

**RSPO PRINCIPLE AND CRITERIA –
4th ANNUAL SURVEILLANCE ASSESSMENT (ASA4)
Public Summary Report**

WAGS Air Kuning
Client company Address: Upper Penthouse, Wisma RKT, No. 2, Jalan Raja Abdullah, 50300 Kuala Lumpur, Federal Territory, Malaysia
Certification Unit: Wild Asia Group Scheme – Air Kuning, Perak Location of Certification Unit: Air Kuning, Perak, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0138-13-000-00	Membership Approval Date	20/03/2013
Parent Company Name	Wild Asia Sdn Bhd (Wild Asia Group Scheme)		
Address	Upper Penthouse, Wisma RKT, No. 2, Jalan Raja Abdullah, 50300 Kuala Lumpur, Federal Territory, Malaysia		
Subsidiary (Certification Unit Name)	N/A		
Address	N/A		
Contact Name	Sheila Senathirajah		
Website	http://oilpalm.wildasia.org/small-producers/wags/	E-mail	sheila@wildasia.org
Telephone	+603 6201 2150	Facsimile	+603 6201 2150

2. Certification Information			
Certificate Number	RSPO 660787	Date of First Certification	20/03/2015
		Certificate Start Date	20/03/2015
		Certificate Expiry Date	19/03/2020
Scope of Certification	Production of RSPO certified FFB		
Applicable Standards	RSPO Management System Requirements and Guidance for Group Certification of FFB Production March 2018.		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 691031	MS 2530-2:2013 Part 2 : General Principles for Independent Smallholders	BSI Services Malaysia Sdn Bhd	03/10/2023

4. Location(s) of Mill & Supply Bases			
Group	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
WAGS Air Kuning	Air Kuning, Perak, Malaysia	04° 13' 11.5" N	101° 08' 27" E

5. Description of Supply Base					
Group (WAGS Air Kuning)	Total Planted (Mature + Immature) (ha)	HCV ** (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
100% Managed by TJC	111.11	-	-	111.11	100.00
Partially Managed by TJC	765.69	-	-	765.69	100.00
Orang Asli	157.48	-	-	157.48	100.00
SLSB*	333.38	-	-	333.38	100.00
Total	1,367.66	-	-	1,367.66	100.00

*New members 2019; **Based on HCV studies.

6. Plantings & Cycle							
Group (WAGS Air Kuning)	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
100% Managed by TJC	-	25.74	56.18	11.65	17.54	111.11	-
Partially Managed by TJC	7.01	111.91	393.23	160.04	93.50	758.68	7.01
Orang Asli	1.70	48.88	56.96	39.00	10.94	155.78	1.7
SLSB*	-	94.85	141.87	42.68	53.98	333.38	-
Total	8.71	281.38	648.24	253.37	175.96	1,358.95	8.71

*New members 2019

7. Certified Tonnage of FFB (Own Certified Scope)			
Group (WAGS Air Kuning)	Tonnage / year		
	Estimated (Mar 2018-Feb 2019)	Actual (Mar 2018-Feb 2019)	Forecast (Mar 2019 – Feb 2020)
100% Managed by TJC	3,475.60	2,434.18	2,555.89
Partially Managed by TJC	21,305.91	13,522.64	14,198.77
Orang Asli	5,149.12	2,570.60	2,699.13
SLSB*	-	8,184.44	8,184.44
Total	29,930.73	26,711.86	27,638.23

*New members 2019

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Mar 2018-Feb 2019)	Actual (Mar 2018-Feb 2019)	Forecast (Mar 2019 – Feb 2020)

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Nil	N/A	Nil	N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Mar 2018-Feb 2019)	Actual (Mar 2018-Feb 2019)	Forecast (Mar 2019 – Feb 2020)
Nil	N/A	N/A	N/A
Total			

10. Certified Tonnage			
Mill Capacity: n/a SCC Model: n/a	Estimated ** (Mar 2018-Feb 2019)	Actual (Mar 2018-Feb 2019)	Forecast (Mar 2019 – Feb 2020)
	FFB	FFB	FFB
	29,930.73	18,527.42	27,638.23
	CPO (OER: 18.85%)	CPO (OER: 18.73%)	CPO (OER: 18.40%)
	7,179.73	3,470.19	5,085.43
	PK (KER: 5.45%)	PK (KER: 5.46%)	PK (KER: 5.45%)
	1,619.25	1,011.60	1,506.28
	PKO (45%)	PKO (45%)	PKO (45%)
	729.16	455.22	677.83
	PKE (55%)	PKE (55%)	PKE (55%)
1,534.08	556.38	826.46	

*OER & KER Rate based on Tian Siang Oil Mill Air Kuning source

**carry forward volume included

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	n/a	n/a	n/a	n/a	n/a

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	n/a	n/a	n/a	n/a	n/a

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	IP	7,179.00
IS-CSPKO	IP	729.00
IS-CSPKE	IP	1,534.00

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
 (ASI Accreditation Number: ASI-ACC-067)
 Unit 3, Level 10, Tower A
 The Vertical Business Suites, Bangsar South
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur
 Tel +603 2242 4211 Fax +603 2242 4218
 Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK’s National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site surveillance assessment was conducted from 19 & 20/02/2019 and 04-08/03/2019. The audit programme is included as Appendix D. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out off-site assessment was conducted after the HQ (Group Manager Office) Closing Meeting session on 15/03/2019. Subsequently, all evidences for Major NC close-out were submitted on 19/04/2019.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Certification requirement for Group Certification (2016) was used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

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- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. 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. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

The following table would be used to identify the locations to be audited each year in the 5 year cycle

Assessment Program					
No. of Smallholders	Year 1 (Certification; by other CB)	Year 2 & 3 (ASA 1 & 2)**		Year 4* (ASA 3)	Year 5* (ASA 4)
CERTIFIED Smallholders	34	34	175	171	261
NEW Smallholders	-	141	-	90	74
Total Certified Smallholders	34	175	175	261	335

Kindly refer to Appendix F for details smallholders list. Total smallholders sampled; existing: 17, new : 10

*Number of smallholder will change yearly depending on the increase and decrease of smallholders.

Tentative Date of Next Visit: March 9, 2020 – March 13, 2020

Total No. of Mandays: 18.0 mandays

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Hafriazhar Mohd Mokhtar	Team member	Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.
Ronnie Tan	Team member	Ronnie Tan is a Social Compliance and Security Auditor for more than 15 years. He is a qualified Lead Auditor for SMETA 2 & 4 Pillar, Responsibility Business Alliance (RBA), C-TPAT, TAPA FSR & TSR and other code of conduct audits scheme. He is a National Social Compliance Manager during his past employment and manages a pool of social auditors on social and security audits. He has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Singapore, Vietnam and Philippines. He has been trained in the RSPO P&C standards, BSCI standard, RBA standards, McDonalds SWA, Disney ILS and has been actively involved in RSPO audits & 2nd party audits within Malaysia. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.
Muhamad Naquiuddin Mazeli	Team Member	He graduated with Bachelor of Science Horticulture at University Putra Malaysia. He started his career in 2009 as Researcher at Sime Darby Research Seed Centre and manage for Quality control for seed production for paddy, chilli and corn with collaboration with Malaysian Agricultural Research and Development Institute (MARDI) for 4 years. During the period, he was also involved with Nestle project on Red Rice production. He later joins the Sime Darby Plantation Berhad Sustainability Team in 2013 as Sustainability Executive. Joining the sustainability team, he managed, implemented and monitored the RSPO, ISCC, MSPO and ISO 9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training and internal audits related to RSPO, MSPO and other certifications where applicable to the operations within Sime Darby Plantation. He is a trained Safety Officer and he managed the Occupation Safety and Health of Northern Region Sime Darby Plantation Berhad operations. During assessment, he covered the mill and estate best practices and legal issues relevant to occupational safety, health and environmental including HCV as well as GHG.

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Accompanying Persons:

No.	Name	Role
Nil	n/a	n/a

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

Date	Time	Subjects	HMM	MM	MN	RT
Tuesday 19/2/2019	*1000 – 1030	Opening meeting: • Opening presentation by audit team leader • Confirmation of assessment scope and finalize audit plan	✓	✓	-	-
	1030 – 1300	Review member folders & key management documents	✓	✓	-	-
	1300 - 1400	Lunch				
	1400 – 1700	Document review: Land use type, customary right land, complaints and grievance, safe work practices, employment conditions, training and competency, environmental management plan, energy usage, waste management plan, natural water resources, bio-D, ERT awareness, zero burning, best practices, site management and development of new planting (if any) Verify previous nonconformities.	✓	✓	-	-
Wednesday 20/2/2019	*1000 – 1300	Document Audit: Public documents, SOPs, Policies, Internal audit, Production & traceability requirements, FFB pricing, legal and other requirements, Review on SEIA documents and records, wage records, complaint records, workers records, training records, permits, CIP, etc.	✓	✓	-	-
Sunday 3/3/2019	PM	Audit Team travel to Kampar. Check-in at Grand Kampar Hotel	✓	-	✓	✓
Monday 4/3/2019	0900 – 1200	Document Audit: Traceability documents checks at Sawit Langkap (New Member)	✓	-	✓	✓
	1200 – 1300	Lunch				
	1300 – 1600	Continue with Document Audit: Traceability documents checks at Sawit Langkap (New Member)	✓	-	✓	-

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Date	Time	Subjects	HMM	MM	MN	RT
		Stakeholder Visits: - Chenderung Kelubi Tok Batin - SK Chenderung Kelubi - Headmaster Air Kuning Police Station	-	-	-	✓
	1600 1630	- Audit team discussion	✓	-	✓	✓
Tuesday 5/3/2019	0900 1200	- Field visit: WAGS-177; WAGS-39; WAGS-166; WAGS-52 Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	✓
	1200 1300	- Lunch				
	1300 1600	- Field visit: WAGS-1392, WAGS-76; WAGS-170; WAGS-142 Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	✓
	1600 1630	- Audit team discussion	✓	-	✓	✓
Wednesday 6/3/2019	0900 1200	- Field visit: WAGS-1417, WAGS-174; WAGS-26; WAGS-84 Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	-
	1200 1300	- Lunch				
	1300 1600	- Field visit: WAGS-90, WAGS-131; WAGS-1400; WAGS-112; WAGS-141 Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	✓
	1600 1630	- Audit team discussion	✓	-	✓	✓
Thursday 7/3/2019	0900 1200	- Field visit: 3 New Members @ Sawit Langkap site Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	-

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Date	Time	Subjects	HMM	MM	MN	RT
		Stakeholder Visits: - MPOB Tunas Officer - Kg. Baru Air Kuning Village Head - HSH Sub-contractor	-	-	-	✓
	1200 – 1300	Lunch				
	1300 – 1600	Field visit: 3 New Members @ Sawit Langkap site Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	✓
		Document Audit: Traceability documents checks at TJC	✓	-	✓	✓
	1600 – 1630	Audit team discussion	✓	-	✓	✓
Friday 8/3/2019	0900 – 1200	Field visit: 2 New Members @ Sawit Langkap site Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	✓
	1200 – 1400	Lunch & Friday Prayer				
	1300 – 1600	Field visit: 2 New Members @ Sawit Langkap site Field activities – harvesting, spraying fertilizing, legal land use rights, land conflict, boundary pillars and riparian protection	✓	-	✓	✓
	1600 – 1630	Audit team discussion & travel back to KL	✓	-	✓	✓
Friday 15/3/2019	*1000 – 1230	Closing meeting	✓	-	-	-

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Multiple Management Units / Time Bound Plan – Not applicable
- RSPO P&C 2013 Generic
- RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017

- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

3.2 Time Bound Plan progress for multiple management units

Not applicable as this is group certification for independent smallholder.

3.3 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	n/a	n/a

3.4 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Certification Assessment there were four (4) Major & 4 (four) Minor nonconformities raised. The WAGS Air Kuning Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1744451-201902-M1	Clause & Category (Major / Minor)	Indicator E1.2.4 Major
Date Issued	15/03/2019	Due Date	12/06/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	12/05/2019
Statement of Nonconformity:	Communication/explanation to potential new members under Sawit Langkap was not evidence		
Requirement Reference:	The Group Manager shall provide potential and existing Group members with the following: <ul style="list-style-type: none"> • An explanation of the RSPO certification process. • An explanation of the criteria for group membership. 		

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	<ul style="list-style-type: none"> • An explanation as to the Group Manager’s needs and the rights of the certification body to access the group members' documentation and plantations for the purposes of evaluation and monitoring. • An explanation of the certification bodies and RSPO requirements with respect to public information. • An explanation of any obligations with respect to group membership, such as: <ul style="list-style-type: none"> o Maintenance of information for monitoring purposes; o Requirement to conform to conditions or corrective actions issued by the certification body. o Explanation of any costs associated with group membership. o Other obligations of group membership.
Objective Evidence:	No evidence of communication/explanation on RSPO Certification Process to potential new members under Sawit Langkap
Corrections:	Conduct orientation training to communicate the WAGS membership and RSPO related requirements to new members. SL availability is on 22nd Apr 2019 - see Evidence 1 for email on confirmation on training date and Evidence 2 for Training Itinerary. Note: Training records will be shared post training conducted.
Root Cause Analysis:	Sawit Langkap agreed to join the WAGS Programme at very last minute. Current process does not address criteria / minimum activities for adding new member’s late request to be included in audit scope. There is an oversight implementation as per WAGS System SOP to conduct orientation for all new members due to time constraint.
Corrective Actions:	Ensure implementation as per our SOP where members will only be accepted into WAGS Scheme post attending orientation training.
Assessment Conclusion:	<p>Off-site evidence verification:</p> <ul style="list-style-type: none"> - Revision of SOP for WAGS scheme Title: WAGS Standard Operating Procedures & Training; No. WMS 2.15.1; V3 19/4/2019 - Training plan for WAGS mandatory training (T01 – T12 & P455) to new members for 2019 - Records of orientation training provided to 1st batch of new members dated on 22/4/2019 <p>Evidence shown consistency with CAP. Hence, Major NC closed on 23/5/2019.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1744451-201902-N1	Clause & Category (Major / Minor)	Indicator 2.2.1 Minor
Date Issued	15/03/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	“Open”
Statement of Nonconformity:	Maps showing the legal boundaries were not kept/available for sampled new members under Sawit Langkap.		
Requirement Reference:	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. Requirement for Individual Member with up to 50ha of plantation size: Check that the titles or deeds allow the growing of oil palm where this is required by country legislation Requirement for Group Manager:		

	- The Group Manager shall demonstrate documentary evidence of legal ownership or lease, history of land tenure and the actual legal use of the land according to local laws. - Maps showing the legal boundaries shall be kept.
Objective Evidence:	No evidence that maps showing the legal boundaries were kept/available for sampled new members under Sawit Langkap.
Corrections:	Develop maps for new members under Sawit Langkap - See Evidence 5
Root Cause Analysis:	Sawit Langkap agreed to join the WAGS Programme at very last minute. There is insufficient time to prepare boundary map.
Corrective Actions:	Ensure implementation as per our SOP where members will only be accepted into WAGS Scheme post all basic documentation are completed.
Assessment Conclusion:	CAP accepted. Evidence of CAP effectiveness to be verified in next assessment.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1744451-201902-N2	Clause & Category (Major / Minor)	Indicator 4.1.2 Minor
Date Issued	15/03/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	A mechanism to check consistent implementation of procedures not in place.		
Requirement Reference:	4.1.2 A mechanism to check consistent implementation of procedures shall be in place. The Group Manager has regular checks using procedures set at group level for SOP implementation.		
Objective Evidence:	For the existing member the field assessment have been done on Jan – Feb 2019 for all farmers. The records for members below was sighted: Existing Members: 1) WAGS – 177 2) WAGS – 39 3) WAGS – 166 4) WAGS – 52 5) WAGS – 141 6) WAGS - 112 However the mechanism in place conducted by the WAGS management to monitor farm operation info such as FFB production volume for each farmer in Sawit Langkap found not fully effective to ensure consistent implementation of procedures.		
Corrections:	Work with Sawit Langkap personnel to ensure all relevant documentation are completed.		
Root Cause Analysis:	Sawit Langkap is new member. The normal monitoring process as per farmers under Sawit Langkap has not been implemented		

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Corrective Actions:	Periodic monitoring of FFB monthly records from Sawit Langkap.
Assessment Conclusion:	CAP accepted. Evidence of CAP effectiveness to be verified in next assessment.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1744451-201902-N3	Clause & Category (Major / Minor)	Indicator 6.1.3 Minor
Date Issued	15/03/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Training on group manager's plan on mitigation of negative impacts and promotion of positive one for SLSB and SLSB's members not being conducted.		
Requirement Reference:	<p>Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Requirement for Individual Member with up to 50ha of plantation size</p> <p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts Requirement for Group Manager Group Managers shall organise training for members on social risks and mitigation measures</p>		
Objective Evidence:	<p>Requirement for Individual Member with up to 50ha of plantation size Selected SLSB members are not able to demonstrate some understanding of the mitigation plan to reduce the social risk of their operation since they are not involved during the SIA review process. Interview with selected smallholder confirmed that smallholders and stakeholder (Ketua Kampung Air Kuning) interview have revealed the following :-</p> <ul style="list-style-type: none"> - the difficulties to look for harvester / workers, therefore relying on the workers supplied by their dealer which may takes more than 30 days. With such delay, the harvesting frequency is limited to twice every 3 months. - Issue on TJC truck carrying FFB not being securely fasten causes FFB falls during the transportation from farm to ramp which may causes road accidents; affecting the communities and residents along the route to the ramp. Review of the SIA report noted the shortage and difficulties to source for workers and issue of road safety caused by dealer's driver negligence is not being identified and initiated with mitigation plan. 1 of the stakeholder, the Ketua Kampung Air Kuning commented that he receives no invitation for stakeholder meeting. Generally, the SIA is carried out without adequate participation from affected parties. Requirement for Group Manager No training found initiated for smallholder / dealer - SLSB and its small growers. Interview with the small grower as well as the dealer confirmed. 		
Corrections:	Conduct orientation training to communicate the findings with Sawit Langkap and members. SL availability is on 22nd Apr 2019 - see Evidence 1 and 2.		
Root Cause Analysis:	Sawit Langkap agreed to join the WAGS Programme at very last minute. There was time constraint to communicate the findings to Sawit Langkap and farmers		

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Corrective Actions:	Ensure communication on SIA risk and plan will be provided to dealers and members post updates of the SIA plan.
Assessment Conclusion:	CAP accepted. Evidence of CAP effectiveness to be verified in next assessment.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1744451-201902-N4	Clause & Category (Major / Minor)	Indicator 2.1.1 Minor
Date Issued	15/03/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Inconsistency of child and young worker definition in Group Manager's policy and training/communication material.		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available. Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses. Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members.		
Objective Evidence:	Definition of young and child employment in Group Manager policy and communication slides noted inconsistently being addressed. i.e. - Policy states that employment is allowed from 16 years old and above. 16 years old is considered young workers which were later described in the policy that no child and young workers to be employed. - Communication slides posted at the notice board states that child (Kanak-Kanak) classified as <17 years old, which supposed to be 14 years old and below. Ypung workers/Pekerja Muda is classified as 15 to 17 years old. Members shall be clearly communicated with a correct age definition to ensure recruitment and monitoring of young and child workers is done according to the policy.		
Corrections:	Update the Group Policy and other training material to ensure it's definition is as per the law.		
Root Cause Analysis:	PIC for checking the update on law and standards had resigned. WA has overlooked this as there was inadequate handover of R&R during staff movement.		
Corrective Actions:	Ensure ownership of procedure based on position (i.e. Administrator) instead of individual personnel		
Assessment Conclusion:	CAP accepted. Evidence of CAP effectiveness to be verified in next assessment.		

Opportunity for Improvements	
OFI #	Description

OFI 1	1744451-201902-I1 Indicator 4.8.2 Details: Records of training for each employee maintenance need improvement
OFI 2	1744451-201902-I2 Indicator 4.8.2 Details: Inconsistency of information in stakeholder list furnished by HQ and Perak office. List of stakeholder not being updated.

Positive Findings	
PF #	Description
PF 1	n/a

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity			
NCR Ref #	1604267-201803-M8	Clause & Category (Major / Minor)	Indicator 4.1.4 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	03/08/2018
Statement of Nonconformity:	Individual member farms identification as a mean to identify FFB origin was not effectively demonstrated. The evidence of the findings demonstrate that there is absence in identifying the FFB origin and there is possibility of contamination of the no certified FFB. Hence this finding is graded as Major.		
Requirement Reference:	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). For Group Manager: Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.		
Objective Evidence:	i) There is no system to monitor the origins of FFB from each specific plot for each farmers. FFB production is not traceable to a single farmer plot. ii) The records of FFB from the members were not adequately monitored and total of yield per ha is too high. Further trailed on the FFB records, origin of FFB only traceable per farmer @ ID not per each plot and potentially mixed with uncertified plots or other farmers. Sample of smallholders records checked: 1. WAGS 189: Yield for 2017 was 40.21mt/ha for 1.1508Ha 2. WAGS 124: Yield for 2017 was 322mt/ha for 1.2521Ha 3. WAGS 63: Yield for 2017 was 212.68mt/ha for 0.809ha 4. WAGS 1359: Yield for 2017 was 48.10mt/ha for 2.055ha 5. WAGS 1384: Yield for 2017 was 45.425 mt/ha for 2.396Ha		
Corrective Actions:	Wild Asia has corrected the data for the affected farmers as of July 2018.		

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	<p>Moving forward we will ensure our field teams are more diligent in monitoring and updating data according to our Traceability SOP. We will do this by:</p> <ol style="list-style-type: none"> 1. Having catch ups with the field teams every fortnightly to check members' FFB records are reviewed and updated 2. Checking farmers documentation every month <p>In addition, WAGS have conducted a Traceability briefing with the dealer on the 30th of June to re-emphasize the importance of accurate data reporting. The dealer will send monthly FFB reports to WAGS and will be cross-checked.</p>
<p>Assessment Conclusion:</p>	<p>ASA4 verification:</p> <p>The group manager already establish SOP Traceability (2.12.1.2) dated 29 July 2017. This SOP already include system to monitor the origins of FFB from each specific plot for each farmers with Identification ID/WAGS No/ MPOB.</p> <p>The records of FFB from the members were adequately monitored and total of yield per ha as per detail below:-</p> <p>Receive on January 2019:-</p> <p>Tina A/P Amran(WAGS-166) 0.61Ha sent 1.42Mt(No. weighbridge Ticket: 525306,524580)</p> <p>Amdan (WAGS-52)1.21Ha sent 2.12Mt(No. weighbridge Ticket: 527324) 15 Jan</p> <p>Uda (WAGS-170)1.62Ha Sent 2Mt (No. weighbridge Ticket: 525273)</p> <p>Ngah(WAGS-142)11.5Ha Sent 17.68Mt(No. weighbridge Ticket:527323,527325) 13 Jan 2019.</p> <p>No recurrence of issue hence the NC remained closed.</p>

Non-Conformity			
NCR Ref #	1604267-201803-M9	Clause & Category (Major / Minor)	Indicator E2.1.2 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	03/08/2018
Statement of Nonconformity:	<p>System to maintain the following central records and reports was not effectively maintained and not up to date.</p> <p>The records are not consistent which had lead to incorrect information of the certified area. Hence this is graded as Major.</p>		
Requirement Reference:	<p>E2.1.2</p> <p>The Group Internal Control System shall contain Procedures for maintaining records for all Group members.</p> <p>The Group Manager shall implement a system to maintain the following central records and reports:</p> <ul style="list-style-type: none"> • List of names and full contact details of group members and applicable method of communication. • Location maps. Area of oil palm in hectares. • Land titles/right of use of the land. • A copy of the signed declaration of the grower becoming a member of the group including the date. • Unique member registration numbers are assigned to individual members. • The date that the member signed the declaration of intent as stated in the Group Membership Requirements. • Date of leaving the Group if applicable and the reasons why. 		

