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RSPO P&C RECERTIFICATION ASSESSMENT PUBLIC SUMMARY REPORT

Community Enterprise Group - Suratthani

Date of assessment	20/11/2017 TO 23/11/2017
Number of ASA	Recertification

RSPO Group Certification

Group Name: Community Enterprise Group – Suratthani
Certifying Unit: Community Enterprise Group – Suratthani
Client Number: 80-024
Type of Audit: Recertification (RC1)



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1 Scope

1.1 Organizational information / Contact person	
Name of certification unit	Community Enterprise Group – Suratthani
Principle Contact Person	Ms. Chulita Somkaew
Business address	24/5 Moo 4 Asia Road Tha Sathon Sub-District, PhunPhin District, Suratthani Province 84130, Thailand
Telephone Number	+ 66 (0) 7795 1500 / + 66 8196 84055 / + 66 (0) 7795 1529
E-mail address	chulita_poo@hotmail.com
Web site	NA
Other certifications held:	NA

1.2 Certification Details	
RSPO membership number:	1-0122-12-000-00
Certificate number:	500 80 024
Date of assessment	20/11/2017 – 23/11/2017
Date start of certificate	10/10/2017
Date of expiry certificate	09/10/2022
Current Certificate Validity (One Year)	10/10/2017 – 9/10/2018

1.3 Identity of Certification Unit
Community Enterprise Group - Suratthani was assessed against RSPO Certification Systems, RSPO P&C for Sustainable Palm Oil Production – Group Certification version March 2016 and RSPO Supply Chain Certification (RSPO SCC) –version 2014. The group has a total of 65 members with 122 plots of farm

Name of Group	Address	Coordinates
Community Enterprise Group – Suratthani	24/5 Moo 4 Asia Road Tha Sathon Sub-District, PhunPhin District, Suratthani Province 84130, Thailand	8° 23' 31' N; 99° 51' 54' E

RSPO Group Certification

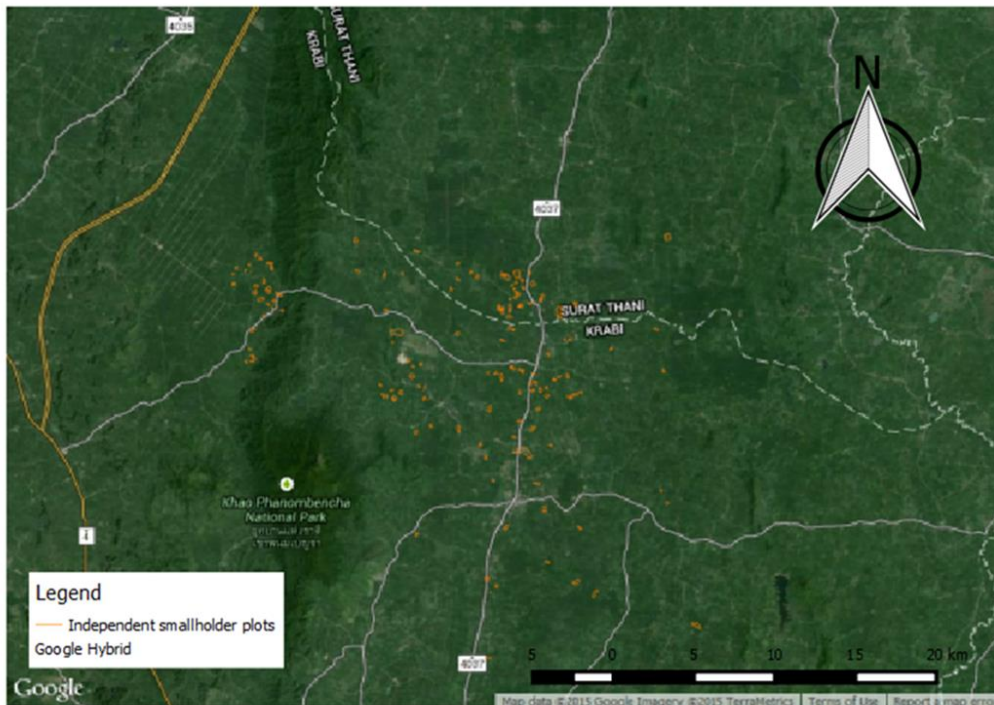
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Location of group at Surat Thani



Location of Group Members: Refer orange dots.



