trainer: FTP Manager.

Training program in mill was established and documented in Jadual Latihan 2013- 2014". No. FPI/L4/ QOHSE-5.1. There are 17 training program in 2014, 7 item training was conducted, e.g. Training "Kursus Pos Bilik Minyak dan Makmal", was conducted on 15th March 2014, attended 9 participants, and training "Mekanikal and Electrical" was conducted on 13th March 2014, attended 18 participants and

Training assessment documented in "Rumusan kajian keberkesanan kursus", e.g. training evaluation of "Kesedaran QOHSE" on 04th February 2014, e.g. Mr. Muhd. Amir Bin Musa (score 93%).

PRINCIPLE 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity***Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored to demonstrate continuous improvement.***

Estates carried out the annual review of environmental impacts in term of Environmental Impact Assessment management Action Plans and Continuous

Improvement Plans. The last review was conducted on January 2014 with no changes due to any changes in the operation. Aspect and impact is documented in "Pengenalpastian aspek dan Penilaian Impek". All activities in estate have been covered in this document.

Identification of aspect impact in mill is documented in "Borang Penegenalan Aspek Alam Sekitar dan penilaian Impek – Doc. No. FPI/L4/QOHSE1.7, aspect – Impact risk assessment documented in "FPI/L2/QOHSE – 1.8 – Aspek Impek Alam Sekitar"

Environmental Management Plan updated on 2nd February 014. Checked parts of it in detail e.g. Program 3R (reduced, re-use-recycle) and Waste Handling

Plan to mitigate the negative impact and promote positive one documented in "Pelan Pengurusan (management Plan) bagi mengurangkan impek alam sekitar", e.g. scheduled waste send to the Register Company.

Criterion 5.2: The status of rare, threatened or endangered species and high conservation value habitats if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.

HCV report is available that identifying HCV habitats and protected areas in Komplek Waha. It was conducted on 04th May 2011 by HCV team involving FELDA staff and some external expert (university Sains Malaysia). No HCV identified in Simpang Waha and Aping Barat estate. However, boundary adjacent to Sedili Forest reserve is being monitored from any illegal entries.

Signboards are erected the boundary adjacent to Sedili Forest reserve and awareness training given to workers and settlers, e.g. sign board "Dilarang Memburu" in located area.

Criterion 5.3: Waste is reduced recycled, re-used and disposed of in an environmentally and socially responsible manner.

Identification of wastes and sources, including domestic waste, farm waste and schedule waste documented in "Pelan Tindakan Untuk

Mengurangkan Impek alam sekitar melalui kaidah 3R (Reduce, Reuse and Recycle).

Waste identified, such as: fertilizer bag, plastic, glasses, paper, used PPE, tyre, agrochemical empty container, organic waste, EFB, POME, shell, mesocarp fibre, etc.

Scheduled waste stores and stored materials well managed with appropriate label, segregation and the inventory is up-to-date. Authorised and licensed schedule waste collector engaged to dispose the schedule waste,

During field visit and document review, it was found that the empty agrochemical containers were triple rinse and punctured, however the inventory record was not available in Bukit Aping Barat estate and this issue was raised as an observation during the last assessment. **(Minor NC was raised under criterion 5.3.2).**

EFB applied as fertilizer, e.g. applied EFB 1,419.74 ton for Felda Bukit Aping Barat, 85.79 tonnes for Bukit Aping Timur, 560.11 tonnes for Bukit Waha and shell and mesocarp is sell to outside for re-used in Boiler, e.g. sell Fibre to GSS Trading 26.97 tonnes, to "Perniagaan Noston" 68.74 tonnes, and Fibre to "Kilang sawit Air Tawar" on period 01st May 2014 – 27th May 2014

Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.

The company is recorded renewable energy use per tonne CPO, e.g. using fibre and shell for boiler and record of fossil fuel is recorded in "Rumusan Penggunaan Diesel Kilang Sawit 2014" monthly basis, e.g. fosil fuel use in January 2014 (15,879 litres), February 2014 (8,672 litres), March 2014 (9,764 litres) and April 2014 (16,066) litres.

Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situation, as identified in the ASEAN guidelines or other regional best practice.

Estate avoids using fire for waste disposal as per company policy on zero burning. No any open burning was noted during field visit. Visit to the recently replanted field found previous

crop be felled, chipped and mulched. However, during field visit to the foreign workers housing found evidence of burning domestic waste. **(Minor NC was raised under Criterion 5.5.3)**

Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases are developed, implemented and monitored.

Mitigation plan for all polluting activities is incorporated in environmental improvement plan, it was reviewed and updated annually, the last review on 2 February 2014. No any peat land was noted in Felda kompleks Waha Plantation. Evidence of implementation to reduce pollution is schedule waste sent the register collector, i.e. "Kualiti Alam Sekitar Sdn Bhd".

PRINCIPLE 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers

Criterion 6.1: Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

Social Impacts are identified in part via the grievance process for employees, contractors and other parties for negative impacts and through social interaction for positive impacts. Regular JKKR meetings were conducted with settlers to get feedbacks. (6.1.1)

The company has been done social assessment with the participating of local communities. Survey has been conducted among settlers, Workers, staffs, government departments on March 2013 to identify the social issues. Total of 260 people participated in the survey.