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	<ul style="list-style-type: none"> • Projected and actual FFB production in metric tonnes per annum. • Monitoring and training records. • Any corrective actions raised and actions taken to meet the requirements for compliance.
<p>Objective Evidence:</p>	<p>System to maintain the following central records and reports were not accurately monitored related to:</p> <p>1) Area of oil palm in hectares @ total planted area – 685.84 ha for 175 small holder, total for 171 smallholders 665.02 ha. 4 farmers withdrawn from the group (13.0421 ha) but total excluded area is 20.82 ha.</p> <p>2) Discrepancies of hectarage area (legal title ha, plot ha, MPOB license ha and WAGS registered area)</p> <p>i) ID # WAGS 137 Ownership evidence (in replace of Title): Surat Perakuan by Penghulu Mukim Chendering; Total area: 7ha; Tenure: Customary Land; Farm ID # Plot-1689; Area:0.8094ha; Farm ID # Plot-1690; Area:0.8094ha; Farm ID # Plot-1691; Area:4.0469ha; WAGS agreement date: 7/10/2017; WAGS agreement area: 4.0469ha + 4.0469ha + 0.8094ha ; MPOB license # 404792101000; Validity: 28/11/2016 – 30/4/2022; Daerah: Batang Padang; Mukim: Chenderiang; MPOB license area: 3.60ha</p> <p>ii) ID # WAGS 188 Ownership evidence (in replace of Title): Pengesahan Memiliki Kawasan tanah Ladang di Kampung Orang Chenderong Kelubi; Letter by Jabatan Kemajuan Orang Asli (JAKOA); Ref. # JAKOA.PK.PT.B1/1/15(11); Date: 17/5/2016; Total area: 2ha; Tenure: Customary Land; Farm ID # Plot-422; Area:8.0939ha; WAGS agreement date: 29/10/2017; WAGS agreement area: 2ha ; MPOB license # 479733501000; MPOB licensed area: 2ha; Validity: 21/9/2016 – 30/11/2021; Daerah: Perak Tengah; Mukim: Pasir Panjang Ulu; MPOB license area: 2ha</p>
<p>Corrective Actions:</p>	<p>Database updating is now transitioned to virtual database system @ KNACK to improve database updating system.</p>
<p>Assessment Conclusion:</p>	<p>ASA4 verification: Originally established as Monitoring Spreadsheet:</p> <ul style="list-style-type: none"> - 1 – Activity log - 2 – Point of interest - 3 - PG Producer Registration PG TJC 20190214 - 4 - PG Farm - 5 – FFB production - 6 – Chemical usage - 7 – Fertilizer usage <p>Transferred to Knack System 4 members left group as per 2018</p> <p>In WAGS Air Kuning, WAGS already establish or develop the booklets under title Panduan Pengurusan Kebun Kelapa Sawit Mapan. This Booklets already been distribute to all farmers dated 29 Jan 2016. For new site in Sawit Langkap farmers to receive guidance from WAGS during planned training.</p> <p>No recurrence of issue hence the NC remained closed.</p>

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Non-Conformity			
NCR Ref #	1604267-201803-N4	Clause & Category (Major / Minor)	Indicator 6.12.2 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	15/03/2019
Statement of Nonconformity:	Relevant records of employment contracts not kept by appropriate small holder.		
Requirement Reference:	Where applicable, it shall be demonstrated that no contract substitution has occurred. For Individual members: Members shall keep relevant records of employment contracts. For Group Manager: N/A		
Objective Evidence:	A small holder whom also the dealer (TJC; WAGS ID # TJC-53-SML; WAGS Agreement date: 4/11/2015) who employed own harvester does not keep relevant records of employment contracts for sampled harvester (Workers ID # AT 120153, # AT 119996 & # A 4319813) where each harvester was paid on piece-rated basis. Only records of employment contracts of daily-rated basis workers i.e. FFB Loading (sampled Workers ID # AR 709341 & # AT 109040) and FFB Ramp (sampled Workers ID # AT 639637 & # AT 117898) available.		
Corrective Actions:	Wild Asia will continue to follow up and monitor the conditions of the workers during the next SIA assessment review scheduled for end 2018.		
Assessment Conclusion:	<p>ASA4 verification:</p> <p>Records for the 3 affected piece rated workers (based on metric tonnage) were examined at the dealer TJC with summary as below.</p> <p><u>Worker ID # AT 120153, Shahril Abdullah</u> – No employment Contract established in between the employee and employer.</p> <p><u>Worker ID # AT 119996, Ihwanudin</u> – Employment Contract (Perjanjian Pekerjaan Sektor Formal), Ref: NOMOR:816/KONS/F/1/2018, dated 18/01/2018, is in place and signed by both the employer and employee.</p> <p><u>Worker ID # A 4319813</u> – Traceability of the worker’s file and contract not possible as the said workers is no longer working with the dealer, and had returned to its origin country – Indonesia.</p> <p>According to the TJC representative, they are still in progress of finalizing the employment contract template with the local authority before implementing to all workers. Generally, 2 out of 3 affected sampled during the last surveillance audit is not corrected according to indicator 6.12.2.</p> <p>No recurrence of issue hence the CAP confirmed to be effective and NC closed on 8/3/2019.</p>		

Non-Conformity

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NCR Ref #	1604267-201803-N5	Clause & Category (Major / Minor)	Indicator 4.4.2 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	15/03/2019
Statement of Nonconformity:	Protection of water courses and wetlands, appropriate riparian and other buffer zones was not effectively maintained and restored by the members. The evidence is an isolated case based on the total samples. The evidence is not able to determine a systematic failure. Hence this finding is graded as Minor.		
Requirement Reference:	<p>i) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</p> <p>ii) TSP C 3.2.1: Riparian Protection. Natural waterways – Recognition and marking follow National guideline for riparian buffer</p> <p>Individual smallholder Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.</p>		
Objective Evidence:	Based on the smallholder plot visit; WAGS ID (WAGS-1353) new (plot 1529), fertilizer is applied inside the riparian buffer. Red marking of the palm trunk was inside the riparian buffer and the said smallholder unable to explain the purpose of red marking.		
Corrective Actions:	ACA01 Chemical Module and T05 environmental training will be conducted in the third quarter of 2018. An annual training plan will be developed to ensure that training reach all members by a set time frame.		
Assessment Conclusion:	<p>ASA4 verification:</p> <p>Based on the smallholder plot visit; WAGS ID (WAGS-1417) certified (plot 1540), with presense of riparian buffer, smallholder members able to demonstrate maintaining and restoring riparian zone by not applying chemical and fertilizer at the length of river width away from the banks.</p> <p>No recurrence of issue hence the CAP confirmed to be effective and NC closed on 8/3/2019.</p>		

Opportunity for Improvement	
OFI#	Description
Nil	n/a

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
Minor 01 (previous CB)-4.2	Minor	4.2	20 Oct 2014	Escalated to Major. Refet to 1379970M1
Minor 02 (previous CB)-4.6	Minor	4.6	20 Oct 2014	Closed
Minor 03 (previous CB)-4.7	Minor	4.7	20 Oct 2014	Escalated to Major. Refer to 1379970M3
Minor 04 (previous CB)-5.3	Minor	5.3	20 Oct 2014	Closed
Minor 05 (previous CB)-6.1	Minor	6.1	20 Oct 2014	Closed
Minor 06 (previous CB)-6.7	Minor	6.7	20 Oct 2014	Closed
Minor 07 (previous CB)-6.8	Minor	6.8	20 Oct 2014	Closed
Minor 08 (previous CB)-6.9	Minor	6.9	20 Oct 2014	Escalated to Major. Refer to 1379970M5
Observation 01- 4.5	Obs	4.5	20 Oct 2014	Closed
Observation 02- 5.2	Obs	5.2	20 Oct 2014	Closed
Observation 03- 8.1	Obs	8.1	20 Oct 2014	Escalated to Minor. Refer to 1379970N8
1379970M1- 4.2.2	Major	4.2.2	14 Oct 2016	Closed on 10 December 2016
1379970M2- 4.6.11	Major	4.6.11	14 Oct 2016	Closed on 10 December 2016
1379970M3- 4.7.3	Major	4.7.3	14 Oct 2016	Closed on 10 December 2016
1379970M4- 6.1.3	Major	6.1.3	14 Oct 2016	Closed on 10 December 2016
1379970M5- 6.9.2	Major	6.9.2	14 Oct 2016	Closed on 10 December 2016
1379970M6- 5.5.2	Major	5.5.2	14 Oct 2016	Closed on 10 December 2016
1379970N1- 4.2.3	Minor	4.2.3	14 Oct 2016	Closed on 3/6/18
1379970N2- 4.6.2	Minor	4.6.2	14 Oct 2016	Closed on 3/6/18

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1379970N3- 4.7.5	Minor	4.7.5	14 Oct 2016	Closed out on 09/03/2018
1379970N4- 6.1.1	Minor	6.1.1	14 Oct 2016	Closed out on 09/03/2018
1379970N5- 6.1.4	Minor	6.1.4	14 Oct 2016	Closed out on 09/03/2018
1379970N6- 6.9.3	Minor	6.9.3	14 Oct 2016	Closed out on 09/03/2018
1379970N7- 6.10.2	Minor	6.10.2	14 Oct 2016	Closed out on 09/03/2018
1379970N8- 8.1.1	Minor	8.1.1	14 Oct 2016	Closed out on 09/03/2018
1379970N9- 1.3.1	Minor	1.3.1	14 Oct 2016	Closed out on 09/03/2018
1379970N10- 5.1.3	Minor	5.1.3	14 Oct 2016	Closed out on 09/03/2018
1379970N11- 5.2.3	Minor	5.2.3	14 Oct 2016	Closed out on 09/03/2018
1379970N12- 5.4.1	Minor	5.4.1	14 Oct 2016	Closed out on 09/03/2018
1379970N13- 5.6.3	Minor	5.6.3	14 Oct 2016	Closed out on 09/03/2018
OBS- 6.1.2	OBS	6.1.2	14 Oct 2016	Addressed.
1604267-201803-M8 – 4.1.4	Major	4.1.4	04/06/2018	Closed out on 3/8/2018
1604267-201803-M9 – 2.1.2	Major	2.1.2	04/06/2018	Closed out on 3/8/2018
1604267-201803-N4 – 6.12.2	Minor	6.12.2	04/06/2018	Closed out on 15/03/2019
1604267-201803-N5 – 4.4.2	Minor	4.4.2	04/06/2018	Closed out on 15/03/2019
1744451-201902-M1	Major	E1.2.4	15/03/2019	Closed out on 23/05/2019
1744451-201902-N1	Minor	2.2.1	15/03/2019	"Open"
1744451-201902-N2	Minor	4.1.2	15/03/2019	"Open"
1744451-201902-N3	Minor	6.1.3	15/03/2019	"Open"
1744451-201902-N4	Minor	2.1.1	15/03/2019	"Open"

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss WASG Air Kuning Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.



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. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

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List of Stakeholders Contacted	
Internal Stakeholders Workers from TJC & SLSB (dealers) Kemajuan Agro - Manager	Union/Contractors/Local Communities SK Chenderong – Headmaster Village Head /Tok Batin – Chenderong Village Head – Kg Baru Air Kuning
Government Departments MPOB Tunas Police Station – Air Kuning	NGO Nil

IS #	Description
1	Feedbacks: Village head, Chenderong – No issue highlighted by the village head. He receives invitation from group manager before for meeting. Does not engage with WildAsia that frequent.
	Management Responses: Will continue to engage stakeholder from time to time.
	Audit Team Findings: No further issues
2	Feedbacks: TJC & SLSB – No issue highlighted. Will continue to assist whenever nessessary
	Management Responses: Will continue to support TJC & SLSB
	Audit Team Findings: No further issues
3	Feedbacks: MPOB Tunas officer – No issues highlighted. They have organized training on best practices and participated by majority of the farmers in Air Kuning. No complaints receives so far from any grower under WIldAsia.
	Management Responses: Will continue to engage stakeholder from time to time.
	Audit Team Findings: No further issues
4	Feedbacks: Police Station Air Kuning – Not well verse with WildAsia (Group Manager) but recalled when referring to dealer TJC. They receives no complaints or reports from any communities pertaining to WildAsia members. No violence cases ever received except dissatisfaction of land encroachment on private properties that has nothing relates to WildAsia and TJC.
	Management Responses: Will continue to engage stakeholder from time to time.
	Audit Team Findings: No further issues
5	Feedbacks: Headmaster SK Chenderong – (Contacted through mobile phone) No issue highlighted. They receives invitation from WIldAsia for stakeholder consultation and meetings. Request for WildAsia contribution to the school responded.
	Management Responses: Will continue to engage stakeholder from time to time.
	Audit Team Findings: No further issues
	Feedbacks:

6	Village Head – Kg Baru Air Kuning – Not being invited for stakeholder consultation. Never attend any meeting with WildAsia but do meet up in person with WildAsia representative from time to time. (Site visit done by WildAsia Perak team). No complaint and issues raised by community except issue on short of manpower on harvesting and road safety due to loose FFB transported from farm to ramp.
	Management Responses: Will invite village head on next stakeholder consultation.
	Audit Team Findings: To verify the progress of stakeholder engagement in following year audit.

Formal Signing-off of Assessment Conclusion and Recommendation	
The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that WAGS Air Kuning Certification Unit has complied with the RSPO Management System Requirements and Guidance for Group Certification of FFB Production 2018 for Independent Smallholder and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of WAGS Air Kuning Certification Unit is continued.	
Report prepared by	Acceptance of Assessment Conclusion
Name: Hafriazhar Mohd Mokhtar	Name: Sheila Senathirajah
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Wild Asia Sdn Bhd
Title: Lead auditor	Title: Group Scheme Manager
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 24/5/2019	Date: 19/6/2019

Appendix A: Summary of Findings

Section A-1- Group Managers

Criterion / Indicator	Assessment Findings	Compliance
Element 1 (E1): Group Entity and Group Management requirements Rationale: In order to be able to have commercial relationships in the transactions of FFB certificates the group entity carries a liability, which requires it to be legally registered.		
E1.1 The Group Entity shall be legally formed		
E1.1.1	<p>There shall be documentary evidence of a clearly identified and legal entity. The Group Entity shall:</p> <ul style="list-style-type: none"> • Be a registered organisation as defined by law in the country of registration (e.g. as a company or an organisation). • Be a member of the RSPO • Establish the structure of the organisation • Appoint a Group Manager (see E1.2) <ul style="list-style-type: none"> • Be a registered organization as per law : Wild Asia Sdn Bhd : 634446 W dated 14/11/2003 • RSPO membership- verified the letter titled "Acceptance as a member RSPO" <ul style="list-style-type: none"> - membership type: ordinary - category: oil palm growers - membership no: 1-0138-13-000-00 - membership period: Mar 13 – Feb 13 - effective date:20/3/2013 • The organization chart for the WAGS Air Kuning is made available during HQ, audit. The ICS committee including Group Scheme Managers, WAGS Technical Manager, WAGS Programme Manager, WAGS Sr Project Coordinator, WAGS Project Coordinator, Technical Officers, WAGS Field Assistant and Technical Support. Ms Nadiah is appointed as a person in-charge/Project Coordinator for Perak Region. The job description for each person was established (TOR Field project coordinator, Version 4). Group Scheme Manager - Ms Sheila Senathirajah: Group Scheme Manager. The group manager responsible to ensures that the group meet 	<p>Complied</p>

		<p>the requirements of RSPO standard for Group Certification. Commence on 6/1/2014 by Dr. Reza Azmi (Executive Director)</p>	
<p>E1.1.2</p>	<p>The Group Entity shall have documented membership requirements for the participation of individual members in the Group which will also cover new membership.</p> <ul style="list-style-type: none"> • There shall be documentary evidence that the Group members have formally joined the Group. • Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the applicable RSPO standards and requirements. • The Group Manager shall keep copies of the agreements and shall demonstrate that each member has received a copy thereof. • The Group Manager shall retain copies for a minimum of 5 years. 	<p>WAGS Baseline assessment was conduct prior join as a member. Group member who want to joins the WAGS will need to undergo different level of risk assessment. For example, Level 1 for independent producer, Level 2 for legal rights, no disputes on land etc. After the members meet WAGS Risk assessment Criteria Level 1 & 2 only accepted as the group member. WMS:1.3.1- WAGS membership management. Split into 3 producer group; eg: 100% managed by TJC, Partially managed by TJC and Orang Asli. Risk Assessment consist of Level 1 (fundamental criteria), Level 2 (High risk – MPOB license, land title, etc), Level 3 (year of planting, fragile soils, yield, production and etc). Sample for Risk Assessment for existing members: A) 100% managed by TJC 2. Teoh Chai Hock; WAGS ID # WAGS-39 (560808-08-5699); Agreement date: 4/11/2015 B) Partially managed by TJC 1. Yee Ah King; WAGS ID # WAGS-177 (670315-08-6543); Agreement date: 1/10/2015 C) Orang Asli - JAKOA 1. Ngah a/I Uda; WAGS ID # WAGS-142 (630328-08-6423); Agreement date: 27/10/2015</p> <p>Guidelines on accepting a producer into the WAGS group scheme are available in Wild Asia Group Scheme Guidelines on WAGS Membership dated 22 July 2014. Baseline interviews and farm audits will need to be completed prior to membership sign up including application form, pre-inspection and checking on appropriate documents of farmers and internal approval.</p>	<p>Complied</p>

		<p>Verified the contract between the producer and the WAGS.</p> <p>D) New members</p> <ol style="list-style-type: none"> 1. Teoh Chai Hock; WAGS ID # WAGS-39 (560808-08-5699); Agreement date: 4/11/2015 <p>Original agreements were kept at site office, while farmers kept the copy of original and the softcopy will kept at the GSM HQ office. As per sample of earliest joined member as following:</p> <p>E) 100% managed by TJC</p> <ol style="list-style-type: none"> 1. Kim Tek Kong; WAGS ID # WAGS-39 (560808-08-5699); Agreement date: 22/2/2014 <p>Members records kept more than 5 years as per WMS: 3.1.3.1; Title: Producer Documentation & Production Records; Date: 23/8/2018; V2. Trial on Knack System.</p> <p>The records were kept for 5 years according to the WMS: 1.3.1 WAGS Membership Management Guidance, Clause 8.3 (issue date: 28/7/17) and found adequately maintained at HQ office.</p> <p>Sawit Langkap Sdn Bhd. (SLSB):</p> <p>Wild Asia Group Scheme – Licensing Agreement; Between Wild Asia and Sawit Langkap Sdn. Bhd.; Date: 19/2/2019; The group scheme is further designed to allow for producers to meet independent third-party certification* such as the Roundtable for Sustainable Palm Oil (RSPO) or Malaysian Palm Oil Standard (MSPO).</p> <p>*Wild Asia has worked to ensure the management are compliant to the named certification schemes. If there are specific limitations to the system Wild Asia will make reasonable effort to improve the management system.</p>	
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E1.1.3	The Group Manager shall keep evidence that the nature and structure of the group has been communicated to all members of the Group in an appropriate manner.	Communicated directly to potential new members via training (T1-Introduction to Wild Asia and WAGS) – initial communication. T2-Guidance for Farm Management of Palm Oil. Latest done on 2/6/2018 for Lam Choong San; 2/4/2018 for Leong Yun Khun, Chong Chee Khong & Foong Chee Wai.	Complied
E1.2 The Group shall be managed by a Group Manager			
E1.2.1	<p>The appointed Group Manager shall be either an identified legal entity or an individual acting on behalf of the legal entity, i.e. the Group Entity (E1.1.1).</p> <p>The Group Manager shall ensure the Group’s compliance with this standard and is responsible for the preparation and implementation of the Internal Control System (ICS).</p> <p>If the Group Manager is not an individual but an entity:</p> <ul style="list-style-type: none"> • then the entity shall appoint an individual as management representative • and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved. 	<p>Group Manager- Ms Sheila Senathirajah: Group Scheme Manager.</p> <p>The group manager responsible to ensures that the group meet the requirements of RSPO standard for Group Certification.</p> <p>Job Description mention about:</p> <ol style="list-style-type: none"> 1. Person in charge/responsibilities of GM 2. Requirement for Group Manager <p>The WAGS programme which Ms Sheila is the Group manager, is managed independently under Wild Asia.</p>	Complied

<p>E1.2.2</p>	<p>The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard.</p>	<p>The management keep compliance to the farmers through established the SOP and Guidance-WMS 1.3.1 WAGS Membership Management (issue date: 28/7/2017), Wild Asia Group Scheme Smallholder Training Summary (dated: 15/9/16) and WAGS Code of Conduct (updated: 15/9/16).</p> <p>WAGS Internal Audit Guideline (WMS 2.11.1; V3; dated 29/7/2017) was established and the Internal Audit was conducted by the management (Internal Auditor):</p> <ul style="list-style-type: none"> - Izzaty Iqlima (HQ Technical Officer) - Phan Su Shen (HQ Technical Officer) - Saifullah Azhar (Johor Field Officer) <p>on 23-26/1/2019. The management sampled 24 + TJC (25) out of 261. The findings were brief during meeting/on-site review. The internal audit report was verified by the assessor. 17 nonconformities raised. Plan to close by March 2019.</p> <p>The WAGS risk assessment checklist was conducted before the farmers become a member. The criteria were divided by 3 level:</p> <p>Level 1: Independent producer-no long term contractual obligation</p> <p>Level 2: Documented rights to land, Land dispute, Land developed after 2005, FFB Trading License, New developments</p> <p>Level 3: Topography, HCV, Planting on fragile soil, Employments, Facilities, Production records, Usage of banned or restricted chemicals, Fertilizer application.</p> <p>Internal control system for small producers (29/7/2017), WMS 1.3.1: WAGS Membership Management (dated: 28/7/2017) and WAGS Code of Conduct was established for all members to be a member of WAGS.</p>	<p>Complied</p>
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<p>E1.2.3</p>	<p>The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:</p> <ul style="list-style-type: none"> Principles and Criteria for the Production of Sustainable Palm Oil 2013 Endorsed by the RSPO Executive Board and Accepted at the Extraordinary General Assembly by RSPO Members on April 25th 2013 RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard]. RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014 Internal group procedures and policies. 	<p>The management keep compliance to the farmers through established the SOP and Guidance-WMS 1.3.1 WAGS Membership Management (issue date: 28/7/2017), Wild Asia Group Scheme Smallholder Training Summary (dated: 15/9/16) and WAGS Code of Conduct (updated: 15/9/16).</p> <p>WAGS Internal Audit Guideline (WMS 2.11.1, dated 29/7/2017) was established and the internal Audit was conducted by the management on 27-30/11/2017. The management was sample 25 out of 261. The findings were brief during meeting/on-site review. The internal audit report was verified by the assessor.</p> <p>The WAGS risk assessment checklist was conducted before the farmers become a member. The criteria were divided by 3 level:</p> <p>Level 1: Independent producer-no long term contractual obligation</p> <p>Level 2: Documented rights to land, Land dispute, Land developed after 2005, FFB Trading License, New developments</p> <p>Level 3: Topography, HCV, Planting on fragile soil, Employments, Facilities, Production records, Usage of banned or restricted chemicals, Fertilizer application.</p> <p>Internal control system for small producers (29/7/2017), WMS 1.3.1: WAGS Membership Management (dated: 28/7/2017) and WAGS Code of Conduct was established for all members to be a member of WAGS.</p> <p>Training provided through Wild Asia Academy (ACA). Course provided as following:</p> <ul style="list-style-type: none"> ACA 12 – Sustainable Management for Oil Palm Growers 	<p>Complied</p>
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<p>E1.2.4</p>	<p>The Group Manager shall provide potential and existing Group members with the following:</p> <ul style="list-style-type: none"> • An explanation of the RSPO certification process. • An explanation of the criteria for group membership. • An explanation as to the Group Manager’s needs and the rights of the certification body to access the group members' documentation and plantations for the purposes of evaluation and monitoring. • An explanation of the certification bodies and RSPO requirements with respect to public information. • An explanation of any obligations with respect to group membership, such as: <ul style="list-style-type: none"> ○ Maintenance of information for monitoring purposes; ○ Requirement to conform to conditions or corrective actions issued by the certification body. ○ Explanation of any costs associated with group membership. ○ Other obligations of group membership. 	<p>Compulsory training was conducted (T02 Guidance for Farm Management of SPO) covering all the requirement mentioned for all members especially on RSPO certification, criteria for group membership, group members’ documentation and plantation, agriculture practise, public information, annual budget, training, other obligation and etc.</p> <p>However communication/explanation to potential new members under SLSB was not evidence. Hence a Major NC has been raised on the matter.</p>	<p style="text-align: center;">Major noncompliance</p>

Element 2 (E2): Internal Control System – Policies and Management			
E2.1 The Group Internal Control System shall contain documented policies and procedures for operational management.			
E2.1.1	<p>The Group Internal Control System shall contain Procedures for decision-making, and responsibilities within the group (including the authority of the Group Manager) shall be defined.</p> <p>The Group Manager shall manage the Group in a systematic and effective manner by:</p> <ul style="list-style-type: none"> • Identifying the geographical area to be covered by the Group. • Preparing, maintaining and documenting the Group management structure • Clearly identifying the responsibilities of all individuals employed by the Group Manager for the running of the Group. • Prepare and maintain the rules of the Group including the criteria for membership. • Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan). • Procedure for initial gap audit which can be a self-assessment. 	<p>WMS 2.1 WAGS ICS_v9_16042014 (Internal Control System (ICS) for Small Producers) and WAGS Guidelines will show an operating structure that defines group management documentation (i.e. internal control systems), decision-making and responsibilities within the group.</p> <p>WAGS has the documented set of procedures and processes that a group implements to achieve its specified requirements. This also includes the Internal Control System (ICS)</p> <p>Conduct the Baseline using the SOP-WMS: 2.8.1 - Scoping & Baseline Overview; V1; Date: 19/9/2016 to identify the geographical area. Scoping study was done June 2012 via collaboration with Flora & Fauna International as Risk Assessment of Smallholders in Cargill’s Palm Oil Supply Chain in Malaysia. By 3 WA & 2 FFI Personnell. Subsequent assessment done on 13/9/2016 – 13/10/2016 by WA team i.e. Izzaty Iqlima, Maria Llyod & Micheal Poole. The Social & Environmental Impact Assessment (SEIA) was conducted on October 2014 for WAGS Perak - Air Kuning by Jyunichi Washizaki and Sheila. This assessment covered the socio-economic background, supply chain, social and environmental impacts and farm audit. Final report ref. # P159 Perak Air Kuning SEIA Report Final.</p> <p>Nadiah Jalaludin was appointed by management as a Project coordinator for WAGS Perak – Air Kuning. Refer to Perak WAGS Org Structure.</p> <p>The criteria to be a member, they need to pass the risk assessment which have 3 level. This was guide by the SOP-WMS 2.10.1 G Producer Risk Assessment.</p> <p>Level 1: Independent producer-no long term contractual obligation</p>	<p>Complied</p>

		<p>Level 2: Documented rights to land, Land dispute, Land developed after 2005, FFB Trading License, New developments</p> <p>Level 3: Topography, HCV, Planting on fragile soil, Employments, Facilities, Production records, Usage of banned or restricted chemicals, Fertilizer application.</p> <p>WMS 3.1.1.1: WAGS Producer Group Organisation- The meeting was conducted on quarterly basis. The latest was done on 14/1/2019 and previous meeting was done 13/8/2018 to discuss on the WAGS Perak Air Kuning. The meeting was involving WAGS HQ, WAGS project coordinator and project partners i.e. TSOMAK, Cargill and TJC. The internal Audit was conducted by the management on 27-30/11/2017 to include the dealer (Teik Joo Chan).</p> <p>Assessment for Baseline was conduct to check the compliance to the legal requirements which had been conduct when the farmers want to join as a member of WAGS. The questioner was include basic the information related to legal:</p> <ol style="list-style-type: none"> 1. Land title 2. Dispute 3. New plantin 4. Management 5. Storage 6. Type of chemical and fertilizer 7. FFB Production <p>The procedure G06 WAGS Guidelines: Guidelines on Legal Compliances was established. New member as per below scheduled to attend and receive the procedure regarding to G06 WAGS Guidelines. New member:-</p>	
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<p>E2.1.2</p>	<p>The Group Internal Control System shall contain Procedures for maintaining records for all Group members.</p> <p>The Group Manager shall implement a system to maintain the following central records and reports:</p> <ul style="list-style-type: none"> • List of names and full contact details of group members and applicable method of communication. • Location maps. Area of oil palm in hectares. • Land titles/right of use of the land. • A copy of the signed declaration of the grower becoming a member of the group including the date. • Unique member registration numbers are assigned to individual members. • The date that the member signed the declaration of intent as stated in the Group Membership Requirements. 	<p>Originally established as Monitoring Spreadsheet:</p> <ul style="list-style-type: none"> - 1 – Activity log - 2 – Point of interest - 3 - PG Producer Registration PG TJC 20190214 - 4 - PG Farm - 5 – FFB production - 6 – Chemical usage - 7 – Fertilizer usage <p>Records of members database now has neem transferred to Knack System. There were 4 members left group as per 2018 with additional member (SLSB) to join total 74.</p> <p>Samples of members data sighted as following:</p> <ol style="list-style-type: none"> 1) Yee Ah King <ul style="list-style-type: none"> • WAGS Member ID # WaGS-177 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Yee Ah King 1 – Yee Ah King 5 (missing 6 & &) • Land titles # GM 1277; Lot # 2664; Area: 1.9973 ha • Land titles # GM 2287; Lot # 4095; Area: 0.9845 ha 	<p>Complied</p>