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1.4 Production Volume

This is a Group Certification, therefore production of CPO and PK not applicable as farmers only sell FFB.

Supply based	Certified volume for year 2017			
	CPO	PK	PKE	PKO
Community Enterprise Group – Suratthani	1,776	444	244	200
Total	1,776	444	244	200
Supply based	Actual annual volumes* 2017			
	CPO	PK	PKE	PKO
Community Enterprise Group – Suratthani	1,787	447	201	88
Total	1,787	447	201	88
Supply based	Projected volume for the next 12 months** 2018			
	CPO	PK	PKE	PKO
Community Enterprise Group – Suratthani	4,810	1,203	661	541
Total	4,810	1,203	661	541

* of certified products since date of last reporting period (Sept 2017)

** from current reporting time

*** Volume entered into palm trace account.

Total FFB supplied by Group			
Name of Group	Area (Ha)		FFB Production (ton / year)
	Total	Planted	
Community Enterprise Group – Suratthani	1,994.64	1,994.64	24,049.80
Total	1,994.64	1,994.34	24,049.80

*includes productive and non-productive area (infrastructures, conservation, HCV, community use, set aside area etc.)

** Immature + Mature Area

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HCV & Conservation Area			
Name of Group	Conservation Area	HCV Area	Total
Community Enterprise Group – Suratthani	-	-	-
Total	-	-	-

1.5 Date of Planting and Cycle

1.5.1 Planting program for group

Name of Group	Year of Planting / Replanting	Ha	Matured	Immature	Total
Community Enterprise Group – Suratthani	1978	237.81	237.81	0	237.81
	1979	423	423	0	423
	1980	181.61	181.61	0	181.61
	1988	9.69	9.69	0	9.69
	1989	2.34	2.34	0	2.34
	1991	1.63	1.63	0	1.63
	1993	2.61	2.61	0	2.61
	1995	8.65	8.65	0	8.65
	1996	13.09	13.09	0	13.09
	1998	35.35	35.35	0	35.35
	1999	29.46	29.46	0	29.46
	2000	14.84	14.84	0	14.84
	2001	16.67	16.67	0	16.67
	2002	435.95	435.95	0	437.22
	2003	382.73	382.73	0	382.73
	2004	30.35	30.35	0	30.35
	2005	62.02	62.02	0	62.02
	2006	21.91	21.91	0	21.91
	2007	9.58	9.58	0	9.58
	2008	37.03	37.03	0	37.03
2009	14.94	14.94	0	14.94	
2010	10.48	10.48	0	10.48	
2011	7.15	7.15	0	7.15	
2012	4.48	4.48	0	4.48	
TOTAL			1,994.64	0	1,994.64

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(Please highlight all new plantings after January 2010)

1.5.2 Replanting Program for Group

Name of Group	2018	2019	2020	2021	2022	Total
Community Enterprise Group – Suratthani	0	2.34	44	84.97	85.92	217.23
Total	0	2.34	44	84.97	85.92	217.23

2 Assessment Process

2.1 Certification Body

TUV NORD (Malaysia) Sdn Bhd is a certification and inspection body which operates in agriculture and the food and feed processing industry.

TUV NORD (Malaysia) Sdn Bhd is member of the internationally operating German inspection and certification organisation TÜV NORD.

TUV NORD (Malaysia) is accredited by ASI for RSPO P&C.