Social action plan updated on January 2014. Settlers Development Assistant is the person in charge for all the social issues.

Timetable with responsibilities for mitigation and monitoring is not available in Aping Barat estate. **Minor NC was raised under criterion 6.1.3**

Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

Procedure is available in "Manual Lestari" Doc: ML-1A/L2PR3 (0) dated March 2012 for Consultation, Participation and Communication.

Settler Development Assistant (SDA) is the person in charge, appointment letters dated 13 September 2012 were sited during the document verification.

Stakeholder list is available and updated. The list includes local community leaders, representatives, suppliers, contractors, government departments and contacts details. Latest meeting was done on 31 March 2014, attended by 30 people in Simpang Waha estate and latest meeting was conducted on 24 March 2014, attended by 26 people in Bukit Aping Barat

Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.

Complain procedure available (Doc No.: ML-1A/L2-PR4 (0)). No formal complaints noted. Most of the communication records shows request for assistance such as request for permission to use community hall. These records are written and maintained by both estates.

Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

No any customary rights or others legal rights were noted in Felda Kompleks Waha.

Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

Payslip of local and foreign worker found all paid more than minimum wage. Sample payslip checked: Employee No.: (TN09313005 Foreign worker) and (M093110087 local worker) for the month of April 2014

Contract of local and foreign worker checked found the term and condition of work such as contract period, leave, nature of job and etc. are clearly stated.

Housing provided with all the basic facilities. New housing for foreign workers was completed on February 2014 and pending for CF from Labour department. Other facilities are provided by government such as clinic, school, water supply and etc.

Criterion 6.6: The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

Although there were no Labour Unions, workers and staff are represented in OSH meeting and morning briefing. Records are available. Sample checked: Morning briefing on 15 May 2014; worker requested for replacement of broken sickle cover and management immediately provide new sickle cover for two harvesters.

Policy of freedom of association evidently is communicated, displayed and publically available. Interview of Field Supervisor and workers found that they understand the policy and able to explain

Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.

The minimum working age is 16 under the Malaysian Labour Ordinance 1969. At time of hire age is checked by examination of ID card for local persons. Check of Passports of foreign workers is carried out prior to hire. Children

and under-age workers were not observed at any of the Estates operational areas during the field visit.

Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age is prohibited.

Equal opportunity policy available, inspection of pay record and contract of local workers and foreign workers together with interviews at the Estates did not identify any issues related to discrimination, Sample pay records also found that all workers are paid equal as per contract.

Criterion 6.9: A Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.

Policy on sexual harassment dated 28/6/2011 was established and documented "Polisi Gangguan Seksual Dan Keganasan", it was noted during interview with workers that the policy well communicated.

Procedure for gender grievances available as doc. No.: ML-1A/L2-P011 (0) and the company has established Gender Committee "Gerakan Persatuan Wanita (GPW)". Gender Committee meeting is conducted regularly, the last meeting was conducted on 27 May 2014, attended by 15 people in Simpang Waha estate and meeting was conducted on 31 March 2014 for the whole Johor Bahru complex, attended by 59 people.

Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.

FFB Pricing mechanism for smallholders refer to the MPOB pricing system where FFB pricing is updated daily and announced in the weigh bridge station, e.g. in the last 4 days pricing, date 23/05/2014 – 27/05/2014, Grade "A" FFB Price RM 591.25/tonnes and Grade "B" is RM 544.73/tonnes

The company has made agreement with local partner, e.g. agreement between company and Koperasi Felde Simpang Waha for FFB transport dated 1 January 2014, signed by

both of parties and payment for contracts are made as per contract.

Criterion 6.11: Growers and millers contribute to local sustainable development wherever appropriate.

Felda continue to support local community's development. Records are available that several activities were supported widely such as 'Skim Tuisyen' for Education purposes & Scholarship for settler kids for higher education.

Principle 7: Responsible Development of New Plantings

Not Applicable (N/A)

PRINCIPLE 8: Commitment to Continuous Improvement in Key Areas of Activity

Criterion 8.1: Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.

The company has reduced usage of Paraquat and planted beneficial plant (*Antigonon leptopus* and *Turnera subulata*) to reduce pesticides usage.

A monitoring and evaluation of environment and social aspect covered in "Pengenalpastian aspek dan Penilaian Impek". Review consists of result of the action plan, evaluations, recommendation for next improvement.

The company also has implemented 3R program (reduced, re-use-recycle).

3.2 Detailed Identified Nonconformities, Corrective Actions and Auditor Conclusions

3.2.1. Status of previously identified nonconformities.

Corrective actions with respect to one major non conformity has been closed by Agrovet certification during Annual Surveillance Audit (ASA-1) and three minor nonconformities have been reviewed and found to be effectively implemented. The previous nonconformities are summarized below:

1. Refer to the NC number raised by another CB (Agrovet): 2

There is not yet documented contractual agreement with FELDA Plantation Division / FPD about Block 99 (consisting of 2 parcels); this was new planted in 2004 and is not under production, however under control of FELDA Plantation Division

Verification result by AgroVet:

A) Contractual agreement has to be generated and mutually signed
B) Appropriate Maps have to be updated (with issuing authority and date on it!) and attached to the agreement

Post Audit forwarded documents (05.09.2013) prove that these documents have been revised and completed

This Minor NC has been closed during ASA-1 by AgroVet.