	<ul style="list-style-type: none"> • Date of leaving the Group if applicable and the reasons why. • Projected and actual FFB production in metric tonnes per annum. • Monitoring and training records. • Any corrective actions raised and actions taken to meet the requirements for compliance. 	<ul style="list-style-type: none"> • Land titles # GM 2294; Lot # 4127; Area: 0.9845 ha • Land titles # GM 988; Lot # 4435; Area: 1.0598 ha • Land titles # GM 505; Lot # 6961; Area: 0.7806 ha • Land titles # GM 2467; Lot # 4258; Area: 1.2343 ha • Perbadanan Pembangunan Pertanian Negeri Perak Lease Agreement # 896; Lot # P8-3A; Area: 8.149 ha <p>2) Teoh Chai Hock</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-39 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>3) Aw Yit Chew</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-1392 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>4) Chia Voon Hong</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-76 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>5) Anson Unit Win Sdn Bhd</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-1400 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Anson Unit (Plot-1658) • Land titles # 26515; Lot # 1164; Area: 11.7713 ha 	
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		<p>6) Khoo Chong Soon</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-1417 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>7) Wong Khai Hoong</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-174 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>8) Chow Kok Sheeong</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-90 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>9) Lim Hang Kuang</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-131 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha 	
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<p>E2.1.3</p>	<p>Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.</p>	<p>The records were kept for 5 years according to the WMS: 1.3.1 WAGS Membership Management Guidance, Clause 8.3 (issue date: 28/7/17). The copy of all records was made available through an electronic database.</p> <p>During onsite visit, each smallholder has its own folder to keep the relevant documents such as land titles, training material and contracts.</p>	<p>Complied</p>
<p>E2.1.4</p>	<p>The Group Internal Control System shall include an initial gap audit procedure (i.e. baseline assessment and needs for compliance) for applicants wishing to join the Group.</p>	<p>WMS 2.1 WAGS ICS_v9_16042014 (Internal Control System (ICS) for Small Producers) and WAGS Guidelines will show an operating structure that defines group management documentation (i.e. internal control systems), decision-making and responsibilities within the group.</p> <p>WAGS has the documented set of procedures and processes that a group implements to achieve its specified requirements. This also includes the Internal Control System (ICS)</p> <p>Conduct the Baseline using the SOP-WMS: 2.8.1-Scoping & Baseline Overview to identify the geographical area. The baseline Assessment was conducted on October 2014 for WAGS Perak- Air Kuning by Jyunichi Washizaki and Mrs Sheila. This assessment covered the socio-economic background, supply chain, social and environmental impacts and farm audit.</p> <p>A management was appointed Ms Nadiah Jalaludin as a Project coordinator for WAGS Perak – Air Kuning. Refer to Perak WAGS Org Structure.</p> <p>The criteria to be a member, they need to pass the risk assessment which have 3 level. This was guide by the SOP-WMS 2.10.1 G Producer Risk Assessment.</p> <p><u>Level 1:</u> Independent producer-no long term contractual obligation</p> <p><u>Level 2:</u></p>	<p>Complied</p>

		<p>Documented rights to land, Land dispute, Land developed after 2005, FFB Trading License, New developments</p> <p><u>Level 3:</u></p> <p>Topography, HCV, Planting on fragile soil, Employments, Facilities, Production records, Usage of banned or restricted chemicals, Fertilizer application.</p>	
<p>Element 3 (E3): The Internal Control System – Operations</p>			
<p>E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.</p>			
<p>E3.1.1</p>	<p>The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records.</p> <p>As a minimum the following shall be included:</p> <ul style="list-style-type: none"> • Establish, implement and maintain (a) procedure(s) for internal audits which must include (but not be limited to) the methodology, competence of internal auditors, audit criteria, frequency of internal audits, and addressing non-conformity. • Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements. • Maintenance of all internal audit records. 	<p>WAGS Internal Audit Guideline (WMS 2.11.1) was established and the internal Audit was conducted by the management on 27-30/11/2017. The management was sample 25 out of 261. Verified the audit report, the findings was brief during meeting/on-site review.</p> <p>Internal audit conducted by Ms Priyanka (Lead Auditor), Arvintt and Izzaty (Team member)- refer to the procedure WMS 2.11.1, appendix 2: List of approved internal auditor for each WAGS producer group, updated on 29/7/2017. The requirement was mentioned on successful completion of RSPO-Lead Auditor course training, undergone related lead auditor training in related areas such as sustainable palm oil production (optional), conducted at least 1 palm oil sustainability related assessment, fully understands the WAGS code of conduct requirements.</p> <p>The records of internal audit conducted on was kept and maintained in the softcopy at WAGS HQ office.</p>	<p>Complied</p>

<p>E3.1.2</p>	<p>The Group Manager shall carry out a risk assessment of Group members to identify an appropriate sampling intensity of Group members for the certification assessment.</p> <p>The risk assessment shall take into account:</p> <ul style="list-style-type: none"> the diversity of the Group members (i.e. range of size, management structure, scattered members with diverse plantation landscape such as terrain, etc.) any perceived risk relating to the activities being undertaken (e.g. how much replanting or expansion is occurring, how many members are new and, for subsequent assessments, whether there is a history of non-conformities). 	<p>Before the farmers become a WAGS member, they need to go the Risk Assessment. Refer to the WMS 2.10.1-Producer Risk Assessment; V1; Date: 2/9/2018 & WMS 2.10.1A - Risk Assessment Criteria for Potential WAGS Member; V1; Date: 19/9/2016. The assessment was conducted in total of 261 (under TJC) existing members. Assessment for 70 new potential members (under Sawit Langkap) was on-going.</p> <p>Sample of risk assessment was conducted as following:</p> <ul style="list-style-type: none"> - Wong Pak Yeong; WAGS ID # WAGS 1398; 100% TJC Managed; Assessment date: 13/2/2018 - Khong Lai Fong; WAGS ID # WAGS 1369; 100% TJC Managed; Assessment date: 13/2/2018 - Kew Chee Weng; WAGS ID # WAGS 1381; Partial TJC Managed; Assessment date: 13/2/2018 - Itam bin Uda; WAGS ID # WAGS 1357; Orang Asli (JAKOA); Assessment date: 13/2/2018 <p>Results recorded WAGS Perak Final Risk Assessment Spreadsheet; Date: 13/2/2018.</p>	<p>Complied</p>
<p>E3.1.3</p>	<p>The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.</p>	<p>WAGS Internal Audit Guideline (WMS 2.11.1; V3; dated 29/7/2017); Para 2.5.3 Auditor Impartiality – Appendix 1 – List of approved internal auditor for each WAGS producer group as of 29/7/2017.</p>	<p>Complied</p>
<p>E3.1.4</p>	<p>The Group Manager shall conduct initial gap audits with any potential new member, to assess the following pre-requisites for membership:</p> <ul style="list-style-type: none"> no plantings have replaced primary forest, or affected one or more High Conservation Values (HCVs) (RSPO P&C 2013 criteria 5.2 & 7.3) In the case of scheme smallholders, the company (owning/managing the mill) holds the liability for compensation for any new plantings 	<p>WAGS has the documented set of procedures and processes that a group implements to achieve its specified requirements. This also includes the Internal Control System (ICS) Conduct the Baseline using the SOP-WMS: 2.8.1-Scoping & Baseline Overview to identify the geographical area. The baseline Assessment was conducted on October 2014 for WAGS Perak- Air Kuning by Jyunichi Washizaki and Mrs Sheila. This assessment covered the socio-economic background, supply chain, social and environmental impacts and farm audit.</p>	<p>Complied</p>

	<p>undertaken since November 2005 and before 14th of May 2014. Following compliance with the compensation procedure, scheme smallholders may join the group.</p> <ul style="list-style-type: none"> • no existing land conflict. • land title or right to use the land can be demonstrated. 	<p>The WAGS risk assessment checklist was conducted before the farmers become a member. The criteria were divided by 3 level:</p> <p><u>Level 1:</u> Independent producer-no long term contractual obligation</p> <p><u>Level 2:</u> Documented rights to land, Land dispute, Land developed after 2005, FFB Trading License, New developments</p> <p><u>Level 3:</u> Topography, HCV, Planting on fragile soil, Employments, Facilities, Production records, Usage of banned or restricted chemicals, Fertilizer application.</p> <p>For new members (SLSB) initial gap audit conducted on 26/6/2018 as per report of internal audit 01/2018. Originally, HCV Landscape level include Sawit Langkap as per WAGS baseline studies records.</p>	
<p>E3.2 The Group Internal Control System shall include a system in place to enable the trading of RSPO certified Fresh Fruit Bunches (FFB) produced from the Group.</p>			
<p>E3.2.1</p>	<p>The Group Manager shall document and implement a system for the tracking and tracing of FFB produced by the group members, and intended to be sold as RSPO-certified FFB.</p>	<p>Group manager implementing Monitoring Spreadsheet # 5 FFB PG TJC; Latest updated 31/1/2019. Following records sighted:</p> <ul style="list-style-type: none"> - Jan 2019: 1,526.64 mt - Dec 2018: 1,550.01 mt - Nov 2018: 2,019.14 mt - Oct 2018: 3,132.46 mt - Sep 2018: 2,935.66 mt - Aug 2018: 2,137.99 mt <p>Total Feb 2018 – Jan 2019: 24,540 mt</p>	<p>Complied</p>

		<p>For FFB tracking the management use the form named "Summary of Monthly Certified FFB Produce_ TSOMAK". Verified the total FFB produce as follow:</p> <p>September 2017 – 1,868.78 mt October 2017 – 2,387.23 mt November 2017 – 1,626.02 mt December 2017 – 1,541.87 mt January 2018 – 886.91 mt</p>	
E3.2.2	<p>There shall be a collective Group procedure for the sale of all certified FFB to ensure that non-certified FFB are not sold as RSPO certified FFB.</p> <p>If certified FFB is combined with non-certified FFB prior to the sale and delivery to a palm oil mill, a mass balance system shall be in place to ensure the quantity of FFB sold as Mass Balance is equal to the quantity of RSPO certified FFB in the mix.</p>	<p>Procedure established as WMS 2.12.1.2 Title: Traceability for Collection Centre SOP; V1; 29/7/2017. The following records were maintained:</p> <ul style="list-style-type: none"> - Work in progress TJC – mass balance spreadsheet – - As per email Summary of Monthly Certified FFB Produce (Aug 2018) sent to mill sample email 5/9/2018. - Summary of Monthly Certified FFB Produce_TSOMAK _DEC 2018 - Mill produce Detail of RSPO FFB & CPO 2018 – Excel - Tian Siang Oil Mill (Air Kuning) Sdn. Bhd. RSPO CPO & PK Production and Certificate Sales/Production Record for 2018 <p>For new SLSB members, current system based on following:</p> <ul style="list-style-type: none"> - Rekod Harian – FFB SLSB Penjualan Buah Kelapa Sawit 2018 Jan - Dec - Rekod Harian – FFB SLSB Pembelian Buah Kelapa Sawit 2018 Jan – Dec - Penyata Bulanan Untuk Peniaga Buah Kelapa Sawit Bagi Bulan Disember Tahun 2018; MPOB(EL)DF4; Ref. # 395009; 4/1/2019; MPOB Akta Lembaga Minyak Sawit Malaysia 1998 Peraturan-peraturan Lembaga Minyak Sawit Malaysia (Pelesenan) 2005. <p>WAGS traceability procedure to be adapted upon certification.</p>	Complied
E3.2.3	<p>All sales of FFB originating from the plantations of Group members shall be documented and recorded. This shall include:</p> <ul style="list-style-type: none"> • Invoices and receipts (purchase and sale). • Information on transport (i.e. registration number/number plate). 	<p>The dealer keeps detailer of FFB volume per trip and the FFB price. The farmers keep the receipts of sale/invoices- on-site. The management kept copy of the records (monthly) in the monitoring sheet 5: PG FFB_PG TJC from 2014 until now.</p>	Complied

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	<ul style="list-style-type: none"> The relevant group members' group identification number. Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination. Information of FFB price. 	<p>Unique ID was established to monitor the certified FFB farmers. Sample delivery records sighted as following:</p> <ul style="list-style-type: none"> - FFB Delivery Advice # 140910; Date: 15/1/2019; Vehicle # AKE 9280; Weight: 22.56mt; Mill Weighbridge Ticket # P0141182; Mill's weight: 22.37mt - FFB Delivery Advice # 140921; Date: 22/1/2019; Vehicle # AKE 9280; Dealer's Weight: 22.90mt; Mill Weighbridge Ticket # P0141174; Mill's weight: 30.13mt 	
<p>E3.2.4</p>	<p>The Group Manager shall maintain copies of all documentation and records mentioned in E3.2.3 related to Group FFB transactions for a period of a minimum of 5 years.</p>	<p>For new members, copies of documentations records were maintain by dealer for Sawit Langkap.</p> <p>For existing members under TJC: Info updated in Excel Spreadsheet FFB_PG_TJC- Monthly records.</p> <p>Sighted sample incoming tickets as following:</p> <ul style="list-style-type: none"> - Chai Kim Fah; Ticket # 524950; Date: 11/1/2019; Vehicle # AFL 8946; Net weight: 3.76mt - Than Ah Phang; Ticket # 524930; Date: 11/1/2019; Vehicle # ACH 3182; Net weight: 2.50mt - Anson Unit Win Sdn Bhd; Ticket # 524999; Date: 12/1/2019; Vehicle # AFL 8946; Net weight: 5.46mt <p>New group members' group identification number (WAGS ID) for SLSB currently different than existing pending assignment.</p>	<p>Complied</p>
<p>E3.2.5</p>	<p>Traders of FFB shall be either part of the Group management system following this guidance or be RSPO Supply Chain certified in order to sell certified FFB. Traders of FFB are encouraged to be included within the Group certification control rather than obtain their own supply chain certification.</p> <p>The Group Manager will ensure that the trader has clear procedures to ensure that mass balance</p>	<p>Contract sighted availale i.e. TJC-WA Agreement; Project Group Name:P159 WAGS-Perak Air Kuning; Group Owner Name Teik Joo Chan Sdn. Bhd.; Dated 19/5/2014; Owner name Teoh Chai Hock; Registered business # 176826-X.</p> <p>For new members (SLSB), agreement established as Wild Asia Group Scheme – Licensing Agreement; Between Wild Asia and Sawit Langkap Sdn. Bhd.; Date: 19/2/2019; The group scheme is further designed to allow for producers to meet independent third-party certification* such as the</p>	<p>Complied</p>

	<p>calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group members.</p> <p>Guidance:</p> <ul style="list-style-type: none"> • There shall be a contract between the FFB trader and the • The FFB trader shall maintain complete purchase and sales records. • If the FFB Trader is RSPO Supply Chain certified, a copy of the certificate shall be provided to the Group Manager. 	<p>Roundtable for Sustainable Palm Oil (RSPO) or Malaysian Palm Oil Standard (MSPO).</p> <p>*Wild Asia has worked to ensure the management are compliant to the named certification schemes. If there are specific limitations to the system Wild Asia will make reasonable effort to improve the management system.</p>	
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Section A-2- Individual group members up to 50ha under oil palm cultivation

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
<p>Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>		
<p>1.1.1 There shall be evidence that growers and millers provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p>		
Requirement for Individual Member with up to 50ha of plantation size		

Criterion / Indicator	Assessment Findings	Compliance
<p>Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.</p>	<p>Assessment of sampled individual smallholder members ID # WAGS 177, ID # WAGS 39, ID # WAGS 166 and ID # WAGS 52 at their respective farm sites generally confirmed that they able to demonstrate an understanding that all visitors and all requests for information can be referred to the Group Manager. All sampled members also able to tell the direction to go to the Group Manager’s office location.</p>	<p>Complied</p>
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall inform all Group members that all requests for information are referred to the Group Manager.</p>	<p>Based on the records in the file of sampled individual smallholder members, it was generally verified that Group Manager has informed all Group members that all request for information are referred to the Group Manager. This was also stated in individual’s WAGS agreement and the handbook of <i>Skim Kumpulan Pekebun Kelapa Sawit (WAGS) – Panduan Pengurusan Kelapa Sawit Mampan</i> (Guidance for Farm management of Sustainable Palm Oil), which was given to all members its copies.</p>	
<p>The Group Manager shall provide adequate information on (Environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making</p>	<p>Based on the information content of the handbook of Guidance for Farm management of Sustainable Palm Oil, it was confirmed that the Group Manager provide generally adequate information on issues relevant to RSPO Criteria to relevant stakeholders especially the smallholder members. Records sample of Quarterly meeting with stakeholders i.e. Implementation Team Meeting dated 29/1/2018 between Cargill-TSOMAK-WA-Dealer meeting at TSOMAK also generally showed adequate information through discussion on WAGS-Perak Air Kuning: Oil Palm Sustainability Support Programme.</p> <p>*TSOMAK – Tian Siang Oil Mill Air Kuning</p> <p>*WA – Wild Asia</p>	

Criterion / Indicator	Assessment Findings	Compliance
1.1.2 Records of requests for information and responses shall be maintained.		
Requirement for Group Manager		Complied
The Group Manager shall establish and maintain a system to keep records of requests for information and corresponding responses.	Based on procedure, a WAGS Perak Logbook Stakeholder Register & Request For Information has been maintained. Sighted a sample report by smallholder on monkey (Macaque) sighting at Kampung Chenderong Kelubi on 19/11/2017. Group Manager acted by communicating to Wildlife Department and visit conducted by Wildlife Dept. officer on 13/2/2018 to verify and investigate the area reported.	
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.		

Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1 (M) Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Demonstrate an understanding that all visitors and all requests for information are referred to the Group Manager.	Sampled individual members able to demonstrate that any visitors of request will be referred Group Manager. They able to tell the location of Group Manager’s site office too.	
Requirement for Group Manager		

<p>Group Managers shall list the following documents as publically available and keep copies centrally:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continuous improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). 	<p>Documents were kept by Group Managers at site office as following: Land titles/user rights for members as per following samples:</p> <ul style="list-style-type: none"> i) Yee Ah King <ul style="list-style-type: none"> • WAGS Member ID # WaGS-177 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Yee Ah King 1 – Yee Ah King 5 (missing 6 & &) • Land titles # GM 1277; Lot # 2664; Area: 1.9973 ha • Land titles # GM 2287; Lot # 4095; Area: 0.9845 ha • Land titles # GM 2294; Lot # 4127; Area: 0.9845 ha • Land titles # GM 988; Lot # 4435; Area: 1.0598 ha • Land titles # GM 505; Lot # 6961; Area: 0.7806 ha • Land titles # GM 2467; Lot # 4258; Area: 1.2343 ha • Perbadanan Pembangunan Pertanian Negeri Perak Lease Agreement # 896; Lot # P8-3A; Area: 8.149 ha ii) Teoh Chai Hock <ul style="list-style-type: none"> • WAGS Member ID # WaGS-39 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha iii) Aw Yit Chew <ul style="list-style-type: none"> • WAGS Member ID # WaGS-1392 • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha iv) Chia Voon Hong <ul style="list-style-type: none"> • WAGS Member ID # WaGS-76 • WAGS Agreement date: 7/10/2017 	
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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Location maps @ WAGS Perak Site Map (Polygon) – Teoh Chai Hock 1 (Plot-73) – Teoh Chai Hock 2 (Plot-74) • Land titles # 2768; Lot # 6245; Area: 0.6728 ha • Land titles # 4020; Lot # 6971; Area: 1.2869 ha <p>v) Anson Unit Win Sdn Bhd</p> <ul style="list-style-type: none"> • WAGS Member ID # WaGS-1400 • WAGS Agreement date: 7/10/2017 • Location maps @ WAGS Perak Site Map (Polygon) – Anson Unit (Plot-1658) • Land titles # 26515; Lot # 1164; Area: 11.7713 ha <p>WAGS Group Policy; Ver. # 1; Last updated: 4/10/2016; Filename: 2.13.1 Group Policy Statement_BM_v2_03102016</p> <p>WAGS Group; D1.2.1 G Consultation Communication Procedure; September 2016</p> <p>Other documents including all relevant HCV documentations, complaints and grievances details, previous audit reports and etc.</p>	
<p>Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>1.3.1 There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		Complied
<p>Individual members shall show that they have accepted and agreed the group’s policy on ethical conduct</p>	<p>Interview with smallholders under both dealers TJC and SLSB randomly selected smallholders noted aware of the policy on ethical conduct.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager	<p>The Group Manager aware of the statement as per WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Policy stated on the following: Para 1 – Ethical Conduct. Bribery, corruption or other similar unethical practices is strictly prohibited by WAGS.</p>	
<p>Criterion 2.1:</p>		
<p>There is compliance with all applicable local, national and ratified international laws and regulations.</p>		
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available.</p>		
Requirement for Individual Member with up to 50ha of plantation size		

<p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance.</p> <p>Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</p>	<p>The procedure named Legal register A 4.2.1 : Legal Register updated Jan 2019 was include all the legal and other requirements such as MPOB Regulation, Commercial Vehicle Licensing Board Act 1987, Wildlife Conservation Enactment 1997,EQA 1974, EQ (Declared Activities)(Open Burning) Order 2003, Environmental Quality Act 1974, Workers Compensation Act 152, Workers’ Minimum Standard Housing and Amenities Act 1990, Pesticides Act 1974, Minimum Wage Order 2018 etc.</p> <p>Assessment for Baseline was conduct to check the compliance to the legal requirements which had been conduct when the farmers want to join as a member of WAGS. The questioner was include basic the information related to legal:</p> <ol style="list-style-type: none"> 1. Land title 2. Dispute 3. New planting 4. Management 5. Storage 6. Type of chemical and fertilizer 7. FFB Production <p>WMS 3.1.1.1: WAGS Producer Group Organisation- The meeting was conducted on quarterly basis. The latest was done on 27/11/2018 and previously is on 2 Sept 2018 to discuss on the WAGS Perak Air Kuning and also new programme such as I- Cycle. On 27/7/2018 also have a meeting to introduce programme on Living Soil (how to make the organic fertilizer). The meeting was involving WAGS HQ, WAGS project coordinator and etc.</p> <p>However, there was inconsistency of child and young worker definition in Group Manager’s policy and training/communication material. This was based on Definition of young and child employment in Group Manager policy and communication slides noted inconsistently being addressed. i.e.</p>	<p style="text-align: center;">Minor noncompliance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>- Policy states that employment is allowed from 16 years old and above. 16 years old is considered young workers which were later described in the policy that no child and young workers to be employed.</p> <p>- Communication slides posted at the notice board states that child (Kanak-Kanak) classified as <17 years old, which supposed to be 14 years old and below. Young workers / Pekerja Muda is classified as 15 to 17 years old.</p> <p>Members shall be clearly communicated with a correct age definition to ensure recruitment and monitoring of young and child workers is done according to the policy.</p> <p>Hence, a Minor NC has been raised on the matter.</p>	
Requirement for Group Manager		