2. Refer to the NC Number raised by another CB (AgroVet): 9

FELDA Policy on these aspects is issued and well known, however Paraquat use still is not decreasing but in reality increasing (Bukit Waha).

Verification by AgroVet during ASA-1:

Revise and implement a feasible internal action plan in order to reach the goals
Post Audit forwarded documents (05.09.2013) were not found sufficient yet to close out that observation; It also has to be considered that only full data of the current year may be used again to compare with the past year in order to evaluate a positive development from one year to the next one.

Verification by BSI during this surveillance:

It were noted that Paraquat usage has been reduced in Simpang Waha and Aping Barat estates, the record seen Paraquat usage in Simpang Waha estate: 0.1315 ai/ha in 2011, 0.330 ai/ha in 2012 and 0.139 ai/ha in 2013. Aping Barat estate: 0.346 ai/ha in 2011, 0.039 ai/ha in 2012 and 0.006 ai/ha in 2013

This Minor NC has been closed on 30 May 2014.

3. Refer to the NC Number raised by another CB (AgroVet): 13

Foreign worker housing provided by Hasrol Technoplant (subcontractor of FTP) situated in Bukit Waha/ Bukit Easter the condition is not acceptable; example: odor, drainage; no proper washroom, bedding situation and domestic waste situation not satisfying; however quarters under FTP are acceptable; situation has to be clarified with subcontractor

This NC has been reviewed and accepted by AgroVet during ASA-1, as stated in the AgroVet's report: "Fully improve the housing situation accordingly"

This Minor NC has been closed by AgroVet during ASA-1

During field visit, BSI auditor also conclude that FTP quarters visited found acceptable and it was seen FTP have built new quarters for workers and pending for Labour Department approval.

3.2.3. Status of previously identified observations

1. Refer to the observation number by another CB (Agrovet): 1
RSPO P & C – Criterion 2.2.3.1: evidence of boundary stones along the perimeter adjacent to state land and other reserves are being located and visibly maintained.

Verification during this surveillance:

During the field visit, it was noted all the boundary stones and markers are well maintained. Borders between settlers are visible at all the visited fields as per Felda boundary maintenance procedure.

2. Refer to the observation number by another CB (Agrovet): 3
RSPO P & C – Criterion 4.4.3:
 - A) Basically well maintained, SOP's present, however one fertilizer spreader sometimes did not obey a bufferzone to little river
 - B) Mr. Afiki (independent Smallholder: PPP waste found in the field!)

Verification during this surveillance:

All fertilizer applicators were retrained on 18/2/2014. Daily morning briefing for the

workers also includes the awareness on buffer zone. During the visit, it was found that buffer zones all well maintained.

3. Refer to the observation number by another CB (Agrovet): 4
RSPO P & C – Criterion 4.5.3: Records available, however maps are not always fully updated, therefore slight misunderstandings about block borders and parcels

Verification during this surveillance:

Records of areas where pesticides have been used is clearly marked on the map and updated regularly by the field supervisors and verified by the assistant managers

4. Refer to the observation number by another CB (Agrovet): 5
RSPO P & C – Criterion 4.5.3: Policies etc. available, also monitoring for past years available (e.g. Paraquat), however total amounts still increasing)

Verification during this surveillance:

Monitoring of pesticide used is maintained. Records review found that the usage of Paraquat has reduced. For example, Simpang Waha Estate: Paraquat usage has been reduced as follows:

2011: 0.1315 (ai/ha)
2012: 0.330 (ai/ha)
2013: 0.139 (ai/ha)

5. Refer to the observation number by another CB (Agrovet): 6
RSPO P & C – Criterion 4.6.1: Independent settler illegally stores PPP Mix and schedule waste in field.

Verification during this surveillance:

It is not verified due to Independent Settler is not included in the scope.

6. Refer to the observation number by another CB (Agrovet): 7
RSPO P & C – Criterion 4.6.3: Storage visually assessed and basically found it is according regulations however at the FTP storage was one observation: Washing water for PPE goes to concrete sink: actually planned for reuse, however a small leakage was detected.

Verification during this surveillance:

PPE washing area leakage has been

repaired on July 2013. Visit to the PPE washing area found the waste water is recycled for premix and no leakages found at the area.

7. Refer to the observation number by another CB (Agrovet): 8
RSPO P & C – Criterion 4.6.4: Mill: Datasheets in chemical store (to be better maintained) and window of storage to be repaired (window currently is partly not functional)

Verification during this surveillance:
Datasheet in chemical store is maintained and window has repaired and functioned.

8. Refer to the observation number by another CB (Agrovet): 11
RSPO P & C – Criterion 4.7.1: OSH Plan implemented however it was found that First Aid Kits sometimes are not clean or fully equipped

Verification during this surveillance:
The observation was not reasonably addressed. There were similar issues found at visited operating unit. Major NC was raised. Refer to section 3.2 for details.

9. Refer to the observation number by another CB (Agrovet): 12
RSPO P & C – Criterion 5.3.2: Visual assessment proving compliance, records on disposal updated, however in some particular spots the final implementation of that plan is not visible (minor deficiencies visually assessed)

Verification during this surveillance:
The observation was not reasonably addressed. There were similar issues found at visited operating unit. Minor NC was raised. Refer to section 3.2 for details.

10. Refer to the observation number by another CB (Agrovet): 14
RSPO P & C – Criterion 8.1.1: Action Plan for Paraquat is available and implemented, however goals were not reached as amount of use still is not decreasing – nevertheless fully monitored.

Verification during this surveillance:
Records review found that the usage of Paraquat has reduced. For example, Simpang Waha Estate: Paraquat usage has been reduced as follows:

2011: 0.1315 (ai/ha)
2012: 0.330 (ai/ha)
2013: 0.139 (ai/ha)

3.2.2. Nonconformities raised during this surveillance

3.2.2.1 Major Nonconformity

During this surveillance, 3 (three) Major, 3 (three) minor nonconformities and 2 (two) observation were identified. The company has submitted evidence for closing out Major nonconformity and has prepared Corrective Action Plan for addressing the identified minor nonconformities. The Audit Team has reviewed and accepted the evidence for closing out Major nonconformity and Corrective Action Plan. The Implementation of corrective action plan for minor non conformities will be followed up during the next Surveillance Assessment (ASA3). The Nonconformities are summarized below:

1. Ref 1059896N6 – RSPO SCCS Standard E. 3.4

The company has recorded purchasing FFB from estates, i.e. Nota Hantaran, Borang-Gatepass, and "Akuan Penerimaan BTS", all those records are available in place and updated, however no any marking of product name and RSPO supply chain model "MB" in Nota Hantaran (Delivery Note) as required in RSPO SCCS standard and procedure FGVPM-RSPO SCCS Rev. 2, dated 1 December 2012 "SOP Perkilangan untuk Pematuhan Sistem persijilan RSPO SCCS".

Verification result:

The company has designated new stamping (marking of product name and RSPO supply chain model "MB") and implemented since 27 / 05 / 2014 in the "Nota Hantaran" of each certified supply base, e.g. Nota Hantaran, dated 27 May 2014 from Bukit Aping Barat Estate, serial no. D875296 and Nota Hantaran, dated 27 May 2014 from Simpang Waha Estate, serial No. 079048.

This Major NC has been closed on 19 July 2014

2. Ref 1059896M1 - RSP0 P & C Criterion 4.6.5

Annual medical surveillance was not done for more than 12 months.

Simpang Waha Estate: During the document review it was found that sprayers and store clerk was not send for annual medical surveillance. Last medical surveillance was done on 15/4/2013 at Poliklinik Intan which is more than 12 months.

Bukit Aping Barat Estate: Sprayers and store clerk was not send for medical surveillance. Last medical surveillance was done on 13/5/11 at Klinik Dhillon Kota Tinggi which is more than 3 years.

Verification result:

Annual Medical Surveillance for the pesticides handlers for both estates was conducted by PathLab (Pathology and Clinical Laboratory, Sdn. Bhd) on 26 and 27 June 2014, e.g. medical surveillance for Mrs. Nurul khaleda Binti Muhd Razali and Mr. Anhar.

This Major NC has been closed on 19 July 2014.

3. Ref 1059896M2 – RSP0 P & C Criterion 4.7.1

- HIRARC was not reviewed since 2010
- First Aiders are not trained.
- First aid equipment was not available at work site.

Bukit Aping Barat Estate: HIRARC was last reviewed on 2010; however there was an accident on 8 April 2013, but the HIRARC was not reviewed.

Simpang Waha Estate: During the visit to Harvesting and spraying operation on 26/5/2014, it was found that no first aid equipment available at work site and the first aid kit holders were not trained. Further verification with both supervisors confirmed that they did not bring any first aid equipment to the work site and they were not trained on first aid.

Verification result:

- The HIRARC has been reviewed and updated as documented in "Pengenalpastian Hazad, Penilaian

risiko and Penentuan Kawalan-Borang no. 4.7.1, dated 02 June 2014.

- First aid training was conducted for first kit holder on 25 June 2014, minutes meeting and attendances list as evidence.
- Felda Kompleks Waha distributed warning letter in to supervisors on the compulsory of bringing first aid kit during the operation hours and it has been implemented (photograph as evidence).

This Major NC has been closed on 19 July 2014.

3.2.2.2. Minor Nonconformities

1. Ref 1059896N6 - RSP0 P & C Criterion 5.3.2.

Bukit Aping Barat Estate: During the visit and document review, it was found that the empty agrochemical containers were triple rinse and punctured, however the inventory record was not available. Also this was raised as an observation during the last assessment.