<p>Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members.</p>	<p>SLSB workers monthly wages were found deducted with road summon of RM50 per month for local worker (Drivers) and loan amounting from RM100~600 per month based on the record retrieved for the month of December 2018, January 2019, February 2019. 1 of the selected sample was found deducted approx. 43% of the amount of wages earn per month. i.e. Worker ID: AT823270 Emp# LKP36; salary deducted with RM50 for road summon for month Dec 2018, Jan 2019 and Feb 2019. Emp#AT823270; salary deducted with loan amount RM600 for month Jan 2019 Emp#AT929786; salary deducted with loan amount RM100 for month Dec 2018 and Jan 2019; RM300 for month Feb 2019</p> <p>Legal reference: <u>Employment Act 1955 (Act265); Part IV Deduction from Wages; Section 24 – Lawful deductions</u></p> <p>(1) No deductions shall be made by an employer from the wages of an employee otherwise than in accordance with this Act.</p> <p>(4) The following deductions shall not be made except at the request in writing of the employee and with the prior permission in writing of the Director General:</p> <ul style="list-style-type: none"> (a) deductions in respect of payments into any superannuation scheme, provident fund, employer’s welfare scheme or insurance scheme established for the benefit of the employee; (b) deductions in respect of repayments of advances of wages made to an employee under section 22 where interest is levied on the advances and deductions in respect of the payments of the interest so levied; 	
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	<p>(c) deductions in respect of payments to a third party on behalf of the employee;</p> <p>(e) deductions in respect of the rental for accommodation and the cost of services, food and meals provided by the employer to the employee at the employee's request or under the terms of the employee's contract of service</p> <p>(8) Total of any amount deducted under this section from the wages of an employee in respect of any one month shall not exceed fifty percent of the wages earned by the employee in the month.</p> <p>The procedure G06 WAGS Guidelines: Guidelines on Legal Compliances was established.</p> <p>It was mentioned about the scope, objectives and the importance of the procedure. This procedure was implemented to ensure that the farmers comply with all the legal requirements related to their farms.</p> <p>Training was conducted accordingly, sighted the sampled records as follow:-</p> <p>Existing member:-</p> <ol style="list-style-type: none"> 1. WAGS-177 2. WAGS-39 3. WAGS-166 4. WAGS-52 5. WAGS-1392 6. WAGS-76 7. WAGS-170 <p>New members to attend and receive procedure regarding to G06 WAGS Guidelines:</p> <ol style="list-style-type: none"> 1. Langkap 1: Leong Ah Chuan 2. Langkap 2: Lian Kam Nam 3. Langkap 3: Abd Latib 4. Langkap 4: Chan Siew Peng 	
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Criterion / Indicator	Assessment Findings	Compliance
	5. Langkap 5 :Sunnyville Sdn Bhd 6. Langkap 6 : Kemajuan Agro Sawit Sdn Bhd 7. Langkap 7: Ho Liong Bah 8. Langkap 8 : Tang Pat Mooi 9. Langkap 9 : Sawit Chui Chak Enterprise 10.Langkap 10 : Heah Anu	
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.	Assessment for Baseline was conduct to check the compliance to the legal requirements which had been conduct when the farmers want to join as a member of WAGS. From the personal file for each farmer and latest assessment done on January – February 2019 sighted the sampled records as follow:- MPOB license:- MPOB license for Sawit Langkap Sdn Bhd (177981U) referred 247305-301000 MPOB License for Kemajuan Agro Sawit Sdn Bhd (1103616U) referred license 543043-001000 MPOB License for WAGS – 131 referred license no 448547-201000 MPOB License for WAGS – 84 referred license no 224408 - 901000	Complied
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall: Have a list/‘legal register’ of all applicable laws and regulations and state:</p> <ul style="list-style-type: none"> • Where the laws were obtained from. • How they are circulated and how often and record this communication. • Who and how ensures that the laws are being implemented. • Who monitors and updates the list and how often. • Who records when updates are communicated. 	<p>The laws were obtained through Lawnet. If there is an amendment, the management communicate accordingly through email and phone call. There is one changes in Law regarding to Min Wages 2018 related to the farmers.</p>	
<p>2.1.3 A mechanism for ensuring compliance shall be implemented.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Ensure you can demonstrate to a third party that the laws are understood and complied with by Group members	During interview with farmers found new amended of legal such as Min Wages 2018 is been communicated to the farmers and they are not aware regarding to some requirement of laws.	
Develop tools such as checklists or booklets that your group members can use to help them implement the legal requirements.	In WAGS Air Kuning, WAGS already establish or develop the booklets under title Panduan Pengurusan Kebun Kelapa Sawit Mapan. This Booklets already been distribute to all farmers dated 29 Jan 2016. For new site in Sawit Langkap 1 st batch farmers to received guidance and training from WAGS during planned visit.	Complied

Criterion / Indicator	Assessment Findings	Compliance
2.1.4 A system for tracking any changes in the law shall be implemented.		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Minor noncompliance
Check that the titles or deeds allow the growing of oil palm where this is required by country legislation	Titles were available for sample farmers. Sample titles for following members: 1) Kemajuan Agro Sawit Sdn Bhd: Total titles: 7: - Title # 8109; Lot # 9907; Area: 2.194 ha; Mukim: Sungkai - Title # 8134; Lot # 11237; Area: 1.231 ha; Mukim: Sungkai - Title # 8139; Lot # 11236; Area: 1.315 ha; Mukim: Sungkai - Title # 8140; Lot # 11238; Area: 1.258 ha; Mukim: Sungkai - Title # 8144; Lot # 9910; Area: 2.236 ha; Mukim: Sungkai - Title # 8153; Lot # 10246; Area: 1.344 ha; Mukim: Sungkai - Title # 8271; Lot # 9909; Area: 2.099 ha; Mukim: Sungkai	

Criterion / Indicator	Assessment Findings	Compliance
<p>Requirement for Group Manager</p> <p>The Group Manager shall demonstrate documentary evidence of legal ownership or lease, history of land tenure and the actual legal use of the land according to local laws.</p>	<p>Sheet 3: Producer Registration_PG TJC was included all the information needed for all existing and new farmers. e.g. date of compulsory training and monitoring, date joined member, unique member registration (WAGS ID No).</p> <p>Previous database monitoring sheet has been progressively migrated to the new Wildasia Knack (New Database System). The progress of migration was completed in Q2 2018.</p> <p>Wildasia knack, new database system</p> <ul style="list-style-type: none"> i) Member’s details ii) Activity’s log ii) Managemnet profile iv) List of registered land v) Regulatory license (MPOB license etc) vi) List of registered buyers vii) Annual production records vii) Management option (self, outsource, relative etc. <p>The hectarage was monitored through Excel Sheet 4: PG Farm Registration_PG TJC that covered the information on the farm and issue on monitoring.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Maps showing the legal boundaries shall be kept.	Maps showing the legal boundaries were not kept/available for sampled new members under SLSB. Hence, a Minor NC has been raised on the matter.	
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demarcate the boundaries of their land.	Visit to the farm during field visit. All the farmers able to demonstrate where their boundaries. The boundaries was demarcate using: 1. Boundary stone; or 2. Drain; or 3. Frond Stacking.	
Requirement for Group Manager		
Check that boundaries are demarcated.	Visit to the farm during field visit. All the farmers able to demonstrate where their boundaries. The boundaries was demarcate using: 1. Boundary stone; or 2. Drain; or 3. Frond Stacking.	
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
N.A	N.A	
2.2.4 There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
There are conflicts: Explain why and what is the current status. Update this status every quarter until finalised. Record all meetings and who attended.	There's no any significant land conflicts among the members of WAGS based on the site assessment including documentations and interviews of sampled smallholders.	
Requirement for Group Manager		
If there are conflicts: The Group Manager shall ensure that there is an ongoing process to resolve the conflict and ensure records of meetings are being kept by the group member.	As per Guidelines on Managing Legal Land Conflicts; No.: WMS 2.3.2.2; Issue date: 15/9/2016; Source file: 2.3.2.2 G Legal Land Conflict Management_v2_15092016. No dispute recorded since the start of group program in 2012.	
2.2.5 For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
In each case, open a case file starting with a statement regarding the boundaries under dispute outlining the issues and the scope.	There's no any significant land conflicts among the members of WAGS based on the site assessment including documentations and interviews of sampled smallholders.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
N.A	N.A	
2.2.6 To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.		
2.3.1 Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Carry out the participatory mapping with involved parties (including neighbouring communities where applicable, and relevant authorities).	<p>Each smallholder member has been drawn their individual plot maps as per Google Earth Farm ID Plot area maps and legal land title map sighted in individual file. Interview of sampled smallholders confirmed that the mappings were done to ensure the plot areas are correct. The sample maps were sighted for sample members e.g.</p> <p>WAGS ID#177, WAGS ID#39, WAGS ID#1392, WAGS ID#76, WAGS ID#1417, WAGS ID#90, WAGS ID#1400, WAGS ID#174.</p>	
<p>2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities’ decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company’s title, concession or lease on the land.</p>		
Requirement for Individual Member with up to 50ha of plantation size	Complied	

Criterion / Indicator	Assessment Findings	Compliance
<p>Demonstrate that they have the right to use the land and or have customary rights over the land they farm.</p>	<p>Selected smallholders owned the land legally with applicable land title and licenses. Copy of the title is available at WAGS office, SLSB and TJC. The sampled titles viewed includes:-</p> <ul style="list-style-type: none"> - (WAGS39) - Land title available in WAGS office – No Hakmilik: 2768; Lot 6245, Luasan: 0.6728 - (WAGS177) - Land title available in WAGS office – No Hakmilik: 2294; Lot 4127, Luasan: 0.9485 Hectare - (WAGS 76) - Land title available in WAGS office – No Hakmilik: 2646; Lot 3792, Luasan: 1.3646 Hectare - (WAGS 1392) - land title available in WAGS office – No Hakmilik: 2410; Lot 4725, Luasan: 1.1238 Hectare - (WAGS 1417) - land title available in WAGS office – No Hakmilik: 4047; Lot 7088, Luasan: 1.2181 Hectare - (WAGS 90) - land title available in WAGS office – No Hakmilik: 2637, 2720, 407; Lot 3520, 3521, 3494 Luasan: 1.2404, 1.2885, 1.174 Hectare - (WAGS 174) - land title available in WAGS office – No Hakmilik: 518/78, 3026, 1094, Lot: 7454, 4740, 4915, Luasan: 1.2691, 1.0421, 0.9662 hectare - (WAGS 1400) - land title available in WAGS office – No Hakmilik: 26515, Lot 1164, Luasan: 11.7713 hectare - (Chui Chak), - land title available in WAGS office – No Hakmilik 5128, 3159, 4896, Lot 2310, 4141, 5255, Luasan: 0.8296, 1.4164, 0.8423 hectares - (Tang Pat Mooi), - land title available in WAGS office – No Hakmilik: 5149, 5985, 265854, Lot 2113, 16407, 13931, Luasan: 0.7942, 0.8006, 0.8536 hectares. - (Abd Latiff), - land title available in WAGS office – No Hakmilik: 127/93, 107, 113, 108, Lot PT2540, 7323, 7328, 7322, Luasan: 0.947, 0.7558, 0.6139, 0.6686 hectares. 	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Keep copies of negotiated agreements between individual members and affected stakeholders in appropriate languages.	The user rights evidences were kept in individual member file in appropriate languages. No any dispute that requires negotiated agreements between individual members and affected stakeholders.	
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	The user rights evidences were kept in individual member file in appropriate languages. No any dispute that requires negotiated agreements between individual members and affected stakeholders.	
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
For these processes appropriate local language will be used and negotiations conducted with appropriate representatives.	The user rights evidences were kept in individual member file in appropriate languages. No any dispute that requires negotiated agreements between individual members and affected stakeholders.	

Criterion / Indicator	Assessment Findings	Compliance
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.		
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
This Criterion is not applicable to independent smallholders. See reference RSPO P&C 2013, under Criterion 3.1 Guidance. It is recommended for groups of smallholders to have a business plan for long-term economic viability of their operation, considering among others, cost of annual maintenance, replanting, potential expansion and long term sustainability of certification.	A business plan for the year 2019 was available which incorporating the planned activity such as filed operation, management resources & communication, smallholder technical support programme established and etc.	

Criterion / Indicator	Assessment Findings	Compliance
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
Principle 4: Use of appropriate best practices by growers and millers		
Criterion 4.1:		
Operating procedures are appropriately documented, consistently implemented and monitored.		
4.1.1 Standard Operating Procedures (SOPs) for estates and mills are documented		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager develops appropriate SOPs for the group:</p> <ul style="list-style-type: none"> • Ensure through a set procedure any pre-existing SOPs for BMP by current members, are compliant & consistent with the group SOPs • Keep a register of members who have pre-existing non-group SOPs that are accepted as compliant and consistent with group SOPs. 	<p>WAGS Group Guidance was established to monitor the best practice, sighted: Training module that established was implemented as a SOP for WAGS dated 16 Nov 2018 for the existing member. The module covered on:</p> <p>T01: Introduction to Wild Asia and RSPO T02: Guidance for Farm Management T03: Introduction to documentation Training T04: Health and safety T05: Env management (for small farm) T06: Code of conduct and membership requirement T07: Social T08: New planting and replanting T09: FFB pricing and grading T10: BMP on harvesting T11: Common Pest and Disease</p>	
<p>4.1.2 A mechanism to check consistent implementation of procedures shall be in place.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Minor noncompliance</p>
<p>N.A</p>	<p>N.A</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager has regular checks using procedures set at group level for SOP implementation.</p>	<p>For the existing member the field assessment have been done on Jan – Feb 2019 for all farmers. The records for members below was sighted:</p> <p>Existing Members:</p> <ul style="list-style-type: none"> 1) WAGS – 177 2) WAGS – 39 3) WAGS – 166 4) WAGS – 52 5) WAGS – 141 6) WAGS - 112 <p>However the mechanism in place conducted by the WAGS management to monitor farm operation info such as FFB production volume for each farmer in Sawit Langkap found not fully effective to ensure consistent implementation of procedures. Hence, a Minor NC has been raised on the matter.</p>	
<p>4.1.3 Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Complied</p>	

Criterion / Indicator	Assessment Findings	Compliance
Responsibility of individual members to keep record of their own SOP implementation as per defined in group SOPs.	During verification at site the training material/SOPs were distributed to the farmers. The records of training and modules were kept at the project site office. During the interview, the farmers bring together the material/SOP given by the WAGS management .In Sawit Langkap, the WAGS Guidance is been communicated and distribute. During interview with farmers noted they know regarding any guidelines from WAGS.	
Requirement for Group Manager		
Group Manager oversees the individual record keeping by members	The records were kept in the personal file accordingly by WAGS management.	
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).		
Requirement 3for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager is responsible to identify where all individual member farms are located as a means to identify FFB origin.</p>	<p>The group manager already establish SOP Traceability (2.12.1.2) dated 29 July 2017. This SOP already include system to monitor the origins of FFB from each specific plot for each farmers with Identification ID/WAGS No/ MPOB.</p> <p>The records of FFB from the members were adequately monitored and total of yield per ha as per detail below:-</p> <p>Receive on January 2019:-</p> <p>Tina A/P Amran(WAGS-166) 0.61Ha sent 1.42Mt(No. weighbridge Ticket: 525306,524580)</p> <p>Amdan (WAGS-52)1.21Ha sent 2.12Mt(No. weighbridge Ticket: 527324) 15 Jan</p> <p>Uda (WAGS-170)1.62Ha Sent 2Mt (No. weighbridge Ticket: 525273)</p> <p>Ngah(WAGS-142)11.5Ha Sent 17.68Mt(No. weighbridge Ticket:527323,527325) 13 jan 2019.</p>	
<p>Criterion 4.2:</p>		
<p>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield</p>		
<p>4.2.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N.A</p>	<p>N.A</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager to maintain regular records of soil fertility practices by all members as per SOPs.	The WAGS management has monitored and maintain the records for soil fertility practices accordingly.	
4.2.2 Records of fertiliser inputs shall be maintained.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Responsibility of individual members to maintain fertilizer records.	<p>During interview with small holder, The records of fertilizer application was available in each farmers' individual file at site. Sighted the records for farmers as follow:</p> <p>Member of existing site:-</p> <ol style="list-style-type: none"> 1. WAGS – 1392 2. WAGS – 76 3. WAGS – 1417 4. WAGS – 174 5. WAGS – 90 6. WAGS – 131 7. WAGS – 1400 <p>Member of new site:-</p> <ol style="list-style-type: none"> 1. Leong Ah Chuan 2. Sunnyville Sdn Bhd 3. Kemajuan Agro Sawit Sdn Bhd 4. Sawit Chui Chak Enterprise 5. Ho Liong Bah 	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager to provide template to record fertilizer usage and mill by-products usage.	The WAGS management has monitored and maintain the records for fertiliser application accordingly.	
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Group Manager conducts periodic tissue and soil sampling at minimum for a representative sample of group membership.	The WAGS management has plan to complete the periodic tissue and sampling for WAGS Air Kuning accordingly. It was still in progress and yet to be completed by end of 2018.	
4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Group Manager oversees and ensures implementation of nutrient recycling for the group.	No application of EFB and POME at WAGS Air Kuning.	
Criterion 4.3: Practices minimise and control erosion and degradation of soils.		

Criterion / Indicator	Assessment Findings	Compliance
4.3.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where available individual members shall provide soil maps of their own farm to the Group Manager.	Soil map for WAGS Air Kuning was available during site audit under document Annual Environmental Management Register WAGS Perak Scheme Report for 2018-2019 dated 18 Feb 2019 by Dr Reza Azmi. 3 type of soil across the area based on Department of Survey and Mapping Malaysia: 1. Manik-Sogomana 2. Telemong-Akob 3. Holyrood-Harimau	
Requirement for Group Manager		
Group Manager shall compile and maintain an overall soil map for the group.	The management of Group manager have the compile version and maintain the documentation accordingly. Soil map for WAGS Air Kuning was available during site audit under document Annual Environmental Management Register WAGS Perak Scheme Report for 2018-2019 dated 18 Feb 2019 by Dr Reza Azmi	
4.3.2 A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager develops a policy and procedure for planting on slopes.	Under T02 record training Communicated directly to potential new members via training (T1-Introduction to Wild Asia and WAGS) – initial communication. T2-Guidance for Farm Management of Palm Oil. Latest done on 2/6/2018.	
4.3.3 A road maintenance programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
A road maintenance programme is maintained at Group level, this includes an approval process for any new roads being developed by individual members	WMS: 3.5.4 Road maintenance guidelines for group manager and members dated 15 Sept 2017.	
4.3.4 Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall record water levels at regular basis as specified within group SOP	Not applicable because no peat soils in WAGS Air Kuning area. Verification site been made	
Requirement for Group Manager		
Group manage to have monitoring procedure for peat subsidence and water management for plantings on peat where relevant	No Peat soils in WAGS Air Kuning area. Verification site been made.	
4.3.5 Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Group Manager develops regular drainability assessment schedule for the group and implements this	No peat soil at WAGS Air Kuning.	
4.3.6 A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
There is a group level policy and plan for managing fragile and problem soils occurring in the group. The Group Manager shall ensure implementation by individual group members.	No Peat soils in WAGS Air Kuning area. Verification site been made.	
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.		
4.4.1 An implemented water management plan shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
The responsibility of Group Manager	Training T05 Environmental Management was provided to the farmers to brief on the riparian and buffer zones.	
Group Manager shall have Map of all water ways and water bodies and have procedures as part of water management plan	The map was available during site audit at WAGS Air Kuning.	
4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable individual members shall demonstrate maintaining and restoring riparian and other buffer zones as specified within group SOPs.	Based on the smallholder plot visit; WAGS ID (WAGS-1417) certified (plot 1540), with presensce of riparian buffer, smallholder members able to demonstrate maintaining and restoring riparian zone by not applying chemical and fertilizer at the length of river width away from the banks.	
Requirement for Group Manager		
The responsibility of Group Manager	The TSP C 3.2.1: Riparian Protection was established and brief about buffer zone, riparian buffer and natural river. Training T05 Environmental Management was provided to the farmers to brief on the riparian and buffer zones.	
4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).		
Requirement for Individual Member with up to 50ha of plantation size		N.A

Criterion / Indicator	Assessment Findings	Compliance
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
The responsibility of Group Manager. Have a written procedure on IPM.	The management has established the written procedure on IPM and was brief accordingly to all farmers, T02 training.	
4.5.2 Training of those involved in IPM implementation shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members must attend training.	<p>The training records for members below were sighted:</p> <p>Member of existing site:-</p> <ol style="list-style-type: none"> 1. WAGS – 1392 2. WAGS – 76 3. WAGS – 1417 4. WAGS – 174 5. WAGS – 90 6. WAGS – 131 7. WAGS – 1400 <p>Member of new site:-</p> <ol style="list-style-type: none"> 1. Leong Ah Chuan 2. Sunnyville Sdn Bhd 3. Kemajuan Agro Sawit Sdn Bhd 4. Sawit Chui Chak Enterprise 5. Ho Liong Bah 	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Manager to provide IPM training.	<p>The training on IPM was conducted accordingly. The training records for members below were sighted:</p> <p>Member of existing site:-</p> <ol style="list-style-type: none"> 1. WAGS – 1392 2. WAGS – 76 3. WAGS – 1417 4. WAGS – 174 5. WAGS – 90 6. WAGS – 131 7. WAGS – 1400 <p>Member of new site:-</p> <ol style="list-style-type: none"> 1. Leong Ah Chuan 2. Sunnyville Sdn Bhd 3. Kemajuan Agro Sawit Sdn Bhd 4. Sawit Chui Chak Enterprise 5. Ho Liong Bah 	
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>		
<p>4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be able to demonstrate knowledge of pest & applicable chemical use.	During site verification by visual and interview the almost members able do demonstrate knowledge on the handling of chemical accordingly.	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager to develop manual for pest & chemical use and relevant training.	The procedure on chemical handling especially for spraying activity was established and maintained accordingly by the WAGS management. The training on chemical handling training been done on 29 Jan 2016	
4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members keep records of pesticides use.	The records of pesticides use by the members were kept in the individual file at site accordingly.	
Requirement for Group Manager		
Group Manager has oversight responsibility	The record of pesticide usage for individual member under WAGS Air Kuning is available in excel record data. This data have active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications.	
4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Responsibility of the Group Manager.	Communicated directly to potential new members via training (T1-Introduction to Wild Asia and WAGS) – initial communication. T2-Guidance for Farm Management of Palm Oil. Latest done on 2/6/2018	
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Responsibility of the Group Manager.	The WAGS management always monitor the pesticide use by the members. So far, there was no evidence use of pesticide Class 1A and 1B.	
<p>4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members ensure that anyone handling chemicals has attended relevant training.	Chemical handling training is conducted to this Sawit Langkap Group by MPOB, SLSB Trading Sdn. Bhd. This training including manuring, best practice, chemical handling, safety and others dated 18 November 2017	
Requirement for Group Manager		
Group Manager has oversight responsibility	The training for pesticides operation was conducted accordingly by the WAGS management.	

Criterion / Indicator	Assessment Findings	Compliance
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members store pesticides consistent with Group SOPs.	Storage of all pesticides was found adequate at members own store.	
Requirement for Group Manager		
Group Manager has oversight responsibility	The Group manager management has conducted the training accordingly to the members on how to handle the chemical including the storage of the chemical. The records of training for members below were sighted dated 18 November 2017.	
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Responsibility of the Group Manager.	Group manager showed that management already established the procedure related to application of pesticide can refer to booklets under title Panduan Pengurusan Kebun Kelapa Sawit Mapan.	
4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
N.A	N.A	
Requirement for Group Manager		
Responsibility of the Group Manager.	During site verification and interview with Small holder and group manager, no aerial spraying was conducted at WAGS Air Kuning.	
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Responsibility of the Group Manager.	The training is conduct refer to T2-Guidance for Farm Management of Palm Oil. Latest done on 2/6/2018	
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members must dispose of waste materials according to group SOPs.	The waste material is dispose accordingly followed as per SOP established by the group manager	
Requirement for Group Manager		
Group Manager has oversight responsibility	The waste material is dispose accordingly followed as per SOP established by the group manager	

Criterion / Indicator	Assessment Findings	Compliance
4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Group Managers to monitor occurrence of illnesses and health conditions of members and their workers that are handling agrochemicals, to identify needs for medical check-up.	The monitoring for illness was monitored accordingly by the management. So far, there was no case of illness by the members.	
4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members ensure no pregnant or breastfeeding women are handling pesticides.	No record of women work with pesticide in individual member. During interview with the members, it had explained that the spraying activity was done by the male workers.	
Requirement for Group Manager		
Group Manager has oversight responsibility.	From the interview, the group manager have workers register and update from time to time (once a year) from each farmer to ensure no women workers involve with chemical. Interview and site visit is confirm the implementation.	
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		