2. Ref 1059896N3 - RSP0 P & C Criterion 5.5.3

Burning of domestic waste found at workers housing.

Simpang Waha Estate: Visit to the foreign workers housing on 26/5/2014 found evidence of burning domestic waste.

3. 1059896N4 - RSP0 P & C Criterion 6.1.3
Timetable with responsibilities for social action plan is not available.

Bukit Aping Barat Estate: SIA has been done on March 2013. However, timetable with responsibilities for mitigation and monitoring is not available.

Those NCs will be verified further in the next surveillance

3.2.3. Observation

1. It is to be considered to follow up the progress of canteen food handler training which has been planned on 1 July 2014.
2. **Bukit Aping Barat and Simpang Waha estates:** Minimum wages order 2012 was implemented since January 2013, it is to be considered the regulation included in

the "Senarai Undang- undang dan keperluan yg berkaitan bagi pematuhan RSPO (Antarabangsa dan Malaysia)".

Noteworthy Positive Components

The systems for documentation relevant to RSPO requirements are maintained. Felda Kompleks Waha continues to support in compliance with RSPO requirements.

3.3 ISSUED WAS RAISED BY STAKEHOLDERS AND FINDING WITH RESPECT TO EACH ISSUE.

The positive comments was noted during stakeholders interview, such as: the company has complied with labour regulation, the company providing housing and others facilities for workers, well communicate with scheme smallholder (Peneroka), etc and no any negative comments was received.

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 DATE OF NEXT SURVEILLANCE VISIT

The next surveillance visit will be scheduled on March 2015

4.2 STATUS OF CLOSING NONCONFORMITIES (MAJOR AND MINOR)

<i>Reference</i>	<i>Category</i>	<i>Issued</i>	<i>Closed</i>
Refer to the NC by another CB (Agrovet): 2	Minor	12/01/2012	May 2012
Refer to the NC by another CB (Agrovet): 9	Minor	12/01/2012	30/04/2013
Refer to the NC	Minor	30/04/2013	05/09/2013

<i>Reference</i>	<i>Category</i>	<i>Issued</i>	<i>Closed</i>
by another CB (Agrovet): 2			
Refer to the NC by another CB (Agrovet): 9	Minor	30/04/2013	30/05/2014
Refer to the NC by another CB (Agrovet): 13	Minor	30/04/2013	30/05/2014
Refer to the NC by another CB (Agrovet): 15	Major	30/04/2013	29/06/2014
Ref 1059896N6	Major	30/05/2014	19/07/2014
Ref 1059896M1	Major	30/05/2014	19/07/2014
Ref 1059896M2	Major	30/05/2014	19/07/2014

4.3 ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY AND FORMAL SIGN-OFF OF ASSESSMENT FINDING.

Please sign below to acknowledge receipt of the assessment visit described in this report and confirm the acceptance of the assessment report contents including assessment findings.

Signed for on behalf of
FELDA WaHa



Mr. Anthonius P. Sani
Sustainability Manager

Signed for on behalf of
BSI Group Malaysia, Sdn Bhd



Haeruddin
BSI RSPO Lead Assessor
Date: 05 August 2014

Appendix "A"
Supply Chain Certification Audits

Criterion 1. Documented procedures.			
The facility shall have written procedures and/or work instructions to ensure implementation of all the elements specified in these requirements.			
	Requirement	Evidence	Compliance
Applicable for SG and MB			
1.1	The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a. Complete and up to date procedures covering the implementation of all the elements in these requirements. b. Complete and up to date records and reports that demonstrate compliance with these requirements. c. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard	<ul style="list-style-type: none"> - Procedure has covering all requirements in RSPO Supply Chain System as documented in procedure no. FGVPM-RSPO SCCS Rev. 2, dated 1 December 2012 "SOP Perkilangan untuk Pematuhan Sistem persijilan RSPO SCCS" - Record of all requirement is updated, e.g. record of incoming certified product daily basis. - The company has established organizational chart for person who is responsible in RSPO SCCS as "Carta Organisasi AJK System Penyeliaan RSPO SCCS". Mr. Aizanizam Bin Motalib in-charge in RSPO SCCS implementation. Job description is detailed for each Department. 	
1.2	The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	<ul style="list-style-type: none"> - Procedure of receiving and processing of certified and non-certified FFB is covered in procedures as mentioned above. 	

Criterion 2. Purchasing and goods in.			
The facility shall ensure that RSPO certified palm oil and products are identified.			
The facility shall ensure that RSPO certified palm oil and certified products are identified. This shall include at minimum the following:			
	Requirement	Evidence	Compliance
Applicable for SG and MB			
2.1	The facility shall verify and document the volumes of certified and non-certified FFBs received	<ul style="list-style-type: none"> - Volume record of certified product and non-certified products is separated in computerized system. 	
2.2	The facility shall have a mechanism in place for handling non-conforming material/ documents	<ul style="list-style-type: none"> - Volume of certified and non-certified documented in "Kilang Sawit Waha Laporan Harian Rumusan", eg. Dated 26/05/2014 	
2.3	The facility shall inform the BSI immediately if there is a projected overproduction.	<ul style="list-style-type: none"> - During document review, no any over projection, monitoring of balancing 	

		stock.	
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Criterion 3: Record Keeping			
	Requirement	Evidence	Compliance
3.1	Applicable for SG and MB: The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.	Record of all requirement is updated, e.g. record of incoming certified product daily basis.	
3.2	Applicable for SG and MB: Retention times for all records and reports shall be at least five (5) years.	Retention time of record is 10 years as regulated in procedure.	
3.3	Applicable only for SG: The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.	N/A	
	Applicable only for MB: a) The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The facility can only deliver Mass Balance sales from a positive stock. However, a facility is allowed to sell short.	Balancing record of receipts and deliveries of RSPO certified CPO and PKO three monthly basis and also monitored daily, and monthly. FFB receiving recorded daily basis in "Laporan Rumusan Harian", e.g. - Date 26 May 2014. FFB received 614.00 MT → OER (22.44%) → CPO RSPO certified (137.73 MT) - Date 26 May 2014. FFB received 614.00 MT → KER (6.01%) → CPO RSPO certified (36.91 MT) Computerized system is not allowed delivered from negative stock.	
3.4	Applicable only for SG: The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/SG or Segregated. The supply chain model used should be clearly indicated.		
	Applicable only for MB: The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/MB or Mass Balance. The supply chain model used should be clearly indicated. .	The company has recorded purchasing FFB from estates, i.e: - Nota Hantaran/Delivery Note (Serial number, Project Code, Name of Grader, Number of plot, truck Identity, date), - Borang "Gatepass" in weighbridge before grading (serial no., Truck identity, date) - Akuan Penerimaan BTS (after Grading). --> Serial no., origin of product, truck identity, serial no. Nota Hantaran, quantity (MT), During document review, all those records are available in place and updated, however no any marking of product name and RSPO supply	

		<p>chain model "MB" in Nota Hantaran (Delivery Note) as required in RSPO SCCS standard and procedure FGVP-MSPO SCCS Rev. 2, dated 1 December 2012 "SOP Perkilangan untuk Pematuhan Sistem persijilan RSPO SCCS" (Major NC was raised)</p> <p>Sales Delivery documents:</p> <ul style="list-style-type: none"> - Delivery Order from buyer (contract no., date, truck identity) - Gate Pass (serial no., Truck identity, date) - Quality of product "Kertas Semak-Penghantaran Isi Sawit. - Delivery note "Nota Timbang" name of product, origin, buyer name and address, quantity (MT), serial no.) <p>Sample taken: Nota Hantaran (No. D876187), Borang Gate Pass (01149081), Akuan Penerimaan TBS (A00013129), dated 27 Mei 2014.</p> <p>DO delivery PK certified (DO4050134051546-1), Borang Gate Pass (04001313), Delivery Note (Serial no refer to the "Nomor Hantaran and No. Pass".</p>	
3.5	<p>Applicable only for MB: In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.</p>	N/A (No any outsourcing process)	

Criterion 4: Sale and goods out.

This criterion is applicable to purchase and sales invoices and associated documents.

The facility shall ensure that all sales invoices *or relevant documents*, e.g. delivery notes, shipping documents and specification documentation, issued for RSPO certified oil palm products delivered include sufficient information, this may include the following:

	Requirement	Evidence	Compliance
	Applicable for SG and MB		
4.1.	<p>The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:</p> <ol style="list-style-type: none"> a. The name and address of the buyer; b. The date on which the invoice was issued; c. A description of the product, including the applicable supply chain model (Segregated or Mass balance). d. The quantity of the products delivered; e. Reference to related transport documentation. 	<p>The company has included all information relation to the sales invoices, e.g. Invoices date 26/05/2014.</p> <p>Name of buyer: Kernel Crushing Plant Pasir Gudang, Johor.</p> <p>Date issued: 26/05/2014</p> <p>Stamping: FELDA Kilang Waha (RSPO PK – MB: 39.40 MT)</p> <p>Refer to the "Nombor Hantaran, pass number and contract number.</p>	

Criterion 5: Processing.

	Requirement	Evidence	Compliance
Applicable only for SG:			
5.1	The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that it has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical material; up to 5 % contamination is allowed.	Not Applicable (NA)	
5.2	The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material.		
5.3	In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that: The crush operator conforms to these requirements for segregation The crush is covered through a signed and enforceable agreement		

Criterion 6. Training.

	Requirement	Evidence	Compliance
Applicable for SG and MB			
6.1	The facility shall have a defined training plan, which is subject to on-going review and supported by training records.	Training record of RSPO SCCS was determined in "Jadual Latihan untuk Petugas / Kontraktor" Tahun 2014.	
6.2	The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems	Training was conducted in 20/05/2014 "SOP Perkilangan untuk Pematuhan Sistem Persijilan RSPO SCCS" attended 7 participants.	
6.3	The facility shall keep records of the training provided to staff in relation to implementation of these requirements.	Record training is documented "Fail Latihan".	