Criterion / Indicator	Assessment Findings	Compliance
4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall provide input to the development of the OHS policy and management plan	Certain company such as Berimbun teguh Sdn Bhd and Estacy Glow Sdn Bhd have policy dated 3 march 2017. The policy was displayed on the notice board.	
Requirement for Group Manager		
Group Manager shall conduct a risk assessment in collaboration with members.	Risk Register document D4.1.3.3.1 was conducted accordingly. Sighted Significant Risk Register dated 4.10.2018 available at WAGS Croup head office.	
4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>Member shall collaborate with Group Manager to ensure dangers on farm are identified</p>	<p>The T02 training module: Guidance for Farm Management of Sustainable Palm Oil was conducted over three separate sessions, namely on 2.4.2018 for members, 3, 2.6.2018 for 1 member and 16.2.2019 for 2 members.</p> <ol style="list-style-type: none"> 1. Leong Yun Khun 2. Cheong Chee Kong 3. Foong Chee Wai 4. Chow Ka @ Chow Kar Fatt 5. Chow Kar Chui <p>The training topics covered:</p> <ul style="list-style-type: none"> • Basic knowledge for Health and Safety • Wear PPE for harvesting and loading • High risk on safety, e.g. snake bites and palm frond thorns. <p>The training was conducted at site on 1/2/2019 by WAGS Project coordinator, sighted the attendance record of training.</p>	
Requirement for Group Manager		
<p>Based on the identified risks, an Occupational Health and Safety policy and/or plan shall be documented and implemented, including the need for medical insurance for workers appropriate to scale.</p>	<p>Although risks had been identified an OHS Policy has not been established, thus not documented and implemented.</p> <p>WAGS training on Knowledge and skill building (slide no. 3) on Social and Labour Requirements, dated 24.1.2017 touches on the requirement for medical fee to be paid by the Farmer who hired the casual workers.</p>	
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Members shall attend trainings related to OHS.	The training is on 18 November 2017 at SJK(C) Wah Keow, Langkap	
Members shall implement the management plan and at least ensure the provision of PPE and medical check-ups for high risk workers. In the case of hazardous chemical use, a description of the relevant chemicals should be brought to the field.	The group manager will give the ppe that applicable as per risk assessment such as boot, hand glove and others. During interview with individual member from the sampling we found all farmers only take casual workers however they are aware regarding to ppe and safety during working. The casual workers always bring their PPE during work.	
Requirement for Group Manager		
N.A	N.A	
<p>4.7.4 The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Appropriate to scale, consider forming an Occupational Health Committee.	Not applicable as per OSH act.	
Group Manager reviews the manual periodically.	The Group Manager have reviewed the manual periodically latest Oct 2018.	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Members shall report accidents on the farm to the Group Manager.</p>	<p>From the interview, the member aware the accident must report to Group manager. Members are not obliged to report accidents to Group Manager as per WAGS procedure (Accident Reporting Procedure D4.1.5.1 dated 5.10.2018 shown by Sharyn). No record or accident happen during 2018.</p>	
<p>Each member ensures that there is a first aid kit available at the work site when there is operation going on in the field.</p>	<p>Members are not required to have this as long as someone is trained on first aid is available at site. In this case. For Air Kuning, Project Coordinator (Saadiatul Nadia Bte Jalaluddin – WA staff) is available who is also the trained First Aider.</p> <p>During interview with farmer, they aware regarding to first aid and always in standby for any emergency.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall develop OHS / First Aid manual and distribute to all individual members.</p>	<p>RSPO issued a document for RIF (Round table for Interpretation Forum) 21.3.2018 relax on this requirement. Hence, no issue.</p>	
<p>Group Manager shall hold regular training based on Group OHS / First Aid manual for members and/or workers.</p>	<p>The training is been conduct periodically according to training need and plan. Last OHS training done 7&8 Oct 2017.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Group Manager shall record members' accidents on the farm.	There is no case of accident happened to the TJC's worker while doing their work at WAGS members' farm.	
4.7.6 All workers shall be provided with medical care, and covered by accident insurance.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, workers shall be provided with medical care and covered by medical insurance	For foreign workers insurance referred:- Allianz General Insurance Company (Malaysia) Berhad (19PIP5002945-00) valid from 24 March 2019 – 23 September 2020	
If accidents occur involving casual workers, members shall be expected to provide medical care for the workers involved	No casual workers in Kemajuan Agro Sawit Sdn Bhd. No record of accident for year 2018.	
Requirement for Group Manager		
N.A	N.A	
4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 4.8:		
All staff, workers, smallholders and contract workers are appropriately trained.		
4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Anyone working on the farm shall be briefed on best practices relevant to the job they are doing. Members and workers shall participate in the trainings where appropriate. Members inform the Group Manager on participation of workers in training	With the exception of some Orang Asli, most of the absent farmers do not tend their farm. Training module T05 (Env. Mgt for Small Farm include training on Racun Rumpai, Racun Serangga and Racun Perosak), T10 Best Management Practices (Harvesting), T11 (Common P&D) are available. Records of training attended are for modules T02, T03, T04, T05, T06,T07, T08, T09, T10, T11, P455 is available at side.	
Requirement for Group Manager		
Group Manager shall ensure that all members are trained on the RSPO P&C and records of such training shall be kept	Training module T02 (mandatory for all new members) covers basic knowledge on RSPO P&C, total slides more than 60. 26 members were trained on T02 from 10.2 2018 to 16.2.2019.	
Appropriate to scale, Group Manager shall prepare a training plan.	The 2019 Training Plan was sighted available. See Document WAG-004 Training Records.	
4.8.2 Records of training for each employee shall be maintained.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Appropriate to scale, training records shall be kept.	During audit, the record training is available such as Best management practice training dated 10 July 2018 and new planting and replanting training for Chow Fatt and Lai Kok Sam.	
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 continual improvement.		
5.1.1 An environmental impact assessment (EIA) shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the environmental risks of their operations	All the members have attended T05 Training which cover all the environmental impacts identified in the operations in the oil palm plantations. Interviewed the workers and they understand the environmental risk such as spillage of chemical and deforestation	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall identify all activities that have an impact on the environment.	Identified in the Annual Environmental Management Report; WAGS Perak Scheme Report 2018-2019; Last Updated: 18/2/2019; Wild Asia Project Ref. # P159. Impact identified in Environmental Risk Management Areas include: <ul style="list-style-type: none"> - ER 1: HCV, Biodiversity & New Development Planning - ER 2: Water Resource Protection, Use and Conservation - ER 3: Soil Protection, Fertility & Conservation - ER 4: Waste Management & Pollution Control - ER 5: Air Pollution & Emissions - ER 6: Chemical Awareness & Reduction 	
5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the mitigation plan to reduce the environmental impacts.	During site visit, smallholders well aware of the environmental impacts and the mitigation plan. For example, the empty chemical containers must be handled by triple rinse and punch after used. Mitigation plan is developed and documented work plan for 2019.	
Individual members shall contribute to the reduction of environmental impacts	T05 Training – Environmental Management Training has been conducted with members. Panduan Pengurusan Kebun Kelapa Sawit Mampan distributed to every Group Member. During site visit, interviewed the smallholder and confirmed they know how to triple rinse and punch the chemical containers after used.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall develop a mitigation plan to reduce environmental risks and review the plan every two years of mitigation plan.</p>	<p>Recommendation for each identified impacts were documented in the SEIA and HCV of the WAGS Air Kuning which completed on 9 December 2015. Mitigation plan is developed and documented work plan 2018 and group management plan dated June 2017. The plan due to be review on June 2019.</p>	
<p>5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N.A</p>	<p>N.A</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall organise training for members on environmental risks and mitigation measures.</p>	<p>All the members have attended T05 Training which cover all the environmental impacts identified in the operations in the oil palm plantations.</p> <p>While the compulsory training which covered all the elements including environmental risks and mitigation measure has provided to all members (last training dated 4 December 2016). Other relevant training on chemical handling and waste management was carried out under T04 (IPM and use of chemical) which was latest done on 1/2/2019.</p> <p>Training records for each smallholder documented in WAGS-004 training records.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall monitor implementation	Monitoring for the implementation is based on Work Plan for 2019.	
<p>Criterion 5.2: The status of rare, threatened or endangered species and other 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 and operations managed to best ensure that they are maintained and/or enhanced.</p>		
<p>5.2.1 Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate basic understanding of HCVs and RTEs and the need to protect them	Display on local RTEs is available during onsite audit. T05 Training – Environmental Management Training has been conducted with members. Based on interview with the smallholder, they were aware on the list of RTE species which aslo provided in the smallholder handbook for reference.	
Individual members shall participate in the HCV assessment.	As per HCV findings of SEIA and HCV of the WAGS Air Kuning which completed on 9 December 2015, the methodology which incorporated site observation and consultation with local communities. The local villager, workers from estates and dealers were actively participated in the HCV assessment.	
Requirement for Group Manager		
HCV assessments shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available; see guidance).	SEIA and HCV of the WAGS Air Kuning conducted by the Wild Asia assessment team. Based on the HCV findings of SEIA and HCV of the WAGS Air Kuning which completed on 9 December 2015, the HCV being identified were absent and potential in the area.	

Criterion / Indicator	Assessment Findings	Compliance
<p>5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall check with the Group Manager status of HCVs and RTEs of their farm based on the HCV assessment report</p>	<p>List of HCVS and RTEs findings display on the notice board is available during onsite audit. Based on interview with the smallholder, they were aware on the list of RTE species which aslo provided in the smallholder handbook for reference.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan</p>	<p>The HCV management plan incorporated under work plan details dated January 2019 for such as highlights members adjacent to protected areas/natural waterways/potential HCVs including as part of the regular field checks to ensure compliance, i.e clear boundaries and no encroachments. Project Coordinator Meeting for 4th Quarter 2018 on 27/11/18 has discussed on the work status for 2018 and plan for 2019 which also incorporated the HCV and bio-diversity plan for improvement</p>	
<p>5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall make their workers aware of the status of RTE species and the applicable disciplinary measures.</p>	<p>The members are understand the ways of communication such as through meeting with field assistants, notice displayed on the notice board in Wild Asia office and Teik Joo Chan office and Oil Palm Management guideline distributed to each of the members</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager conducts training for their individual members and their workers about the status of HCV and RTE species and the applicable disciplinary measures	Training has been provided to the individual members about the status of HCV and RTE species and the applicable disciplinary measures under T02 for Guidance for Farm Management on SPO. The latest training was carried out on 1/2/2019.	
5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. 		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs)	The responsibilities of group members is covered in T05 Environmental Management for Small Farms.	
Requirement for Group Manager		
Group Managers shall implement a mechanism for individual members to report on threats to HCVs	Logbook with details of threats to HCV (including sightings of RTE) available at the site office.	
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall be aware of the rights of other local communities that are related to identified HCVs and RTEs	Most of the smallholders has their own land. Interviewed them and they well aware the rights of other local communities related to identified HCVs and RTEs.	
Requirement for Group Manager		
In cases where there is an overlap of local community rights and HCV areas, the Group Manager shall initiate the negotiation of an agreement that optimally safeguards both the HCVs and these rights	Up to date, there is no reporting in cases where there is an overlap of local community rights and HCV areas. All owner has the legal land title or authority letter.	
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 All waste products and sources of pollution shall be identified and documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.	All the wastes such as domestic waste, schedule waste and solid waste with disposal/re-use method were identified in Waste & Pollution Sources Inventory which updated on 1/3/2019.	
5.3.2 All chemicals and their containers shall be disposed of responsibly.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Members shall ensure that all chemical containers are properly handled and disposed.	<p>Interviewed the smallholder and confirmed that surplus chemical containers disposed of such that there is no risk of contamination of water sources or to human health. The disposal through the seller. These containers subsequently sent to authorised collectors by the sellers.</p> <p>Casual workers who work for the smallholders will collect it back and sent to recycler or recycle for field activities such as spraying.</p>	
Requirement for Group Manager		
The Group Manager shall ensure that all chemical containers are properly handled and disposed	<p>T05 Environmental Management for Small Farmers Training which incorporated the disposal method of waste and T04- Health and Safety training which described the methodology of triple rinsed has been provided to all the smallholders.</p> <p>Interviewed the smallholder and confirmed that surplus chemical containers disposed of such that there is no risk of contamination of water sources or to human health.</p>	
5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall have a documented waste management and disposal plan.	The documented waste management and disposal plan available at the group level. All the wastes such as domestic waste, schedule waste and solid waste with disposal/re-use method were identified in Waste & Pollution Sources Inventory which updated on 1/3/2019.	

Criterion / Indicator	Assessment Findings	Compliance
Members shall communicate to all workers the waste management and disposal plan.	T02- Guidance for farm management of Sustainable Palm Oil and TO5 Environmental Management for Small Farmers Training which incorporated the disposal method of waste has been provided to all the smallholders including the workers. Training record documented WAGS-004- Training Records.	
Members shall ensure that the workers are trained on waste management and disposal. Records of such training shall be kept.	T02- Guidance for farm management of Sustainable Palm Oil and TO5 Environmental Management for Small Farmers Training which incorporated the disposal method of waste has been provided to all the smallholders including the workers. Training record documented WAGS-004- Training Records. Latest training provided to the farmer on 1/2/2019 were verified.	
Requirement for Group Manager		
Appropriate to scale, the Group Manager shall ensure that there is a documented waste management and disposal plan is in place.	The documented waste management and disposal plan available at the group level. All the wastes such as domestic waste, schedule waste and solid waste with disposal/re-use method were identified in Waste & Pollution Sources Inventory which updated on 1/2/2019.	
Group Manager shall communicate to all members on the waste management and disposal plan.	T02- Guidance for farm management of Sustainable Palm Oil and TO5 Environmental Management for Small Farmers Training which incorporated the disposal method of waste has been provided to all the smallholders including the workers. Training record documented WAGS-004- Training Records.	

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall ensure that the members are trained on waste management and disposal. Records of such training shall be kept.</p>	<p>T02- Guidance for farm management of Sustainable Palm Oil and TO5 Environmental Management for Small Farmers Training which incorporated the disposal method of waste has been provided to all the smallholders including the workers. Training record documented WAGS-004- Training Records.</p> <p>Latest training provided to the farmer on 1/2/2019 were verified.</p>	
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<p>5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Appropriate to scale, members shall implement the actions as outlined in the Group’s plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p>	<p>Smallholders did not monitor the usage of fossil fuel which mainly for the transporation of the FFB. Farmer will engage casual workers for the activities in the farm such as spraying and harvesting</p>	
<p>Requirement for Group Manager</p>		
<p>Appropriate to scale, Group Manager shall have a plan for improving and monitoring the efficiency of the use of fossil fuels and to optimise renewable energy.</p>	<p>Under work plan for 2019 following plan to mitigate polluting activities, i.e:</p> <ul style="list-style-type: none"> a. Conduct periodic mapping with meetings/participatory mapping with each site to understand sources of GHG emmissions & fossil fuel use b. Update register of all polluting activities and GHG emission sources at site 	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall provide evidence that they understand the No Burning Policy of the group.	Training has been provided. T05 Environmental Management for Small Farms and T02 Guidance to Farm Management has been provided to group members, covering the criteria of the No Burning Policy. Booklet- Panduan Pengurusan Kebun Kelapa Sawit Mampan distributed to every Group Member.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to individual members of the Group 	<p>Group Policy Statement dated 21/9/2016; clause 14 Environmental Impact Is Minimized stated the use fire for new developments should be avoided. Besides, the fire circular dated 15th September 2014 which described use of violation of the WAGS code of conducts and major non-compliance under RSPO with exception of serious pest and disease issues.</p> <p>In the baseline assessment for each farms, method (of developments) will be recorded. It documented in the farm registration sheet. In HCV assessment, there is no burning of waste spotted.</p> <p>Besides, guidance book which distributing to all farmers as well as the information display on the notice board also emphasize on the no use of fire policy.</p>	
<p>5.5.2 Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning.</p>	<p>Based on interview with the sampled smallholders, they were aware on the no burning policy and it was written in the sustainable handbook provided to them. No proposal made to the group manager for approval prior to burning.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall: <ul style="list-style-type: none"> • Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning’ 2003. • Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	No proposal or approval has been submitted to Group Manager for using fire to burn. No evidence of fire use in phyto sanitation activities as well as land preparation by smallholder.	
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
List significant pollutants and identify sources of emissions.	SEIA – HCV Report lists all activities with environmental impacts (pollutants, emissions etc) and assessment results show the likelihood and risk of each. Options to improve on each activity rated as Moderate and Poor are provided as recommendations.	
5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Identify options to reduce pollutants and emissions and consider whether the group can implement any of these	SEIA – HCV Report lists all activities with environmental impacts (pollutants, emissions etc) and assessment results show the likelihood and risk of each. Options to improve on each activity rated as Moderate and Poor are provided as recommendations.	
5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Based on the above, where possible, mitigation measures shall be developed and implemented. Socialize the information to the group members.	Mitigation plan for pollution prevention is documented and combined under Group Management Plan updated Jan 2019 and Work Plan for 2019.	
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers		

Criterion / Indicator	Assessment Findings	Compliance
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, 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 continual improvement.		
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate an understanding of the social risks of their operations.	The sampled smallholder members from TJC's members able to demonstrate some understanding of the social risks of their operations as per training provided by the Group Managers.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall identify all activities that have social impacts with the participation of affected parties.</p>	<p>Annual Social Management Report conducted on 29~31/10/2018 and reported on 17/2/2019, covers generally on all potential risks / social impact of the entire WAGS Perak smallholders. The social risk elements have been identified in the report as :</p> <ul style="list-style-type: none"> • Stakeholder Engagement • OS&H • Decent Living • Freedom of Association and rights to collective Bargaining • Equal Opportunity • Forced Labour • Living Condition • Rights of Women • Rights of Children and Young Person. <p>Based on the SIA report and consultation minutes, the assessment is participated by Sungai Kroh Village Representative, Clinic, TJC Workers, smallholders, etc.</p> <p>Stakeholder meetings were carried out in batches by the WAGS RSU Perak. E.g.</p> <ul style="list-style-type: none"> - Dated: 01/02/2019 & 20/12/2018; with TJC - Dated: 07/12/2018; with Tian Siang Oil Mill - Dated: 13/8/2018; with TJC, TSOMAK,CARGILL <p>All issues related to social are also identified and recorded in the Stakeholder Meeting Logbook and follow up accordingly.</p>	
<p>6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Group Managers shall identify all activities that have social impacts with the participation of affected parties	<p>As commented above 6.1.1, the SIA is carried out by the Group Manager in general covering all potential risk / social impacts on smallholder's activities. The assessment report dated 17/2/2019 involved several stakeholder from Sg Kroh Village Representative, Clinic, etc. Smallholders and stakeholder (Ketua Kampung Air Kuning) interview have revealed the following :-</p> <ul style="list-style-type: none"> - the difficulties to look for harvester / workers, therefore relying on the workers supplied by their dealer which may takes more than 30 days. With such delay, the harvesting frequency is limited to twice every 3 months. - Issue on TJC truck carrying FFB not being securely fasten causes FFB falls during the transportation from farm to ramp which may causes road accidents; affecting the communities and residents along the route to the ramp. <p>Review of the SIA report noted the shortage and difficulties to source for workers and issue of road safety caused by dealer's driver negligence is not being identified and initiated with mitigation plan. 1 of the stakeholder, the Ketua Kampung Air Kuning commented that he receives no invitation for stakeholder meeting. Generally, the SIA is carried out without adequate participation from affected parties.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Minor noncompliance</p>
<p>Individual members shall demonstrate an understanding of the mitigation plan to reduce the social impacts</p>	<p>The sampled smallholder members able to demonstrate some understanding of the mitigation plan to reduce the social risks of their operations. Interview with selected smallholder confirmed.</p>	
<p>Requirement for Group Manager</p>		
<p>Group Managers shall develop a mitigation plan (with clear timetable) to reduce social risks and review the plan every two years in consultation with the affected parties.</p>	<p>Group Managers developed the mitigation plan on the existing assessment report - " WAGS Perak Social Management Report" being part of the Annual Social Management Report conducted on 29~31/10/2018 and reported on 17/2/2019. Plan established consist of following areas:</p> <ul style="list-style-type: none"> • SR1 Stakeholder Engagement • SR2 Occupational Safety and Health • SR3 Decent Living Wages • SR4 Freedom of Association and Rights to Collective Bargaining • SR5 Equal Opportunity • SR6 Forced Labor • SR7 Living COnditioncs • SR8 Rights of Women • SR9 Rights of CHIildren and Young Persons. <p>Review of the plan is carried out once every 2 weeks during the catch up meeting based on the timeline and action identified in WAGS Perak 2019 Work Plan</p>	

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall organise training for members on social risks and mitigation measures	<p>Training, site visit and briefing are organize as part of the mitigation plan that included in the RSU Activity – Work Plan Detail as well as close off recommendations – Annual Social Management Report conducted on 29~31/10/2018</p> <p>However, no training were found initiated for smallholder / dealer SLSB and its small growers. Interview with the small grower as well as the dealer confirmed. Hence, a Minor NC has been raise on the matter.</p>	
<p>6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable, individual members shall help to address negative social impacts in a consultative manner.	Sampled individual members discussed on the negative social impacts with Group Manager through consultative review of the SIA during meeting.	
Requirement for Group Manager		
Group Managers shall monitor implementation of mitigation plan.	<p>Implementation of improvement and mitigation plan is recorded in WAGS Perak 2019 Work Plan, with indication of timeline and responsible person. The plan is developed on 14/02/2019 based on the SIA outcomes. (SIA activities is carried out on 29~31/10/2018)</p> <p>Fortnightly catch-up of implementation of work plan & mitigation plan in Program Management Unit (PMU)-Technical Support Unit (TSU)-Regional Project Management Unit (RPMU)-Regional Technical Support Unit (RTSU)-Regional Support Unit (RSU) for Air Kuning latest done 13/2/2019.</p>	
<p>6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
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.		
6.2.1 Consultation and communication procedures shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
The individual member shall demonstrate understanding of the group's consultation and communication procedures	Other smallholders are able to demonstrate their understanding of the groups consultation and communication method as briefed through the D1.2.1G – Consultation & Communication Procedure. The WAGS Training program is in place which covers briefing of all WAGS policy as per "Guidance for Farm Management of Sustainable Palm Oil".	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall develop a documented procedure for consultation and communication with local communities and other affected or interested parties.	The documented procedure established as D1.2.1: Stakeholder & Consultation Procedures dated 13/2/2019 to ensure effective stakeholder consultation and communication. Method communication is stated such as annual general meeting, joint consultative committee meeting, dialog with worker and grievance channel.	
The Group Manager shall ensure that individual group members are informed of the consultation and communication procedure.	All smallholders are communicated during the orientation / initial meeting and acknowledged the document D1.2.1G – Consultation & Communication Procedure. The small growers under TJC dealer are able to identify the group manager members and commented that all issues encountered will be referred to the dealer and group manager. E.g. WAGS 177, 1392, 76, 1417, 170, 90, 1400, 131, 142, 166, etc.	
6.2.2 A management official responsible for these issues shall be nominated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
The Group Manager shall nominate an official responsible for these issues	The Group Manager nominated their site personnel from the Regional Support Unit (RSU) team whom officially responsible for overall communication issues with smallholders. The nominated official name was displayed on notice board of their site P159-WAGS Perak office. i.e. Nadiyah Jalaluddin.	
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
The Group Manager shall make a list of stakeholders or construct a "stakeholder register" and keep records of all communication and actions taken.	Stakeholders register which recorded all the list of stakeholders such as dealerships, MPOB and etc. available for verification. Stakeholder communication for SLSB is records in "Stakeholder Communication/ logbook" and meeting minutes. Communication with the government authorities and the project partner are through email and has been documented.	
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, the member shall have a documented grievance mechanism in place		

Criterion / Indicator	Assessment Findings	Compliance
The workers shall understand the process.	<p>Majority of smallholders manages their own farm and rely on dealer’s workers for harvesting and other general works. The farmers has no documented grievance mechanism but adapted to Group Manager’s complaints and grievances procedures, that is communicated through their dealers.</p> <p>Interview confirmed that no major complaints or grievances received from either stakeholders or small growers.</p> <p>They also understand that the Group Manager has the complaints and grievances procedures, and will communicate to the Group Manager dealer’s representative in case of any complaints and grievances.</p>	
Requirement for Group Manager		
The Group Manager shall have a documented grievance mechanism in place	The Group Manger have a documented grievance mechanism i.e. Complaints, Grievances and Action Requests (FCGA) dated 15/9/2016 established for handling complaints through appropriate informal methods prior to the use of the formal processes. In clause 3.4, it also stated where complaints can be made anonymously.	
The Group Manager shall ensure members are familiar with the grievance procedure	Grievance procedure is communicated to members through handbook <i>Skim Kumpulan Pekebun Kelapa Sawit (WAGS) – Panduan Pengurusan Kelapa Sawit Mampan</i> (Guidance for Farm management of Sustainable Palm Oil), and communicated through training.	

Criterion / Indicator	Assessment Findings	Compliance
Where necessary, the Group Manager shall support members to put in place documented grievance mechanism	Sampled smallholders confirmed that they receive no complaints or grievances from any stakeholders. Should there be any complaints or grievances from either stakeholder or smallholder, they will refer to the Group Manager for further action. All complaints and issues raised by stakeholders and smallholders are recorded in Stakeholder Communication / Logbook and WAGS Perak Logbook Stakeholder Register and Request for Information.	
6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, the procedure shall provide documentation of both how the process of the dispute was resolved and the outcome	Sampled smallholders being confirmed that neither they received complaints and grievances nor disputes cases of their land.	
Requirement for Group Manager		
The procedure shall provide documentation of both how the process of the dispute was resolved and the outcome.	The Procedure available i.e. Managing Feedback, Complaints, Grievances and Action Requests (FCGA) dated 15/9/2016; clause 5 described all the records must be documented and it is important that a paper trail to understand how issues were resolved. Up to date, no dispute has been recorded.	
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user 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.		