Criterion 7. Claims.

	Requirement	Evidence	Compliance
Applicable for SG and MB			
8.1	The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Guidelines for Communication and Claims.	All RSPO material - the company has not made claims outside of the RSPO rules for Communications and Claims.	

KILANG KOMPLEKS WAHA**FFB received & Processed Monthly by Kilang Kompleks Waha
(01/06/2013 - 31/05/2014)**

Month	Aping Timur	Aping Barat	Simpang Waha	Bukit Easter	Bukit Waha	Total FFB/month
June 2013	20,221.11	1,912.74	3,285.75	1,056.64	4,021.59	30,497.83
July 2013	4,883.75	2,332.75	3,730.40	1,303.52	3,598.61	15,849.03
August 2013	4,311.55	2,141.87	3,401.97	1,123.55	3,146.43	14,125.37
September 2013	5,145.05	2,592.35	4,088.51	1,463.35	4,043.87	17,333.13
October 2013	4,676.89	2,387.15	3,327.44	1,381.46	3,837.66	15,610.60
November 2013	4,112.95	2,110.41	3,073.26	1,208.09	3,418.76	13,923.47
December 2013	4,623.17	2,172.30	2,760.12	1,304.08	3,211.36	14,071.03
January 2014	3,731.04	1,985.34	2,154.30	755.45	2,537.51	11,163.64
February 2014	2,484.20	1,402.37	6,873.12	1,528.37	550.89	12,838.95
March 2014	2,817.01	1,291.17	1,685.80	645.77	1,780.67	8,220.42
April 2014	3,120.97	1,490.50	1,975.23	721.98	2,057.31	9,365.99
May 2014 (estimate)	3,609.43	1,639.28	2,215.61	801.86	2,229.08	10,495.26
Total	38,632.26	19,212.74	31,555.36	10,933.96	26,813.54	127,147.86

CPO AND PK PRODUCTION

NO.	MILL	ESTIMATE IN ASA-1 (01/06/2012 up to 31/05/2013)		ACTUAL PROD. (01/06/2013 up to 31/05/2014)		SELLING CERTIFIED PRODUCT (01/06/2013 up to 31/05/2014)	
		CPO	PK	CPO	PK	CPO	PK
1	KILANG KOMPLEKS WAHA	30,709.59	7,334.62	32,183.80	8,280.29	18,400.00	0.00

SELLING OF CERTIFIED PRODUCT

NO.	NAME OF BUYER	DATE	SELLING CERTIFIED PRODUCT BY GREEN PALM		SELLING CERTIFIED PRODUCT BY E_TRACE	
			CPO (MT)	PK (MT)	CPO (MT)	PK (MT)
1	Felda Iffco Oil Product	01/06/2013- 27/05/2014	18,400	0	0	0
	TOTAL		18,400	0	0	0

Appendix "B"
RSPO Certificate Details

FELDA Kompleks WAHAHead Office:

Plantation Sustainability and Quality Management (PSQM) Department, Felda Global Ventures Plantations Sdn Bhd, (Malaysia)

Tingkat 8, Balai Felda, Jalan Gurney Satu, 54000 Kuala Lumpur

Contact Person : Norazam Bin Abdul Hameed, (FGVPMSB)

Email : norazam.ah@feldaglobal.com

Management Unit FELDA – KOMPLEKS WAHA:

81907 Kota Tinggi, Johor

Malaysia.

Contact Person : Muhamad Shafiq Ariffin,

Email : shafiqariffin@gmail.com; shafiq.ma@feldaglobal.com

Certificate Number:

Applicable Standards: RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; RSPO P&C MY-NIWG 2010; and RSPO Supply Chain requirements for CPO Mills; Nov 2011 Module E – Mass Balance.

Kilang Sawit Waha Palm Oil Mill and Supply Base	
Location Address	81907 Kota Tinggi, Johor Malaysia.
GPS Location	1° 47' 37" N - 104° 4' 31"E
CPO Tonnage Total Projected	31,416 MT
PK Tonnage Total Projected	8,211 MT
Company Own estates FFB Tonnage, including settler/scheme smallholder managed under Felda/FTP	142,800 MT
Smallholders FFB Tonnage	-
Small-growers FFB Tonnage	-

CPO Tonnage Claimed	31,416 MT
PK Tonnage Claimed	8,211 MT

Estate	Mature (ha)	Immature (ha)	Unplatable/ others	Total land lease	Annual FFB Production (mt)
Felda Aping Timur	2,323.12	0.00	0.00	2,684.94	43,800
Felda Aping Barat	1,012.12	504.75	0.00	1,658.60	22,100
Felda Simpang Waha	1,209.98	867.25	0.00	2,277.99	32,700
Felda Bukit Easter	467.71	1,252.68	0.00	1,608.72	11,400
Felda Bukit Waha	1,321.43	40.44	0.00	1,366.35	32,800
TOTAL	6,334.36	2,665.12	0.00	9,596.60	142,800

Appendix "C"
Annual Surveillance Audit (ASA-2) Programme

Date	Time	Description	Haeruddin	Mohd. Haris	Kelvin
Sunday, 25/05/2014	13.15 – 16.15	Haeruddin: Flight Jakarta – Kuala Lumpur (by AirAsia)	√		
	20.50 – 21.40	Haeruddin and Mohd. Haris Flight Kuala Lumpur – Johor Bahru (by AirAsia)	√	√	
Monday, 26/05/2014	08.30 – 09.00	Opening Meeting - Welcome by Felda - Opening meeting by BSI (including introduction of team members and assessment agenda).	√	√	
	09.00 – 12.30	Transfer Audit	√		
		Field Visit (Waha Palm oil Mill): Worker interviews (OSH, contract, salary, etc), PPE, safe working environment, walk ways, signs, EFB. POME treatment, emissions, diesel tanks, fire extinguishers, first aiders and boxes, etc.	√		
		Field visit (Simpang Waha estate): Herbicide application programmes, harvesting, fertilising operations, HCV's, riparian zones, water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, Boundaries inspection, worker interviews, social amenities, housing, landfill, clinic, interview with local communities, social issues etc.		√	
	12.30 – 14.00	Lunch			
	14.00 – 17.00	Document review (Waha Palm oil Mill) RSPO P & C	√		
Field visit (Simpang Waha estate) Herbicide application programmes, harvesting, fertilising operations, HCV's, riparian zones, water management, road maintenance, terracing, chemical stores, fertilizer store, workshops, Boundaries inspection, worker interviews, social amenities, housing, landfill, clinic, interview with local communities, social issues etc.(Continue)			√		
Tuesday, 27/05/2014	09.00 – 12.30	Flight Kuala Lumpur – Johor Bahru (Mr. Kelvin) By AirAsia (08.25 – 09.15)			√
		General information, time bound clarification and partial certification + RSPO SCCS in Waha POM	√		√
		Interview and field visit Independent Settlers		√	
		Document Review: Simpang Waha Estate		√	
	12.30 – 14.30	Lunch			
14.30 – 17.00	Document Review: Simpang Waha Estate	√	√	√	
Wednesday, 28/05/2014	09.00 – 12.30	Field visit (Bukit Aping Barat Estate): Herbicide application programmes, harvesting, fertilising operations, HCV's, riparian zones, water management, road maintenance, terracing, Boundaries inspection, , landfill, etc	√		√
		Field visit (Bukit Aping Barat Estate): chemical stores, fertilizer store, workshops, worker interviews, social amenities, housing, clinic, interview with local communities, social issues etc.		√	
	12.30 – 14.00	Lunch			
	14.00 – 15.30	Field visit (Bukit Aping Estate): Continue	√	√	√
	15.30 – 17.00	Document review (Bukit Aping Barat Estate)	√	√	√
Thursday, 29/03/2014	08.30– 12.30	Document review (Bukit Aping Barat Estate)	√	√	√
	12.30 – 14.00	Lunch			
	14.00 – 17.00	Preparing closing meeting	√	√	√

Date	Time	Description	Haeruddin	Mohd. Haris	Kelvin
Friday, 30/05/2014	08.30 – 09.30	Closing meeting	√	√	√

Appendix "D"
List of Stakeholders Contacted

Internal Stakeholders:	External Stakeholders:
2 harvesters 3 sprayers 1 supervisor 2 store clerks	1 scheme smallholders leader 13 scheme smallholders/peneroka 2 local clinic staffs 1 local community

Appendix "E"
FELDA Time Bound Plan

No	Mill complexes to be audited in the respective year									
	2009	2010	2011	2012	2013	2014	2014	2015	2016	2017
1	K. Gelanggi	Jengka 21	Adela	Belitong	F. Harapan	Embara Budi	Neram	Palong Timor	Aring A	Sampadi
2	L. Utara 6	Jengka 3	Lok Heng	Bukit Besar	Baiduri Ayu	L. Kemudi	Pancing	Serting Hilir	Aring B	Pontian
3		Jengka 8	Semencu	Kahang		Kalabakan	Besout	Maokil	Ciku	Jerangau Distari
4		L. Utara 4	Waha	Kulai		Umas	Trolak	Tenggaroh	Kemahang	
5		Jengka 18	B. Kepayang	Nitar		Mercu Puspita	Keratong 2	Tenggaroh Timor	Tersang	
6		Padang Piol	Bukit Mendi	Penggeli		Nilam Permata	Selancar 2A	Kechau A	Cini 2	
7			Kemasul	Lepar Hilir		Hamparan Badai	Selancar 2B	Kechau B	Cini 3	
8			Tementi	Bukit Sagu		Kembara Sakti	Chalok	Keratong 9		
9			Triang			Keratong 3	Jerangau Barat			
10						Sg Tenggi	Jerangau Baru			
11						Krau	Kertih			
12						Mempaga	Selendang			
13						Serting				
14						Pasoh				
15										
Plan	2	6	9	8	2	15	12	8	7	2
Total	2	8	17	25	27	42	54	62	69	71

Certified	Audited	Internal Process	Future Activity