Criterion / Indicator	Assessment Findings	Compliance
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
The Group Manager develops a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation.	The Group Manager’s documented procedure available as per “Customary Land Rights & Compensation Procedures” dated 13/2/2019 to address any form of land claim.	
6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups’ proof of legal versus communal ownership of land.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager develops a procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation and a procedure for calculating and distributing fair compensation.</p>	<p>The procedure was developed i.e. D2.4.1 – Land Compensation Procedure dated 13/2/2019 - clause 4.4 – Calculation of Compensation described the legal compensation scheme shall in accordance with Land and Survey Department.</p>	
<p>6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual group members formally request assistance by the Group Manager in this process to assure compliance with the procedures</p>	<p>Up to date, no any issue related to compensation has been reported. All smallholders owned the land with valid land tile. For Individual aboriginal members, they have the right to use the land through the sampled letter of <i>"Pengesahan Memiliki Kawasan Tanah Ladang di Kampung Orang Asli Chenderong Kelubi</i> (Customary Rights Verification)</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager documents the process and outcome of any negotiated agreements and compensation claims with evidence of the participation of affected parties, and makes this publicly available.</p>	<p>Up to date, no any issue related to compensation has been reported.</p>	
<p>The Group Manager assists individual group members in these situations upon request by the member.</p>	<p>Up to date, no any issue related to compensation has been reported.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		
6.5.1 Documentation of pay and conditions shall be available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

<p>Appropriate to scale, the members shall keep documentation of pay and conditions.</p>	<p>Majority of the individual smallholders are managed by family members, and does not hire permanent workers. They uses casual workers for harvesting, spraying and fertilizing work and paid immediately once they complete the task given. For some smallholders, the harvesting is done by dealer's workers, where their wages is paid monthly by the dealers. i.e. Teik Joo Chan (TJC) and Sawit Langkap Sdn bhd (SLSB). Other smallholder such as WAGS ID#1400, Kemajuan Agro Sawit, have their own workers.</p> <p>The sampled members found maintaining and safekeeping the pay records as well as contract of employment. Local workers monthly wage deducted with SOCSO, EIS and EPF contribution as required by law.</p> <p>TJC:</p> <p>A) Harvester:</p> <ol style="list-style-type: none"> 1) Passport No.: AU276791 2) Passport No.: AT120566 3) Passport No.: AT839189 4) Passport No.: AT120153 <p>B) FFB Loading:</p> <ol style="list-style-type: none"> 1) Passport No.: AT109966 2) Passport No.: AT129367 <p>C) FFB Ramp:</p> <ol style="list-style-type: none"> 1) Passport No.: AT110043 2) Passport No.: AT839026 3) Passport No.: AT110027 <p>SLSB</p> <ol style="list-style-type: none"> 1) Passport No.: AT929786 2) Passport No.: AT401143 3) Passport No.: AT823270 4) Passport No.: AT907587 	
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Criterion / Indicator	Assessment Findings	Compliance
	5) Passport No.: AT401165 6) Passport No.: B2922846 7) IC No.: 931113085983 8) IC No.: 850925146265	
The pay shall meet at least the legal or industry standards minimum wage.	Based on selected samples records of above pay slips, the pay confirmed to meet the Malaysia National Minimum Wage Order 2018. Sample salary are as following: <u>SLSB and Kemajuan Agro:</u> RM1,200~RM1,300 for monthly rated RM42.30 for daily rated <u>TJC</u> RM42.30~RM50 for daily rated RM25~RM50 / tonne <u>Smallholders</u> RM30~RM50 / tonne	
Requirement for Group Manager		
The Group Manager shall be aware of the legal or industry standards minimum wage.	Group manager aware of the legal industry standards minimum wage as per National Minimum Wage Council 2018. The minimum wage council 2018 is also found posted at the group manager office notice board.	
6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied

<p>If individual members employ workers or sub-contractors:</p> <ul style="list-style-type: none"> • employment contracts and conditions (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be explained in the language they understand 	<p>Majority of the small growers manages their own estates by either sub contracting the harvesting, spraying and fertilizer process to either the casual works or dealer’s workers. Documented contract not applicable for majority of the smallholders as all of the workers are considered as casual workers. Except for dealers (TJC & SLSB) and selected smallholders such as Anson Unity Win Sdn Bhd & Kemajuan Agro hires their own workers for general work and assisting the loose FFB collection.</p> <p>Few sampled workers contracts sighted and reviewed as at time of audit:</p> <p><u>SLSB and AGRO Sawit (Letter Offer)</u></p> <ul style="list-style-type: none"> - Passport No.: AT929786 - Passport No.: AT401143 - Passport No.: AT823270 - Passport No.: AT907587 - Passport No.: AT401165 - Passport No.: B2922846 - IC No.: 931113085983 - IC No.: 850925146265 <p><u>TJC</u></p> <ul style="list-style-type: none"> - Passport No.: AU276791 - Passport No.: AT120566 - Passport No.: AT839189 - Passport No.: AT120153 - Passport No.: AT109966 - Passport No.: AT129367 - Passport No.: AT110043 - Passport No.: AT839026 - Passport No.: AT110027 	
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Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)</p>	<p>The Group Manager communicate the relevant law and regulations through:</p> <ul style="list-style-type: none"> • T02/WAGS Training (for every members) • Display at the notice board • List of legal register <p>Besides, the group manager ensure that members comply with the laws through:</p> <p>Regular site visit and interview with farmers</p>	
<p>6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
<p>appropriate to scale, members shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible</p>	<p>For smallholders that does not hire their own workers, requirement of supplying basic amenities is not applicable.</p> <p>However for dealers and smallholder with own workers, such as SLSB, TJC, Anson Unity Win Sdn Bhd, basic amenities were available according to local standards. I.e. bed, mattress, toilet, electricity and water supply is adequately supplied. No deduction were made on their monthly and daily wages that relates to electricity, water supply and rental. Workers interview confirmed that houses are provided to them with basic necessity without any charges. These houses are located in the dealer’s ramp compound and at estate for Anson Unity Win.</p>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)</p>	<p>Only those smallholders and dealers as specified above providing housing facilities to its workers. The other farmers employed casual worker and outsource to a third party contractor.</p> <p>The Group Manager communicate the relevant law and regulations through:</p> <ul style="list-style-type: none"> • T02 Training (for every members)- Guidance for Farm Management of SPO • Display at the notice board • List of legal register <p>Besides, the group manager ensure that members comply with the laws through:</p> <p>Regular site visit and interview with farmers</p>	
<p>6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>appropriate to scale, members shall make efforts to ensure access to food to workers, including providing allotment (space) for growing food</p>	<p>Workers provided with housing and basic amenities are also provided with transportation to access to food and raw food at nearby groceries and markets. Movement of workers are not being restricted. Workers selected during line-site inspection were interviewed and confirmed of their free movement to access to food at nearby area.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Appropriate to scale, the Group Manager shall ensure that members comply with labour laws and conditions (6.5.2, 6.5.3 & 6.5.4)</p>	<p>The Group Manager communicate the relevant law and regulations through:</p> <ul style="list-style-type: none"> • T02 Training (for every members)- Guidance for Farm Management of SPO • Display at the notice board • List of legal register <p>Besides, the group manager ensure that members comply with the laws through:</p> <p>Regular site visit and interview with farmers</p>	
<p>Criterion 6.6: The employer respects the rights 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.</p>		
<p>6.6.1 A published statement in local languages recognising freedom of association shall be available.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>If individual members employ workers:</p> <ul style="list-style-type: none"> • A published statement shall be available in local languages recognising freedom of association (to form and join trade unions) 	<p>Except for TJC & Sawit Langkap, most of the farmers managed their land independently by using casual workers. Therefore, the smallholder does not own a policy that recognize freedom of association, since it is not applicable to them. However, WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Para 6 – Freedom of Association and Collective Bargaining Are Respected; is in place to covers the freedom of association rights. The training on the policy is covered during the WAGS Training program - Guidance for Farm management of Sustainable Palm Oil.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
The Group Manager shall be aware of the statement, if applicable	The Group Manager aware of the requirement and has developed the policy as per WAGS Group Policy; Last updated November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Para 6 – Freedom of Association and Collective Bargaining Are Respected	
6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Minutes of the meeting with main trade unions or workers' representatives shall be documented and kept	Except for TJC and SLSB, most of the farmers managed their land independently and they recruited casual workers. Therefore, they do not form or join any association. Interview with TJC and SLSB workers confirmed that their movement and choice to form or join union is not restricted.	
Requirement for Group Manager		
N.A	N.A	
Criterion 6.7: Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Member shall be aware of the child labour policy and implement it.	Sampled smallholders able to demonstrate their awareness on the child labor policy of the group manager. Documentation review confirmed that they have being briefed and acknowledged on the policy. As majority of them are small growers that is not fluent in English and national language – Bahasa Malaysia, however they are able to communicate during the interview process in local dialect (Cantonese & mandarin) that they aware of minimum age of hiring and prohibition of child and young labour. All workers that is deployed by the dealer for harvesting and contractors they appointed for spraying are all above 21 years old. No child labor sighted throughout audit days at the farm/estate as well as dealers premise.	
Member shall keep records of their employees including age, including copies of birth certificate/national identification card/passport	As small growers does not employ workers, this requirement is only applicable to dealers and smallholder – Anson Unity Win Sdn Bhd & Kemajuan Agro. Review on selected samples noted workers age and identity is verified against government issued photo ID and passport for foreign workers. Copy of identity card and passport noted filed in individual personal files as evidence of age verification.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Write a policy on Child Labour and keep records of documented evidence of awareness raising on child labour</p>	<p>The Group Manager has developed the policy and escalated to the members based on WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Para 4 – Employees Are Aged 16 or older. Group Manager has maintained smallholder individual file with photocopy of member’s identity card. Policy is communicated to members through WAGS Training program, signing the policy as evidence that they have being communicated and furnished with <i>Buku Panduan Pengurusan Kelapa Sawit Mampan</i>.</p> <p>Review of the WAGS policy and communication slides posted at the Perak WAGS notice board, noted as below:</p> <ul style="list-style-type: none"> • Policy in Bahasa Malaysia – states that the group manager will ensure there will be no child labour being employed as per Children and Young Person (Employment) Act 1966. Para 4 of the policy states that “Penggunaan Pekerja Yang Berumur 16 Tahun atau Lebih” (Employment of 16 years old and above/older); i.e. recruitment of young workers is allowed from 16 to 17 years old. • Policy in English – states that the group manager will ensure that there will be no young workers being employed. Para 4 of the policy states that ‘Employees are aged 16 or older’. Young workers is classified in between 15 to 17 years old. • Communication slides in Bahasa Malaysia – definition of Child labour as below 17 years of age; can assist in estate under the monitoring of the family member, not exposed to hazardous work and does not affect their studies. <p>In accordance to Children and Young Person Act (Employment) 1966, Section Interpretation - “child” means any person who has not completed his fifteenth year of age; “young person” means any person who, not being a child, has not completed his eighteenth year of age.</p>	

Criterion / Indicator	Assessment Findings	Compliance
The policy shall be clear that children can only work under supervision, are family members and not doing hazardous work	Details of young workers and children can only assist in estate under supervision of their family members and not doing hazardous work. These requirement is written on the communication slides that is found posted at the notice board at WAGS Perak office.	
<p>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.</p>		
<p>6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	<p>Dealers and smallholders is adapting the Group Manager’s Discrimination Policy. Interview with selected small holders and dealers confirmed aware of the equal opportunities policies, except SLSB and it’s small growers.</p> <p>Memo issued dated 28/12/2016 states that commencing from 01/01/2017 all employees shall be entitling a revised annual leaves of 10, 14, 18 days respectively based on year of service. (10 days for those who worked <2 years, 14 days for 2 years and above but below 5 years and 18 days for 5 years’ service and above.</p>	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Write a policy on equal opportunities and keep records of documented evidence of awareness raising on it	Documented policy is in place as per the Group Manager - WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Para 5 – No discrimination. Policy is communicated to members through WAGS Training program, signing the policy as evidence that they have being communicated and furnished with <i>Buku Panduan Pengurusan Kelapa Sawit Mampan</i> .	
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall be aware of the equal opportunities policies and implement it	Except for TJC, SLB, Kamajuan Agro and Anson Unity Win Sdn Bhd, most of the farmers managed their land independently. They are given the option, either hires their own casual workers or dealer’s workers. Stakeholder, smallholder and workers interview confirmed that there are no negative evidence and complaint pertaining to discrimination.	
Requirement for Group Manager		
N.A	N.A	
6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Members shall be aware of the equal opportunities policies and implement it	Except for dealer - TJC, SLSB and small grower – Anson Unity and Kemajuan Agro, most of the farmers managed their land independently, either using casual workers or dealer’s workers based on their availability and skills. Personal files of the workers from dealer noted recruitment of workers is based on skills and work experience; that is recorded in the application form. Workers interview confirmed that they have gone through face to face interview, completing the application form and offered based on their work experience, skills and industry they are familiar with.	
Requirement for Group Manager		
N.A	N.A	
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		
Appropriate to scale, members shall develop the policy/policies and procedure to prevent sexual, all other forms of harassment, violence and protection of reproductive rights	Except for dealers and sampled smallholder – Anson Unity & Kemajuan Agro, rest of the smallholders manages their own farm independently by either hiring casual workers or requesting an assistance from the dealers they supplied to for harvesting, spraying and other general works. Therefore none of the members develop the policy; instead adapting to the Group Manager’s policy; that have been briefed to them during induction training as per WAGS Training program. Interview with selected small holders and dealers confirmed aware of the Policy to prevent sexual and all other forms of harassment and violence..	Complied

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
Group Manager shall develop the Policy/Polices and procedure to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights	<p>The Group Manager has develop the policy as per WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual (Bahasa Malaysia & English). Para 9 – Harassment and Abuse Are not Tolerated.</p> <p>Policy is communicated to members through WAGS Training program, signing the policy as evidence that they have being communicated and furnished with <i>Buku Panduan Pengurusan Kelapa Sawit Mampan</i></p>	
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall make sure that all staff/workers are aware of the policies and procedures to prevent sexual, and all other forms of harassment and violence as well as of the policy of the protection of reproductive rights	Majority of the workers hired are males workers due to the job nature; while females workers are more to clerical and management work in dealer’s office. Except for dealers and smallholder such as Anson Unity and Kemajuan Agro, others small growers manage their own estate independently by using casual workers or dealer’s workers. Based on the documented evidence such as WAGS Training schedule and Agreement signed by the dealer and small growers, the policy have being briefed and furnished with a copy of group manager’s policy in dual language. Interview with selected small grower and dealer confirmed aware of the policy; except SLSB and it’s member.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall make sure that all members are aware of the policies and procedures to prevent sexual, and all other forms of harassment, violence and protection of reproductive rights</p>	<p>The Group Manager aware of the statement as per WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Para 7 – Respect Women’s Reproductive Rights. Members are communicated on the policy through induction training as per WAGS Training program / schedule and acknowledging the agreement and policy of the group manager.</p>	
<p>6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		
<p>Members shall be aware of the policy/policies and procedures for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand</p>	<p>Except for dealers and smallholder such as Anson Unity and Kemajuan Agro, most of the farmers managed their land independently. Therefore, the policy does not directly applicable to them. However, Group Manager has conducted training on the policy (Complaints, Grievances and Action Requests (FCGA) dated 15/9/2016) and briefed Oil Palm Management Guideline during induction training to the members.</p>	<p>Complied</p>
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall ensure members are aware of the policy/policies and procedure for handling sexual and all other forms of harassment, violence and the protection of reproductive rights, in the language which the workers can understand</p>	<p>Most of the farmers managed their land independently by using casual workers or workers supplies by the dealers. Therefore, none of the members develop the policy, but adapting to the group manager’s policy - Complaints, Grievances and Action Requests (FCGA) dated 15/9/2016 established for handling complaints through appropriate informal methods prior to the use of the formal processes. In clause 3.4, it also stated where complaints can be made anonymously.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.		
6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Where Group Managers sell the FFB on behalf of the group members, the Group Manager shall inform group members of the price of FFB obtained.	Not applicable. The group manager did not sell FFB on behalf of the group members. Members are either sell FFB directly to the mill via the dealership or directly to the dealers.	
6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).		
Requirement for Individual Member with up to 50ha of plantation size		Minor

Criterion / Indicator	Assessment Findings	Compliance
The individual member understands the pricing mechanism of the purchaser	<p>Interview with the sample smallholder members found that they understood the pricing of FFB that they sold to dealer, TJC & Sawit Langkap. They informed that the price is according the MPOB price that fluctuate from time to time; which will be exclude the labour and transportation cost if the harvesting and transportation is provided by the dealers. The selling price 02/3/2019 - RM280/MT was displayed in front of the office next to the weight bridge as well</p> <p>Smallholder also being briefed on the pricing and grading mechanism through "WAGS Training" program that is organized from time to time and during initial agreement made between the dealer and small growers. E.g.</p> <p>WAGS ID#1417 dated 7/10/2017, WAGS ID#90 dated 30/01/2016, WAGS ID#1400 dated 19/4/2016, WAGS ID#174 dated 25/9/2018,</p> <p>WAGS ID#1392 dated 10/7/2018, WAGS ID#76 dated 10/7/2018</p>	
Requirement for Group Manager		
The Group Manager shall record the general pricing mechanisms used by the purchaser/s of the FFB. The Group Manager shall record the corresponding information provided to the group members	The group manager recorded the general pricing mechanism used by the purchaser/s of the FFB and displayed it on the office notice board.	
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.		
Requirement for Individual Member with up to 50ha of plantation size		
N.A	N.A	Complied

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Group Manager		
<p>Where Group Managers have the mandate to enter into contractual agreements on behalf of the group, the Group Manager shall inform group members about their content and make them available.</p> <p>These contracts shall also be fair, legal and transparent for the contractors.</p> <p>Where no such mandate exists, the Group Manager has to seek agreement from group members prior to entering contractual agreements with third parties. These contracts shall also be fair, legal and transparent for the contractors</p>	<p>Not applicable. The group manager has not entered any contractual agreements with third parties at the group level.</p>	
6.10.4 Agreed payments shall be made in a timely manner.		
Requirement for Individual Member with up to 50ha of plantation size		
<p>Agreed payments to local businesses shall be made in a timely manner</p>	<p>All payment are made in timely manner by the group dealer to all small growers, once the FFB arrived and weight. Payment is made based on the weight bridge ticket and payment voucher. Other payment made by the smallholder includes subcontracting fertilizing, harvesting and spraying is paid on the spot upon completion of work. Interview with selected small growers confirmed that their payment is promptly made by the dealer without delays.</p>	Complied
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Agreed payments to local businesses shall be made in a timely manner.</p> <p>If the Group Manager receives payment for the FFB produced by group members, the Group Manager shall make payments to the individual group members in a timely manner.</p>	<p>Sampled payment sighted for SLSB payment for its smallholders' FFB and other independent smallholders as per following payment voucher samples. All payment are made upon received of FFB.</p> <ol style="list-style-type: none"> 1) Payment voucher # 131070; Date: 01/03/2019; Smallholder Tang Pat Mooi 2) Payment voucher # 131099; Date: 1/3/2019; Smallholder Ong Sou Tiong 3) Payment voucher # 131071; Date: 1/3/2019; Smallholder Ong Sou Tiong <p>The group manager does not receive payment for the FFB produced by group member. The dealer (SLSB) deals with their smallholders directly.</p>	
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
<p>6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>N.A</p>
<p>The responsibility for meeting this requirement lies with the Group Manager</p>	<p>Not applicable to smallholders. However smallholders interview confirmed that they will refer any inquiry or request through WAGS.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Evidence of consultation with local communities and stakeholders. Where contributions have been identified as necessary based on the consultation carried out, the Group Manager shall ensure that these are implemented</p>	<p>Evidence of consultation with local communities is in place through meetings. All contribution is made based on the request made during the stakeholder meeting and specific request. Contribution made is documented in "WAGS Logbook Stakeholder Register & Request for Information"; examples as below.</p> <ul style="list-style-type: none"> - Living Earth Workshop With Student SK Chenderong Kelubi – Dated 10/10/1028 - Request for pole for plant benefits dated 09/08/2018 by stakeholder Pot 1539 <p>Request for beneficial plant for plot 1539 by stakeholder dated 26/2/2019</p>	
<p>6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>N.A</p>
<p>N.A</p>	<p>N.A</p>	
<p>Requirement for Group Manager</p>		
<p>N.A</p>	<p>N.A</p>	
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>		
<p>6.12.1 There shall be evidence that no forms of forced or trafficked labour are used.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Appropriate to scale, members shall have a policy on no forms of forced or trafficked labour	All smallholders adapted to group manager’s policy on no forms of forced or trafficked labour; i.e. WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Policy stated on the following: Para 3 – Employment is Voluntary.	
Members/workers shall be aware of the policy and ensure that no forms of forced or trafficked labour are used	Awareness of policy confirmed based on the records of WAGS Training (Guidance for Farm Management of SPO) – which is conducted to smallholders / farmers through briefing and individually provided with handbook – Buku Panduan Pengurusan Kebun Kelapa Sawit Mampan. Dealer –SLSB noted not aware of the policy of Group Manager in regards to forced or trafficked labour during the day 1 of the audit, however, they are able to understand on prohibition of forced and trafficked labour. Interview with other smallholders / growers (except SLSB and its member) confirmed aware of the policy, owned the Buku Panduan Pengurusan Kebun Kelapa Sawit Mampan and acknowledged the policy during the orientation training.	
Requirement for Group Manager		
The Group Manager shall write a policy on no forms of forced or trafficked labour	Policy on no forms of forced or trafficked labour is in place as per WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Policy stated on the following: Para 3 – Employment is Voluntary The policy comes in dual languages – English and Bahasa Malaysia.	

Criterion / Indicator	Assessment Findings	Compliance
<p>The Group Manager shall ensure that members/workers are aware of the policy and that no forms of forced or trafficked labour are used</p>	<p>Training is provided during the initial meeting and briefing done on ad-hoc basis whenever the group manager team visited the farmer from time to time. Meeting minutes noted documented.</p> <p>Foreign workers employed by the dealer and smallholder were found with valid work permit. Their passport is either being kept by themselves or through the management with 'letter of consent'. Workers interview confirmed that they can access to their passport at anytime without any obstruction. E.g. of selected sample:-</p> <p><u>TJC / Teik Joo Chan (Dealer)</u> (Passport-Permit-Expiry date dd/mm/yy): AT839189-PE6673681-3/1/20 AT110027-PE1225679-26/7/19 AU129367-PE6707398-8/1/20 AT109966-PE1225683-26/7/19 AT110043-PE1225674-26/7/19 AU276791-PE0574070-15/3/19 AT120566-PE6551618-16/10/19 AT119996-PE65511617-16/10/19 AT120153-PE6551613-16/10/19 AT839026-PE6974126-3/1/20</p> <p><u>SLSB & Kemajuan Agro</u> AT401165-PE6583975-6/1/20 AT907587-PE7107471-23/3/20 B2922846-PE0953168-9/6/19</p>	
<p>6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
Members shall keep relevant records of employment contracts.	<p>Most of the farmers managed their farm independently or recruited casual / contracted workers except for dealers (TJC & SLSB) who employed own harvester, and farmer – Kemajuan Agro & Anson Unity Win Sdn Bhd who employed general workers.</p> <p>Workers are provided with employment contracts in national language that is understandable by the workers. Selected samples includes:-</p> <p><u>SLSB & Kemajuan Agro (Perjanjian Pekerjaan – Employment Contract)</u></p> <ul style="list-style-type: none"> - Rahmat Sitanggang – AT401143 - Rajmukar Subramaniam (Letter of offer – GHR/EGSB/WTH/TGS/LO-RS/2018) dated 24/8/2018 - Ismani – AT907587 - Prengki Damanik – AT401165 - Zainal Abidin – B2922846 <p><u>TJC (Perjanjian Pekerjaan Sektor Formal (Employment Contract).</u></p> <p>7 out of 10 workers found with Employment Contract.</p> <ul style="list-style-type: none"> - AT839189 - AT110027 - AU129367 - AT109966 - AT110043 - AU276791 - AT119996 	
Requirement for Group Manager		
N.A	N.A	

Criterion / Indicator	Assessment Findings	Compliance
6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Where applicable, copies of post-arrival orientation programme and records of participation shall be kept.	Applicable smallholders (TJC; WAGS ID # 39; WAGS Agreement date: 4/11/2015) who employed own worker kept the records of induction training of newly employed workers latest done on 13/2/2018.	
Requirement for Group Manager		
N.A	N.A	
Criterion 6.13: Growers and millers respect human rights.		
6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members to show evidence that they understand the policy	Dealer – SLSB noted not aware of the policy of Group Manager in regards to human rights during the day 1 of the audit. Interview with other selected dealer small growers (except SLSB and its member) confirmed aware of the policy, owned the Buku Panduan Pengurusan Kebun Kelapa Sawit Mampan and acknowledged the policy during the initial training.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Manager to develop policy to respect human rights i.e. that workers are treated with respect and dignity, and ensure that this is communicated through group members</p>	<p>The Group Manager aware of the statement as per WAGS Group Policy; Last updated: November 2018; Filename: 3.1 Master WAGS Group Policy_Aug 2018_Bi-Langual. Policy stated on the following: Para 2 – Respect Human Rights</p> <p>Policy noted in dual language – Bahasa Malaysia and English; posted at the WAGS Perak office notice board and briefed to small growers through WAGS Training program.</p>	
<p>Principle 7: Responsible development of new plantings</p>		
<p>Criterion 7.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
<p>7.1.1 An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>	<p>Complied</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Individual members shall demonstrate an understanding of the environmental and social risks of their operations.</p>	<p>Group Managers developed the mitigation plan as P159 WAGS Perak – SIA identified Social Risk. Plan established consist of following areas:</p> <ol style="list-style-type: none"> 1. SR0 Social Management System (SMS) 2. SR1 Land acquisition 3. SR2 Traceability & Fair Trade 4. SR3 OSH 5. SR4 Work conditions 6. SR5 Living conditions 7. SR6 Women & Children <p>Involvement of members towards mitigation of impacts (social and environment) was done from time to time during stakeholder meeting and field officer visit. Based on site interview, there have made aware on the identified risk with regards to environment and social.</p>	
<p>Requirement for Group Manager</p>		
<p>A comprehensive SEIA shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).</p>	<p>The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. SEIA was done in Dec 2015 for Group, Air Kuning.</p>	
<p>Group Managers shall confirm land ownership and user rights within the new planting area.</p>	<p>The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>Group Managers shall identify all activities that have environmental and social impacts (positive and negative) with the participation of affected parties.</p>	<p>The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019. SEIA was done in Dec 2015 for Group, Air Kuning. WAGS still in progress to clarify with farmers and land department is it the new planting after 2005 or replanting.</p>	
<p>7.1.2 Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall demonstrate an understanding of the management plan to avoid or mitigate the social and environmental impacts.</p>	<p>The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. SEIA was done in Dec 2015 for Group, Air Kuning.</p>	
<p>Where applicable, individual members shall help to address negative social and environmental impacts in a consultative manner.</p>	<p>Group Managers developed the mitigation plan as P159 WAGS Perak – SIA identified Social Risk. Plan established consist of following areas:</p> <ul style="list-style-type: none"> • SR0 Social Management System (SMS) • SR1 Land acquisition • SR2 Traceability & Fair Trade • SR3 OSH • SR4 Work conditions • SR5 Living conditions • SR6 Women & Children <p>Involvement of members towards mitigation of impacts (social and environment) was done from time to time during stakeholder meeting and field officer visit.</p>	
<p>Requirement for Group Manager</p>		

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall develop a plan to avoid or mitigate environmental and social risks in consultation with the affected parties.	The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. WAGS still in progress to clarify with farmers and land department is it the new planting after 2005 or replanting.	
Group Managers shall organise training for members on environmental and social risks and mitigation measures	WAGS conducted training related to new planting (T02: Best practices included new planting), last was conducted on 2/6/2018.	
Group Managers shall monitor implementation of SEIA management plan.	SEIA Management plan was established 9/12/2015 to include Sosial, Environmental and HCV.	
7.1.3 Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention.		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
Criterion 7.2: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.		

Criterion / Indicator	Assessment Findings	Compliance
7.2.1 Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individuals' members can show appropriate understanding of soil type and suitability	Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". Based on interview with the smallholders at their farm plot, the made aware on the soil type and suitability of planting on the area.	
Requirement for Group Manager		
Group Manager shall: <ul style="list-style-type: none"> • compile and maintain an overall soil map for the group • provide required information and or training for individual members 	Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat soil at WAGS Air Kuning. WAGS conducted training, T02: Best practices. Last was conducted on 2/6/2018.	
7.2.2 Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individuals' members can show appropriate understanding of soil type and suitability	Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". Based on interview with the smallholders at their farm plot, the made aware on the soil type and suitability of planting on the area.	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
Overall soil map to include topographic information.	Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat soil at WAGS Air Kuning. WAGS conducted training, T02: Best practices. Last was conducted on 2/6/2018.	
Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.		
7.3.1 There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall demonstrate basic understanding of primary forest and HCV and the need to avoid clearing of such areas.	WAGS conducted training, T02: Best practices to included HCV. This was last was conducted on 2/6/2018. Based on interview with the smallholders at their farm plot, the made aware on the primary forest and HCV and non of this category found neighboring with their farm..	
Requirement for Group Manager		
The Group Manager shall demonstrate basic understanding of primary forest and HCV and inform individual members of the need to avoid clearing of such areas	Based on HCV report dated 9/12/2015, there is no primary forest or HCV area at WAGS Air Kuning. The report only identified water catchment as Medium.	
7.3.2 A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall check with the Group Manager the primary forest and HCV status of their farm within the landscape (see guidance) based on the HCV assessment report.	Development of HCV management plan was carried on the landscape level; which involved all existing and potential samllholders.	
Requirement for Group Manager		
Prior to new plantings, a comprehensive HCV assessment shall be conducted by an independent party, or where applicable, an internal assessment can be facilitated by the Group Manager (refer to generic P&Cs or NIs where available).	The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. WAGS still in progress to clarify with farmers and land department is it the new planting after 2005 or replanting. The new planting for new members involved before they joined WAGS.	
7.3.3 Dates of land preparation and commencement shall be recorded.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall record dates of land preparation and commencement of their own farm	Record of land preparation and commencement recorded under individual file.	
Requirement for Group Manager		
The Group Manager shall develop SOPs for recording land preparation and commencement of farms by individual members.	WAGS_New Planting_Replanting procedure (power point slide) was established to include communication with WAGS representative, land preparation, no open burning, boundary, GAP and etc.	

Criterion / Indicator	Assessment Findings	Compliance
The Group Manager shall collate dates of land preparation and commencement of individual farms.	The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. WAGS still in progress to clarify with farmers and land department is it the new planting after 2005 or replanting. The new planting for new members involved before they joined WAGS.	Complied
7.3.4 An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2).		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be involved in the implementation of the HCV management and monitoring plan (to maintain and/or enhance HCVs).	Development of HCV management plan was carried on the landscape level; which involved all existing and potential samllholders.	
Requirement for Group Manager		
The Group Manager shall develop action plans and SOPs (e.g. for RTE species, riparian areas) based on the HCV management and monitoring plan.	HCV management plan, dated 9/12/2015 was established.	
The Group Manager shall implement a mechanism for individual members to report on threats to HCVs.	The HCV report only identify water cactchment as Medium.	
7.3.5 Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall participate in the HCV assessment.	Development of HCV management plan was carried on the landscape level; which involved all existing and potential samllholders.	
Requirement for Group Manager		
The Group Manager conducts training for their individual members and their workers about the status of HCV.	WAGS conducted training, T02: Best practices to included HCV. Last was conducted on 2/6/2018	
Criterion 7.4:		
Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.		
7.4.1 Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP	Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat, marginal and fragile soil at WAGS Air Kuning. Based on interview with the smallholder, they were able to explain on the marginal and fragile soil categories namely peat if available at their farm plot.	
Requirement for Group Manager		
Group Manager shall: <ul style="list-style-type: none"> • compile and maintain an overall soil map for the group, including marginal and fragile soils - this can be part of the HCV map and assessment • provide required information and or training for individual members 	Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat, marginal and fragile soil at WAGS Air Kuning. WAGS conducted training, T02: Best practices to included HCV. Last was conducted on 2/6/2018	

Criterion / Indicator	Assessment Findings	Compliance
<p>7.4.2 Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individuals' members can show appropriate understanding of marginal and fragile soil, to be consistent with group SOP</p>	<p>Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat, marginal and fragile soil at WAGS Air Kuning. Based on interview with the smallholder, they were able to explain on the marginal and fragile soil categories namely peat if available at their farm plot.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager maintains and oversees plans for new development based on overall soil map.</p>	<p>Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat, marginal and fragile soil at WAGS Air Kuning.</p> <p>WAGS conducted training, T02: Best practices to included HCV. Last was conducted on 2/6/2018.</p>	
<p>Criterion 7.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>		
<p>7.5.1 Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.</p>		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
The Group Manager shall develop a documented system detailing how FPIC is implemented and shall ensure that new group members are included in this.	The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. WAGS still in progress to clarify with farmers and land department is it the new planting after 2005 or replanting. The new planting for new members involved before they joined WAGS.	
The Group Manager shall retain documentary evidence of participation by affected local peoples and their understanding of the right to say 'no'.	The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. WAGS still in progress to clarify with farmers and land department is it the new planting after 2005 or replanting. The new planting for new members involved before they joined WAGS.	
Criterion 7.6:		
Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.		
7.6.1 Documented identification and assessment of demonstrable legal, customary and user rights shall be available.		

Criterion / Indicator	Assessment Findings	Compliance
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
<p>The Group Manager shall: Document identification and assessment of demonstrable legal, customary and user rights</p>	<p>The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019, the assessment categorise in 3 criteria (Level1, Level 2 and Level 3) to include MPOB License, Land Title, Land dispute, encroachment, use of fire, planted after 2005, planting on/near highly sensitive natural areas, planting on fragile soils, low yield and etc. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. The new planting for new members involved before they joined WAGS.</p>	
<p>7.6.2 A system for identifying people entitled to compensation shall be in place.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
<p>Establish a procedure for identifying people entitled to compensation.</p>	<p>As at now, there is no compensation done. The new planting involved with the new members who newly joined. The new planting was done before they join as WAGS member.</p>	

Criterion / Indicator	Assessment Findings	Compliance
7.6.3 A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Establish a procedure for calculating and distributing fair compensation.	As at now, there is no compensation done. The new planting involved with the new members who newly joined. The new planting was done before they join as WAGS member.	
7.6.4 Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.		
Requirement for Individual Member with up to 50ha of plantation size		N.A
N.A	N.A	
Requirement for Group Manager		
N.A	N.A	
7.6.5 The process and outcome of any compensation claims shall be documented and made publicly available.		
Requirement for Individual Member with up to 50ha of plantation size		Complied

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall retain copies of the documentary evidence of the process and outcome of compensation claims.	No compensation claim recorded as to date.	
Requirement for Group Manager		
Document the process and outcome of any compensation claims and make publicly available	As at now, there is no compensation done. The new planting involved with the new members who newly joined. The new planting was done before they join as WAGS member.	
<p>7.6.6 Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p>		
Requirement for Individual Member with up to 50ha of plantation size		Complied
N.A	N.A	
Requirement for Group Manager		
Have documentary evidence that the affected communities and right holders have been informed that they have the right to access information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019, the assessment categorise in 3 criteria (Level1, Level 2 and Level 3) to include MPOB License, Land Title, Land dispute, encroachment, use of fire, planted after 2005, planting on/near highly sensitive natural areas, planting on fragile soils, low yield and etc. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. The new planting for new members involved before they joined WAGS.	

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</p>		
<p>7.7.1 There shall be no land preparation by burning, other than in specific situations, as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Individual members shall provide evidence that they understand the No Burning Policy of the group</p>	<p>Based on interview with the sampled smallholders, they were aware on the no burning policy and it was written in the sustainable handbook provided to them.</p>	
<p>Requirement for Group Manager</p>		
<p>The Group Manager shall:</p> <ul style="list-style-type: none"> • Provide evidence of a no use of fire policy in group SOPs. • Demonstrate that individual farms have been visited for this requirement. • Explain how all the above is socialised to individual members of the Group. 	<p>WAGS conducted training, T02: Panduan Pengurusan Kebun Kelapa Sawit Mampan. Last was conducted 2/6/2018. The training has emphasis on the field best practices and method for land preparation.</p>	
<p>7.7.2 In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		

Criterion / Indicator	Assessment Findings	Compliance
Individual members shall provide proposals for use of fire to the Group Manager for assessment and approval prior to burning	As to date no proposal made for use of fire to the Group Manager for assessment and approval prior to burning for new planting.	Complied
Requirement for Group Manager		
The Group Manager shall: <ul style="list-style-type: none"> • Demonstrate that any use of fire by any individual member has been assessed to be justified under the ASEAN guidelines ASEAN Policy on Zero Burning’ 2003. • Provide written approval from the relevant environment authority on the use of fire in certain situations as prescribed by the ASEAN guidelines. 	WAGS conducted training, T02: Panduan Pengurusan Kebun Kelapa Sawit Mampan. Last was conducted 2/6/2018. Based on Baseline Questionnaire, the new members did not use fire for land preparation.	
Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.		
7.8.1 The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.		
Requirement for Individual Member with up to 50ha of plantation size		Complied
Individual members shall be able to explain how you know where not to plant	WAGS conducted training, T02: Panduan Pengurusan Kebun Kelapa Sawit Mampan. Last was conducted 2/6/2018. The new members able to explain whre not to plant	
Requirement for Group Manager		

Criterion / Indicator	Assessment Findings	Compliance
<p>Maps: The use of maps shall be expected which highlight the avoidance of peat areas and primary forests and where possible mineral soils have been selected for planting</p>	<p>Soil and topographic map for group, WAGS Air Kuning was established, namely "WAGS Perak_Soil & Topo_Map". No peat, marginal and fragile soil at WAGS Air Kuning.</p> <p>WAGS conducted training, T02: Best practices to included HCV. Last was conducted on 2/6/2018</p>	
<p>7.8.2 There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.</p>		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>N.A</p>	<p>N.A</p>	
<p>Requirement for Group Manager</p>		
<p>Reporting: Demonstrate to a third party that new plantings which occurred after April 2013 have where possible been designed to minimise GHG emissions.</p> <p>Groups will need to report confidentially to the RSPO on actions taken to mitigate GHG emissions. After 31. December 2016 these documents will need to be publically available and linked to 1.2</p> <p>The Group Training: Manager shall provide training in relation to this indicator and its relevance for individual members (e.g. peat, high carbon stocks) and record this training</p>	<p>The new planting after 2005 involved the new members, 69 farms (40 new members) with total 122.81 Ha. As at now, WAGS was monitored through WAGS Perak_Risk Assessment Checklist for new members between 2018-2019, the assessment categorise in 3 criteria (Level1, Level 2 and Level 3) to include MPOB License, Land Title, Land dispute, encroachment, use of fire, planted after 2005, planting on/near highly sensitive natural areas, planting on fragile soils, low yield and etc. SEIA was done in Dec 2015 for Group, Air Kuning which involved JAKOA, MPOB, DOSH and etc. The new planting for new members involved before they joined WAGS.</p> <p>WAGS conducted training, T02: Panduan Pengurusan Kelapa Sawit Mampan. Last was conducted on 2/6/2018</p>	
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
<p>8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. 		
<p>Requirement for Individual Member with up to 50ha of plantation size</p>		<p>Complied</p>
<p>Fulfil the requirements laid out by the Group Manager, such as attending relevant training, filling in the checklist/tools provided to guarantee legal compliance. Maintain corresponding physical documents according to provided checklist, e.g. relevant licenses.</p>	<p>WAGS conducted training, T02: Panduan Pengurusan Kelapa Sawit Mampan. Last was conducted on 2/6/2018 as for implementation of sustainable oil palm management.</p>	
<p>Members shall provide inputs to the Group Action Plan for continual improvement.</p>	<p>Inputs provided to group manager through field officer visit from time to time. Progress towards substitution of contact type of chemical to systemic type is still in progress for improvement.</p>	

Criterion / Indicator	Assessment Findings	Compliance
Members shall keep individual records of pesticide use, fertiliser application, FFB production etc. according to a standard template provided by the Group Manager	Producer Production Info form with ICS Code No. WaGS-1392 dated 1/2/2019 The form recorded FFB production and sales information, purchase of chemical stock, fertilizer stock and equipment stock, chemical usage and fertilizer usage records. The usage of fertilizer and chemical has been recorded into the monitoring sheet by the field officer.	
Discuss with the Group Manager the timing of the replanting programme.	No any replanting activities up-to-date. The members were aware of the timing of replanting by their experience.	
Requirement for Group Manager		
Group Managers shall record information on environmental impacts, waste reduction, pollution & GHG and social impacts.	<p>Workplan for 2019 (WAGS Perak 2019 Work Plan Detail_01022019) was established to include training (environment, chemical, RTE, Social and etc), farm mapping, assessment related to smallholders, SEIA review.</p> <p>The WAGS Group consist 261 existing and 74 new members whom sell FFB to two dealers respectively. The landscape of the area is 100% mineral soil and generally flat less than 25 degrees.</p> <p>The group manager maintains records of all its member farm operation; i.e. workers, fertilizer, FFB sales, legal requirements, land title, MPOB license, nature soil and etc.</p> <p>The group manager has develop a group management plan (WMS3.1.6.1a) which consist all the information on environmental impacts, waste reduction, pollution & GHG and social impacts according to SEIA reports dated 9 December 2015 (SEIA and HCV of the WAGS Air Kuning).</p>	
Group Managers shall periodically (e.g. quarterly) collate the records of individual members.	Group manager update the records of individual members on quarterly basics.	

Criterion / Indicator	Assessment Findings	Compliance
Group Managers shall facilitate the development of the Group Action Plan through an annual group meeting.	Group manager has organized the quarterly meeting with the project partners and the latest one 27/11/2018.	
Group Managers shall be responsible for the continuous improvement in key operations.	Group Manager- Sheila is the person in charge for the continuous improvement in key operations. The group management plan being monitored by Group Manager.	

Appendix B: Approved Time Bound Plan

Not applicable

Appendix C: GHG Reporting Executive Summary

Not applicable

Appendix D: General Chain of Custody Requirements for the Supply Chain

Not applicable

Appendix E: CPO Mill Supply Chain Assessment Report (Module D - CPO Mills: *Identity Preserved*)

Not applicable

Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
n/a	n/a	n/a	n/a	n/a

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
n/a	n/a	n/a	n/a

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
n/a	n/a	n/a	n/a	n/a

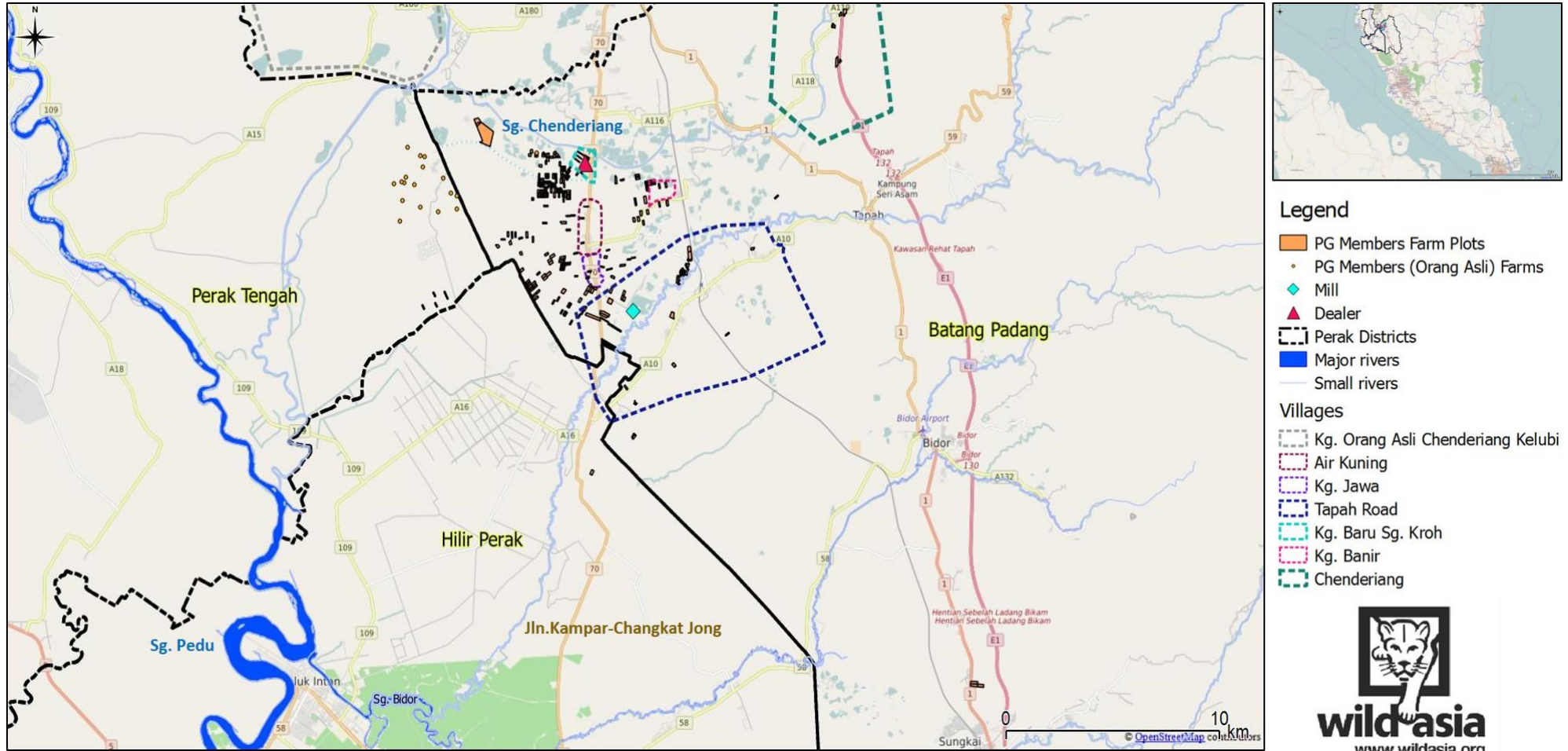
D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
n/a	n/a	n/a	n/a	n/a

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E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
n/a	n/a	n/a	n/a

F. Records of Certified CPO Sold under RSP0 Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSP0 Credits of Certified CPO Sold (mt)
1	A	ST-TR-ee8882de-cdcc	7,179.00 (IS-CSPO)
2	A	ST-TR-b167f4ce-9035	1,534.00 (IS-CSPKE)
3	A	ST-TR-69716a30-7216	729.00 (IS-CSPKO)

Appendix F: Location Map of Certification Unit and Supply bases



Appendix G: List of Smallholder Sampled

No.	Area/ District	State	Smallholder ID Number	Name of Registered Smallholder (as per Land Title)	Total Hectares stated on title/ Ha	IAV	ASA1	ASA3	ASA4
						2015	2016	2018	2019
Trader: Teik Joo Chan Sdn Bhd						X	X	X	
2015									
1	Tapah	Perak	TJC-76-SML	Cheah Khim Nam	1.24		X		
2	Tapah	Perak	TJC-109-SML	Chen Saik Hoong	2.55		X		
3	Tapah	Perak	TJC-73-SML	Chin Choy Kim	3.62				
4	Tapah	Perak	TJC-80-SML	Chong Chong Yau	2.07	X			
5	Tapah	Perak	TJC-90-SML	Chow Kaw	7.79	X			
6	Tapah	Perak	TJC-84-SML	Khiew Khuan Fong	5.05		X		
7	Tapah	Perak	TJC-87-SML	Khoo Woon Swee	1.96		X		
8	Tapah	Perak	TJC-54-SML	Kim Tek Kong	17.55	X			
9	Tapah	Perak	TJC-112-SML	Lai Chuk Laek	9.16	X			
10	Tapah	Perak	TJC-55-SML	Lam Kok Heng	1.22	X			
11	Tapah	Perak	TJC-100-SML	Lee Sing Yew	1.21				
12	Tapah	Perak	TJC-89-SML	Leong Swee Kheong @ Leong Pak Cheng	5.28				
13	Tapah	Perak	TJC-93-SML	Liew Kwet Lum (WAGS-26)	1.21				X
14	Tapah	Perak	TJC-101-SML	Lim Heng Saik	1.31			X	

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15	Tapah	Perak	TJC-102-SML	Loo Kam Ying	1.91			X	
16	Tapah	Perak	TJC-62-SML	Ng Ah Kiew	15.36				
17	Tapah	Perak	TJC-96-SML	Phun Ying Kong @ Phang Ying Kong	5.32	X			
18	Tapah	Perak	TJC-86-SML	Swi Tong Moi	10.20	X	X		
19	Tapah	Perak	TJC-68-SML	Tan Ah See	6.06				
20	Tapah	Perak	TJC-78-SML	Tan Boon Seng	1.21			X	
21	Tapah	Perak	TJC-70-SML	Tan Song Bong	18.47				
22	Tapah	Perak	TJC-71-SML	Tan Tai Man	1.22				
23	Tapah	Perak	TJC-94-SML	Tan Teik Hoe	4.82				
24	Tapah	Perak	TJC-79-SML	Tang Su Seng	4.89		X		
25	Tapah	Perak	TJC-53-SML	Teoh Chai Hock (WAGS-39)	7.40				X
26	Tapah	Perak	TJC-58-SML	Teoh Yong Soong & Teoh Chai Hock	6.93	X			
27	Tapah	Perak	TJC-127-SML	Teoh Yong Soong & Lai Chuk Laek	1.22				
28	Tapah	Perak	TJC-88-SML	Wong Choi	3.39				
39	Tapah	Perak	TJC-62-SML	Wong Yun Fa	6.19				
30	Tapah	Perak	TJC-63-SML	Yip Mow Lam	6.94				
2016									
31	Tapah	Perak	Per-Pot-003	Ahmad Shafie Bin Chik	0.81			X	
32	Tapah	Perak	Per-Pot-004	Ajus Bin Abas	2.46				
33	Tapah	Perak	Per-Pot-005	Alang a/l Bah Uda	4.85				

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34	Tapah	Perak	Per-Pot-006	Alang Bin Sali	8.15				
35	Tapah	Perak	Per-Pot-007	Alang Dul a/l Tunkut	1.53				
36	Tapah	Perak	Per-Pot-008	Alang Ronzi a/l Adang	1.16				
37	Tapah	Perak	Per-Pot-009	Alang Selamat a/l Bah Telpus	1.23		X		
38	Tapah	Perak	Per-Pot-010	Amdan Bin Alang (WAGS-52)	12.28				X
39	Tapah	Perak	Per-Pot-011	Andak a/p Dugan	4.25				
40	Tapah	Perak	Per-Pot-012	Andak Binti Ludin	5.37				
41	Tapah	Perak	Per-Pot-013	Azmi a/l Alang	6.20				
42	Tapah	Perak	Per-Pot-014	Azmi Bin Dongkin	4.94		X		
43	Tapah	Perak	Per-Pot-015	Bah Ngah Bin Osman	1.21				
44	Tapah	Perak	Per-Pot-016	Bahari Bin Pandak	1.23		X		
45	Tapah	Perak	Per-Pot-017	Bay Buck Long	0.61				
46	Tapah	Perak	Per-Pot-018	Beh Lai Hiang	4.00		X		
47	Tapah	Perak	Per-Pot-019	Chai Choy Kam	9.55				
48	Tapah	Perak	Per-Pot-020	Chai Foh	3.33				
49	Tapah	Perak	Per-Pot-021	Chai Kok Han	2.49				
50	Tapah	Perak	Per-Pot-022	Chai Kon Chin	4.70			X	
51	Tapah	Perak	Per-Pot-023	Chai Mee Yuan	2.45			X	
52	Tapah	Perak	Per-Pot-024	Chai Mooi Sing	1.26				
53	Tapah	Perak	Per-Pot-025	Chai Shwee Kiong	0.60				

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54	Tapah	Perak	Per-Pot-026	Chai Swee Khean	1.38				
55	Tapah	Perak	Per-Pot-027	Chai Yoke Wah	11.39				
56	Tapah	Perak	Per-Pot-028	Chai Yuen	2.49				
57	Tapah	Perak	Per-Pot-029	Chan Bon Siong	2.33				
58	Tapah	Perak	Per-Pot-030	Chan Kow	2.45				
59	Tapah	Perak	Per-Pot-031	Chan Tak Onn	2.41				
60	Tapah	Perak	Per-Pot-032	Chau Sout Voon & Wong Siew Yaan	2.85				
61	Tapah	Perak	Per-Pot-033	Cheong Koon Foong	4.73				
62	Tapah	Perak	Per-Pot-034	Chia Kim Chin	3.94				
63	Tapah	Perak	Per-Pot-035	Chia Voon Hong (WAGS-76)	5.04				X
64	Tapah	Perak	Per-Pot-036	Chia Wan Hoong	1.25				
65	Tapah	Perak	Per-Pot-037	Chia Yoon Fatt	2.41				
66	Tapah	Perak	Per-Pot-038	Chia Yoon Hing	12.32				
67	Tapah	Perak	Per-Pot-039	Chia Yoon Kong	1.36		X		
68	Tapah	Perak	Per-Pot-040	Chia Yoon Seong	5.14				
69	Tapah	Perak	Per-Pot-041	Chin Tan Khew	3.70				
70	Tapah	Perak	Per-Pot-042	Chong Chin Woon	2.43		X		
71	Tapah	Perak	Per-Pot-043	Chong Fatt (WAGS-84)	3.20				X
72	Tapah	Perak	Per-Pot-044	Chong Mooi	1.21		X		
73	Tapah	Perak	Per-Pot-045	Chong Wai Leong	1.28				

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74	Tapah	Perak	Per-Pot-046	Chow Chan Keong	1.38				
75	Tapah	Perak	Per-Pot-047	Chow Fu San	3.01				
76	Tapah	Perak	Per-Pot-048	Chow Kok Leong	1.23				
77	Tapah	Perak	Per-Pot-049	Chow Kok Sheong (WAGS-90)	22.96				X
78	Tapah	Perak	Per-Pot-050	Chow Yau Wah	22.27				
79	Tapah	Perak	Per-Pot-051	Cuaili Bin Sulim	3.64				
80	Tapah	Perak	Per-Pot-052	Ditu Bin Long	1.85		X		
81	Tapah	Perak	Per-Pot-053	Dollah a/l Suman	3.94				
82	Tapah	Perak	Per-Pot-054	Dongkin a/l Kaway	2.43				
83	Tapah	Perak	Per-Pot-055	Embong a/p Uda	1.77				
84	Tapah	Perak	Per-Pot-056	Faridah A/P Dugan	3.16				
85	Tapah	Perak	Per-Pot-057	Hor Kok Yeen	2.48				
86	Tapah	Perak	Per-Pot-058	Ismail A/L Yahaya	2.49				
87	Tapah	Perak	Per-Pot-059	Itam Bin Kulop Draoh	0.93				
88	Tapah	Perak	Per-Pot-060	Jubit Bin Alang	1.33			X	
89	Tapah	Perak	Per-Pot-061	Kiew Fang Ying	1.14				
90	Tapah	Perak	Per-Pot-062	Kiew Yat Moi	4.25				
91	Tapah	Perak	Per-Pot-063	Kiew Yau Fee & Kiew Yau Jo	0.85				
92	Tapah	Perak	Per-Pot-064	Kiew Yau Jo	1.60		X		
93	Tapah	Perak	Per-Pot-065	Kim Mooi @ Shum Chow Lin	10.57				

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94	Tapah	Perak	Per-Pot-066	Koo Chow Po	1.84				
95	Tapah	Perak	Per-Pot-067	Koo Chow Yong	1.61				
96	Tapah	Perak	Per-Pot-068	Koo Kam Yin	1.62				
97	Tapah	Perak	Per-Pot-069	Khoo Woon Yee	1.85				
98	Tapah	Perak	Per-Pot-070	Lai Huat Seong	1.22				
99	Tapah	Perak	Per-Pot-071	Lai Kok Sam (WAGS-112)	18.11				X
100	Tapah	Perak	Per-Pot-072	Lai Kong Keong	3.55				
101	Tapah	Perak	Per-Pot-073	Lam Soon Foong & Lam Soon Wai	2.04				
102	Tapah	Perak	Per-Pot-074	Lam Soon Tak	2.43				
103	Tapah	Perak	Per-Pot-075	Lau Kean Chuong & Lau Kean Yi	2.43				
104	Tapah	Perak	Per-Pot-076	Lau Kok Leong @ Liew Kuet Leong	1.20				
105	Tapah	Perak	Per-Pot-077	Law Say Mooi & Loke Chian Hoo	2.01				
106	Tapah	Perak	Per-Pot-078	Le Che Yek @ Lee Che Yek	2.82				
107	Tapah	Perak	Per-Pot-079	Lee Ah Mooi @ Liew Sooi Mooi	1.32				
108	Tapah	Perak	Per-Pot-080	Lee Chee Foong	1.38				
109	Tapah	Perak	Per-Pot-081	Lee Kim Hong	3.64				
110	Tapah	Perak	Per-Pot-082	Lee Kok Aun	30.33			X	
111	Tapah	Perak	Per-Pot-083	Leong Chong	1.19			X	
112	Tapah	Perak	Per-Pot-084	Leong Fook Kan	4.46				
113	Tapah	Perak	Per-Pot-085	Leong Kok Weng	3.57				

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114	Tapah	Perak	Per-Pot-086	Liew Won Keong	0.81				
115	Tapah	Perak	Per-Pot-087	Liew Yet Poh	2.60				
116	Tapah	Perak	Per-Pot-088	Lim Chin Yen	3.28				
117	Tapah	Perak	Per-Pot-089	Lim Ching Seng	1.13		X		
118	Tapah	Perak	Per-Pot-090	Lim Hang Kuang (WAGS-131)	3.00				X
119	Tapah	Perak	Per-Pot-091	Lim Kean Beng	12.12				
120	Tapah	Perak	Per-Pot-092	Liu Shay Fing & Liu Tet Fook	11.54				
121	Tapah	Perak	Per-Pot-093	Loke Sit Fong & Ng Bee Keong	4.51				
122	Tapah	Perak	Per-Pot-094	Long A/L Aman	2.25				
123	Tapah	Perak	Per-Pot-095	Lucci a/l Long	1.26				
124	Tapah	Perak	Per-Pot-096	Manap a/l Kawi	0.81				
125	Tapah	Perak	Per-Pot-097	Mohammad Rasid Bin Pandak	2.83				
126	Tapah	Perak	Per-Pot-098	Neoh Ah Seng	0.81			X	
127	Tapah	Perak	Per-Pot-099	Ng Boon Heong	1.82				
128	Tapah	Perak	Per-Pot-100	Ng Kong Min (WAGS-141)	2.43				X
129	Tapah	Perak	Per-Pot-101	Ngah a/l Uda	1.21				X
130	Tapah	Perak	Per-Pot-102	Ngah a/p Suman	2.40				
131	Tapah	Perak	Per-Pot-103	Ngah Siden Bin Alang	1.82				
132	Tapah	Perak	Per-Pot-104	Pan Seng Chong & Lew Lan Foong	1.20				
133	Tapah	Perak	Per-Pot-105	Pandak Bin Alang	0.81				

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134	Tapah	Perak	Per-Pot-106	Pandak Bin Kassim	2.96			X	
135	Tapah	Perak	Per-Pot-107	Panjang Dawi a/l Engah Demit	1.82				
136	Tapah	Perak	Per-Pot-108	Pehak A/P Uda	0.81				
137	Tapah	Perak	Per-Pot-109	Ramli a/l Gandom	4.45				
138	Tapah	Perak	Per-Pot-110	Riza Binti Pandak	1.60				
139	Tapah	Perak	Per-Pot-111	Sew Ng Moy	2.83				
140	Tapah	Perak	Per-Pot-112	Siber a/l Awat	2.00				
141	Tapah	Perak	Per-Pot-113	Sin Yew Fatt	18.82				
142	Tapah	Perak	Per-Pot-114	Soo Kim Tek @ Saw Kim Teik	1.21				
143	Tapah	Perak	Per-Pot-115	Suraini a/p Guris	1.20				
144	Tapah	Perak	Per-Pot-116	Tan a/p Uda	3.60		X		
145	Tapah	Perak	Per-Pot-117	Tan Boon Wah	1.20				
146	Tapah	Perak	Per-Pot-118	Tang Cheng Yaou	1.21			X	
147	Tapah	Perak	Per-Pot-119	Teoh Chai Hock & Lam Kok Heng	1.60		X		
148	Tapah	Perak	Per-Pot-120	Teoh Chai Lang	3.24				
149	Tapah	Perak	Per-Pot-121	Teoh Eong Huat	1.01				
150	Tapah	Perak	Per-Pot-122	Teoh Mia Hooi	1.60				
151	Tapah	Perak	Per-Pot-123	Teoh Swee Leng	11.41		X		
152	Tapah	Perak	Per-Pot-124	Than Ah Ahang	1.42				
153	Tapah	Perak	Per-Pot-125	Tina A/P Amran (WAGS-166)	1.62				X

154	Tapah	Perak	Per-Pot-126	Toh Yeong Cheng & Toh Yeong Haur	2.23				
155	Tapah	Perak	Per-Pot-127	Uda a/l Sidek	1.62				
156	Tapah	Perak	Per-Pot-128	Uda a/p Dugan	0.81				
157	Tapah	Perak	Per-Pot-129	Uda a/p Suman	1.61				X
158	Tapah	Perak	Per-Pot-130	Uda s/o Alang Gimbut	5.26				
159	Tapah	Perak	Per-Pot-131	Viking a/l Kok Nit	1.60				
160	Tapah	Perak	Per-Pot-132	Wong Chee Choon & Chia Liang Hwa	1.62		X		
161	Tapah	Perak	Per-Pot-133	Wong Khai Hoong (WAGS-174)	0.81				X
162	Tapah	Perak	Per-Pot-134	Wong Kooi Phin	0.81				
163	Tapah	Perak	Per-Pot-135	Wong Sam	9.35				
164	Tapah	Perak	Per-Pot-136	Yee Ah King (WAGS-177)	1.21				X
165	Tapah	Perak	Per-Pot-137	Yee Chaw	3.20				
166	Tapah	Perak	Per-Pot-138	Yee Ken See	1.62				
167	Tapah	Perak	Per-Pot-139	Yew Kah Chuan @ Hyu Ah Ken	1.62				
168	Tapah	Perak	Per-Pot-140	Yong Hee Fah	1.20				
169	Tapah	Perak	Per-Pot-141	Zakaria a/l Ameram & Long Tijah a/p Dongkin	4.65			X	
170	Tapah	Perak	Per-Pot-142	Zani a/l Itam	2.43				
171	Tapah	Perak	Per-Pot-143	Zolkarnian Bin Manan	1.21				
2018									
172	Tapah	Perak	WAGS-1367	Chong Thye	1.88				

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173	Tapah	Perak	WAGS-1369	Khong Lai Fong	1.23				
174	Tapah	Perak	WAGS-1368	Ng Chee Hoe	1.24				
175	Tapah	Perak	WAGS-1399	Ng Eng Thai	1.15				
176	Tapah	Perak	WAGS-1399	Wong Pak Yeong & Wong Pak Khuen @ Wong Pak Sum	6.30				
177	Tapah	Perak	WAGS-1384	Ahmad Bin Sihat	2.04			X	
178	Tapah	Perak	WAGS-1400	Anson Unit Win Sdn.Bhd	11.77				X
179	Tapah	Perak	WAGS-1392	Aw Yit Chew	2.25				X
180	Tapah	Perak	WAGS-1444	Chai Kim Fook & Chai Kim Fah & Chai Kam Ling & Choi Kim Teek @ Chai Kim Teek	4.05				
181	Tapah	Perak	WAGS-187	Chai Yoke Choy	0.81				
182	Tapah	Perak	WAGS-1442	Chai Yoke Kong	2.03				
183	Tapah	Perak	WAGS-1377	Chan Man Yoon @ Chin Lai	8.66				
184	Tapah	Perak	WAGS-1412	Cheah Kim Choy	1.21				
185	Tapah	Perak	WAGS-1347	Cheong Choong Meng	1.20			X	
186	Tapah	Perak	WAGS-192	Cheong Kam Wah	2.32				
187	Tapah	Perak	WAGS-1387	Chiew Yoke Moey	5.17				
188	Tapah	Perak	WAGS-1420	Chong Wai Seong	2.43				
189	Tapah	Perak	WAGS-1409	Chow Chee Wai	2.00				
190	Tapah	Perak	WAGS-1405	Chow Foong Ching	2.00				
191	Tapah	Perak	WAGS-1406	Chow Foong Har	2.00				

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192	Tapah	Perak	WAGS-1407	Chow Foong Pheng	4.00				
193	Tapah	Perak	WAGS-1365	Chow Har Lin	1.21				
194	Tapah	Perak	WAGS-1352	Chow Ka @ Chow Kah Fatt	1.49				
195	Tapah	Perak	WAGS-1353	Chow Kar Chui	4.24			X	
196	Tapah	Perak	WAGS-1408	Chow Sook Chan	3.10				
197	Tapah	Perak	WAGS-1388	Fadilawati Bt Ali	9.64			X	
198	Tapah	Perak	WAGS-1434	Foong Chee Wai	2.00				
199	Tapah	Perak	WAGS-1402	Ho Leong Chin & Chiew Yoke Moey	1.27				
200	Tapah	Perak	WAGS-1354	Hooi Sow Lin	2.38				
201	Tapah	Perak	WAGS-1419	Hor Kim Peow	6.97				
202	Tapah	Perak	WAGS-1382	Jariah Bt Sihat	1.23				
203	Tapah	Perak	WAGS-1362	Jawatan Kuasa Pentadbiran Perkuburan Cina Chenderiang	2.43				
204	Tapah	Perak	WAGS-1370	Kek Feng Fng	1.64				
205	Tapah	Perak	WAGS-189	Kew Chee Sang	1.15			X	
206	Tapah	Perak	WAGS-1381	Kew Chee Weng	1.15				
207	Tapah	Perak	WAGS-190	Kiew Yau Fee	2.60			X	
208	Tapah	Perak	WAGS-1375	Koo Chiou Sheng	23.62				
209	Tapah	Perak	WAGS-1418	Khoo Chong Siong	2.42				
210	Tapah	Perak	WAGS-1417	Khoo Chong Soon	1.22				X
211	Tapah	Perak	WAGS-1437	Lam Chong San	2.83				

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212	Tapah	Perak	WAGS-1439	Lee Kok Seong	2.11				
213	Tapah	Perak	WAGS-1410	Lee Min Tick @ Lee Min Tek	1.16				
214	Tapah	Perak	WAGS-1389	Lee Tiam Kee & Tan Suan Gek	3.32				
215	Tapah	Perak	WAGS-1391	Leong Hoh Kiew @ Leong Ah Kan	2.33				
216	Tapah	Perak	WAGS-1431	Leong Yun Khun & Chong Chee Khong	2.24				
217	Tapah	Perak	WAGS-1393	Liew Yin Chan	5.63				
218	Tapah	Perak	WAGS-1359	Lim Ah Kou	2.06			X	
219	Tapah	Perak	WAGS-1385	Lim Kai Chong	1.81				
220	Tapah	Perak	WAGS-1372	Lim Pik Lang	7.33				
221	Tapah	Perak	WAGS-1413	Lim Siang Leong	7.48				
222	Tapah	Perak	WAGS-191	Lim Wai Foong	10.20				
223	Tapah	Perak	WAGS-1371	Lim Yong Hong	20.65				
224	Tapah	Perak	WAGS-1415	Loo Kok Chai	16.33				
225	Tapah	Perak	WAGS-1416	Low Man Cheong & Wan Siew Moy @ Wan Soo Mooi	8.42				
226	Tapah	Perak	WAGS-1403	Low Sim Fong	4.86				
227	Tapah	Perak	WAGS-1134	Mat Jailani Bin Arshad @ Alit	14.87			X	
228	Tapah	Perak	WAGS-1379	Md.Ali Bin Abdullah (Hazimah Bt Md Ali)	2.02				
229	Tapah	Perak	WAGS-1360	Muhammad Sobirin Bin Mat Jailani	1.21				
230	Tapah	Perak	WAGS1443	Muhammad Sobirin Bin Mat Jailani & Nurnadiah Binti Mat Jailani	1.19				
231	Tapah	Perak	WAGS-1436	Nurnadiah Bt Mat Jailani	1.18				

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232	Tapah	Perak	WAGS-1430	Pan Yoong Chong	1.21				
233	Tapah	Perak	WAGS-1373	Phoon Chaw Weng	2.87				
234	Tapah	Perak	WAGS-1376	Razali Bin Abdul Aziz	5.67			X	
235	Tapah	Perak	WAGS-1440	Rosenanee Bt Mustafa	0.87				
236	Tapah	Perak	WAGS-1350	Tai Sing	3.70				
237	Tapah	Perak	WAGS-1386	Tan Yik Wai	3.79			X	
238	Tapah	Perak	WAGS-1438	Tang Kai Tai	2.43				
239	Tapah	Perak	WAGS-1397	Tujuh Jaya Sdn Bhd	4.05			X	
240	Tapah	Perak	WAGS-1414	Wan Pik Kheong @ Wan Pek Keong	2.83				
241	Tapah	Perak	WAGS-1348	Wong Ah Leh	1.34				
242	Tapah	Perak	WAGS-1378	Wong Ah Sam	5.38				
243	Tapah	Perak	WAGS-1435	Wong Kim Choo	3.78				
244	Tapah	Perak	WAGS-1366	Wong Koi Wa	3.43				
245	Tapah	Perak	WAGS-1364	Wong Kwai Faing	4.60			X	
246	Tapah	Perak	WAGS-193	Wong Mee Mooi	2.53				
247	Tapah	Perak	WAGS-1349	Wong Siew Keong	0.91				
248	Tapah	Perak	WAGS-1401	Wong Song Tuck & Wong Song Keong	1.20				
249	Tapah	Perak	WAGS-1390	Wong Swee Lan	1.40				
250	Tapah	Perak	WAGS-1351	Yap Pek Choo	2.35				
251	Tapah	Perak	WAGS-1374	Yong Yow Ming	15.58				

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252	Tapah	Perak	WAGS-1358	Aszemi Bin Buyong	1.21			X	
253	Tapah	Perak	WAGS-1411	Azina A/P Dongkin	14.56				
254	Tapah	Perak	WAGS-1380	Bah Ayoh Bin Tampong (Bapa)	1.62				
255	Tapah	Perak	WAGS-1441	Diman A/L Lahit & Asmah A/P Dongkin	4.45			X	
256	Tapah	Perak	WAGS-188	Herzuza A/P Dongkin	8.09			X	
257	Tapah	Perak	WAGS-1357	Itam Bin Uda	2.63				
258	Tapah	Perak	WAGS-1363	Pandak A/L Gasah	2.02				
259	Tapah	Perak	WAGS-1433	Rahim A/L Buyong	0.81				
260	Tapah	Perak	WAGS-1404	Ramli Bin Chot	2.02				
261	Tapah	Perak	WAGS-1355	Uda A/L Ngangeh	2.49				
Total					1,034.28				

New Members (Trader: Sawit Langkap Sdn Bhd)

No.	Area/ District	State	Smallholder ID Number	Name Of Registered Smallholder (As Per Land Title)	Total Hectares Stated On Title/ Ha	IAV	ASA1	ASA3	ASA4
						2015	2016	2018	2019
262	Tg Tualang	Perak	LE-LKP	Lingkarang Eksklusif Sdn Bhd	19.51				
263	Tg Tualang	Perak	KT-LKP	Kualiti Tulen Sdn Bhd	19.55				
264	Tg Tualang	Perak	SA-LKP	Suria Anjung Sdn Bhd	20.25				

265	Tg Tualang	Perak	SLSB-LKP	Sawit Langkap Sdn Bhd	2.10				
	Tg Tualang	Perak			1.67				
	Tg Tualang	Perak			2.36				
	Tg Tualang	Perak			2.66				
	Tg Tualang	Perak			1.35				
	Tg Tualang	Perak			0.42				
	Tg Tualang	Perak			2.34				
	Tg Tualang	Perak			2.39				
	Cangkat Jong	Perak			1.57				
266	Pelawan	Perak	1-LKP	Phang Horng Her	1.60				
267	Pelawan	Perak	2-LKP	Phang Sing Hing	1.63				
268	Pelawan	Perak	3-LKP	Phang Sin Keng	1.42				
269	Batang Padang	Perak	4-LKP	Leong Ah Chuan	1.88				X
270	Banir	Perak	5-LKP	Leong Ah Chuan, Lean Pea Choo	1.14				
	Banir	Perak			1.12				
	Banir	Perak			1.12				
271	Chui Chak	Perak	6-LKP	Ho Liong Bah	0.84				X
272	Chui Chak	Perak	7-LKP	Tang Pat Mooi	0.77				X
	Chui Chak	Perak			0.80				
	Chui Chak	Perak			0.79				

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	Kuala Bikam	Perak			0.85				
273	Air Hitam	Perak	8-LKP	Tan See Lin	2.35				
	Kuala Bikam	Perak			0.81				
274	Pelawan	Perak	9-LKP	Sawit Chui Chak Enterprise	1.42				X
	Chui Chak	Perak			0.84				
	Chui Chak	Perak			0.83				
275	Sungkai	Perak	10-LKP	Kemajuan Agro Sawit Sdn Bhd	2.19				
	Sungkai	Perak			2.24				
	Sungkai	Perak			1.34				
	Sungkai	Perak			1.31				
	Sungkai	Perak			1.23				
	Sungkai	Perak			1.26				
276	Pelawan	Perak	11-LKP	Goh Keh Kooi	3.75				
277	Pelawan	Perak	12-LKP	Yerk Mee Eng	2.08				
	Langkap	Perak			1.59				
278	Teluk Intan	Perak	13-LKP	Goh Chii Guey	4.16				
279	Teluk Intan	Perak	14-LKP	Goh Kai Tong	4.01				
280	Langkap	Perak	15-LKP	Goh Kei Hooi	1.92				
281	Air Hitam	Perak	16-LKP	Lim Soon Chai	1.47				
	Air Hitam	Perak			3.01				

	Batu 15	Perak			2.31				
	Batu 15	Perak			2.25				
282	Air Kuning	Perak	17-LKP	Lim Chee Beng	2.00				
	Air Hitam	Perak			7.20				
283	Air Hitam	Perak	18-LKP	Lim Chee Kong	1.00				
	Air Hitam	Perak			1.00				
	Tapah Road	Perak			4.00				
284	Pelawan	Perak	19-LKP	Lean Song Hua	1.58				
	Pelawan	Perak			1.62				
	Degong	Perak			1.25				
285	Degong	Perak	20-LKP	Lean Siong Tak	1.64				
	Cangkat Petai	Perak			1.18				
	Cangkat Petai	Perak			1.19				
286	Cangkat Jong	Perak	21-LKP	Noriny@ Noraini Binti Abdul Latib	0.92				
287	Sungai Durian	Perak	22-LKP	Ahmad Sabirin B. Mohamad	2.43				
288	Cangkat Jong	Perak	23-LKP	Chau Peng Lang	0.63				
289	Cangkat Jong	Perak	24-LKP	Chau Peng Lang Chow Kok Foo Lee Kham Fong Lim Lam	3.60				
	Cangkat Jong	Perak			2.80				
290	Cangkat Jong	Perak	25-LKP	Chau Kok Foong, Lim Yeu Huei	1.89				
	Batang Padang	Perak			0.66				

291	Batang Padang	Perak	26-LKP	Chau Kok Foong, Lim Yue Kueng	0.85				
	Batang Padang	Perak			1.75				
292	Cangkat Jong	Perak	27-LKP	Lee Siew Kean	1.73				
	Batang Padang	Perak			1.14				
293	Cangkat Jong	Perak	28-LKP	Lee Chew Foon	0.84				
294	Cangkat Jong	Perak	29-LKP	Liu Seow Kim	1.21				
	Cangkat Jong	Perak			2.02				
	Air Hitam	Perak			4.20				
295	Cangkat Jong	Perak	30-LKP	Chua Ah Kong	0.74				
296	Cold Stream	Perak	31-LKP	Lean Soon Yat	6.92				X
297	Degong	Perak	32-LKP	Lim Myuk Yin	1.60				
	Chui Chak	Perak			0.82				
	Pelawan	Perak			1.84				
298	Degong	Perak	33-LKP	Chan Siew Peng	2.04				X
299	Pelawan	Perak	34-LKP	Tan Hong Too	1.56				X
300	Degong	Perak	35-LKP	Kwong Chok Meng	1.18				
301	Pelawan	Perak	36-LKP	Kwong Lai Kuin	0.80				
	Alor Bakong	Perak			1.21				
302	Cangkat Jong	Perak	37-LKP	Lee Chin How	3.37				
303	Alor Bakong, Durian Sebatang	Perak	38-LKP	Cheah Tuck	1.20				

304	Labu Kubong	Perak	39-LKP	Kalsom Binti Abdullah	1.16				
305	Air Kuning	Perak	40-LKP	Alizar Bin Muhamed Ali	0.77				
306	Cangkat Jong		41-LKP	Ong Kean Boon	2.04				
307	Cangkat Jong	Perak	42-LKP	Tong Guat Ngoh@Tong Guan Moh	1.21				
308	Durian Sebatang	Perak	43-LKP	Lee Thian Hooi	1.08				
	Cangkat Jong				0.89				
309	C.Petai	Perak	44-LKP	Chen Fai Fok@Chan Poi Kee	1.63				
	Langkap	Perak			2.57				
310	Banir	Perak	45-LKP	Lim Soow Choo@Lim Tsue Lian	1.20				
	Air Kuning	Perak			1.60				
	Air Kuning	Perak			1.20				
311	Cangkat Jong	Perak	46-LKP	Vanitha A/P Ramamoorthy	1.21				
312	Batang Padang	Perak	47-LKP	Halimah Binti Mohammad (Shaari)	1.21				
313	Pelawan	Perak	48-LKP	Heah Anu@ Lean Chin Lian	1.22				
	Banir	Perak		Heah Anu@ Lean Chin Lian, Chai Choon Hong	1.21				
	Banir	Perak		Heah Anu@ Lean Chin Lian, Chai Choon Loong	1.22				
	Banir	Perak		Heah Anu@ Lean Chin Lian, Chai Choon Huei	1.25				
314	Lubok Bakong	Perak	49-LKP	Chan Chee Fun	2.03				
315	Tg Tualang	Perak	50-LKP	Noor Aini Bt.Abdul Hamid	1.40				
316	Tg Tualang	Perak	51-LKP	Mohammad Bin Abd Aziz	1.26				

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317	Cangkat Jong	Perak	52-LKP	Sunnyville Sdn Bhd - (Chai Sen)	3.05				X	
	Cangkat Jong	Perak			3.05					
	Cangkat Jong	Perak			3.05					
	Cangkat Jong	Perak			3.05					
318	Langkap	Perak	53-LKP	Phang Horng Woei	1.62					
319	Kunci Air, Labu Kubong	Perak	54-LKP	Abd Latib Bin Abd Rahman	0.67				X	
	Kunci Air, Labu Kubong	Perak			0.76					
	Kunci Air, Labu Kubong	Perak			0.61					
	Degong	Perak			0.95					
320	Air Kuning	Perak	55-LKP	Lian Kam Nam@Lean Kam Nan	1.66				X	
	Air Kuning	Perak			1.20					
	Air Kuning	Perak			1.20					
	Batang Padang	Perak			0.76					
	Batang Padang	Perak			0.52					
	Batang Padang	Perak			0.60					
	Batang Padang	Perak			0.48					
	C.Petai	Perak			1.63					
	C.Petai	Perak			1.61					
	Banir	Perak			1.20					

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	Banir	Perak			1.20				
321	Cangkat Jong	Perak	56-LKP	Lim Ah Hiak	4.26				
322	Degong	Perak	57-LKP	Law Yoon Lam, Chiam Poo Leng	1.85				
	Degong	Perak			1.62				
	Degong	Perak			2.06				
	Cangkat Jong	Perak			1.19				
	Langkap	Perak			1.62				
	Batang Padang	Perak			1.60				
	Cangkat Petai	Perak			1.54				
	Cangkat Petai	Perak			1.66				
323	Kampar	Perak	58-LKP	Loo Kok Chai	0.90				
	Kampar	Perak			0.70				
	Kampar	Perak			1.49				
	Kampar	Perak			1.09				
	Kampar	Perak			1.38				
324	Kampar	Perak	59-LKP	Lum May Wah	1.42				
325	Kampar	Perak	60-LKP	Wong Yuet Yee	1.37				
326	Batang Padang	Perak	61-LKP	Wong Wing Hong	1.20				
327	Lubok Bakong	Perak	62-LKP	Phang Sew Hua	1.60				
328	Tg Tualang	Perak	63-LKP	Mior Mustafa Kamal B . Mior Aziz	1.21				

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329	Pulau Tiga	Perak	64-LKP	Ahmad Fadzil Bin Omar	1.65				
	Pulau Tiga	Perak			1.18				
	Lambor	Perak			1.26				
330	Tg Tualang	Perak	65-LKP	Too Chin For	7.61				
331	Bidor	Perak	66-LKP	Murni Awan Sdn Bhd	20.23				
332	Labu Kubong	Perak	67-LKP	Rohani Binti Ibrahim	0.81				
333	Kenering	Perak	68-LKP	Low Kin Seng	2.26				
334	Durian Pipt	Perak	69-LKP	Yong Mok Yoi	4.00				
335	Kuala Selama	Perak	70-LKP	Tang Kook Shang	2.28				
Total					333.38				

Appendix I: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SLSB	Sawit Langkap Sdn Bhd
SOP	Standard Operating Procedure
TJC	Teik Joo Chan