2.2 Qualifications of the assessment team

2.2.1 Qualification of the lead auditor: Warangkana Thongprapak

Requirement	Qualifications
A minimum of post high school (post-secondary school) training in either agriculture/forestry, environmental science or social sciences;	Graduated bachelor's degree in agriculture and master's degrees in postharvest technology.
At least 5 years professional experience in area of work relevant to the assessment (e.g., palm oil management; agriculture/forestry; ecology; social science);	More than five years' experience on the research related to palm oil industry. More than 10 years' experience in fruit and vegetable in northern and central of Thailand. GAP, IPM and the use of pesticide and fertilizer are the main topic used in the field.
Training in the practical application of the RSPO criteria, and RSPO certification systems;	Successful completion of the RSPO P&C Lead Assessor Course (organised by Wild Asia, Kuala Lumpur, Malaysia: 15/06-19/06/2017) Successful completion of the RSPO SCC Auditor Course (Organised by David Ogg & Partners, Bangkok, Thailand : 08/03/-/09/03/2016)
Successfully completion of an ISO 9000:19011 lead assessors course;	Attended ISO 9001 from 14/07/ -18/07/2014, ISO 14001 from 06/06 – 10/06/2016, OHSAS 18001 from 19/07 - 23/07/2017.

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A supervised period of training in practical assessment against the RSPO criteria or similar sustainability standards, with a minimum of 15 days assessment experience and at least 3 assessments at different organisations.	2 years as RSPO auditor. 2 years as RSPO SCC lead auditor. 3 years as GAP and ThaiGAP lead auditor.
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2.2.2 Assessment Team Members

Requirement	Assessor	Qualification	Compliance
Field working experience in the palm oil sector, or demonstrable equivalent.	Ms Warangkana Thongprapak	5 years experience in palm oil cultivation and research.	Yes
	Ms.Saowalak Thongsong	3 years as CDM projects associated to oil palm mill.	
	Cheong, Chun Yuen (Robert)	4 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change & GHG assessor; 3 years as MSPO / RSPO Lead Auditor; 12 years as Senior assessor for carbon credits.	
Good Agricultural Practices (GAP), and Integrated Pest Management (IPM), pesticide and fertilizer use.	Warangkana Thongprapak	5 years experience on the research related to palm oil industry. 10 years experience in fruit and vegetable in northern and central of Thailand. GAP, IPM and the use of pesticide and fertilizer are the main topic used in the field.	Yes
	Cheong, Chun Yuen (Robert)	4 years as ISCC Lead auditor for ISCC EU & PLUS, Land use change & GHG assessor; 3 years as MSPO / RSPO Lead Auditor; 12 years as Senior assessor for carbon credits.	
Health and safety auditing on the farm and in processing facilities, for example OHSAS 18001 or Occupational, Health & Safety Assurance System.	Saowalak Thongsong	12 years work for TUV NORD (Thailand) had responsible to audit against ISO9001, ISO14001, TIS18001 and Thai Labor Standard (TLS) 8001 which includes OHSAS.	Yes
	Cheong, Chun	4 years as ISCC Lead auditor	

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Requirement	Assessor	Qualification	Compliance
	Yuen (Robert)	for ISCC EU & PLUS, Land use change & GHG assessor; 3 years as MSPO / RSPO Lead Auditor; 12 years as Senior assessor for carbon credits.	
Worker welfare issues and social auditing experience, for example with SA8000 or related social or ethical accountability codes.	Cheong, Chun Yuen (Robert)	Attended Basic SA 8000 & GRI 4 training + qualified as ISCC / MSPO / RSPO sustainability auditor	Yes
	Wan, Jia Wan (Joanne)	Attended Basic SA 8000 training + qualified as ISCC, RSPO, MSPO sustainability auditor	
Environmental and ecological auditing, for example experience with organic agriculture, ISO 14001 or Environmental Management Systems (EMS).	Cheong, Chun Yuen (Robert)	Authorised ISCC / MSPO / RSPO / Carbon Credits sustainability auditor	Yes
	Warangkana Thongprapak	5 years experience on the research related to palm oil industry. 10 years experience in fruit and vegetable in northern and central of Thailand. GAP, IPM and the use of pesticide and fertilizer are the main topic used in the field.	
	Saowalak Thongsong	12 years' work for TUV NORD (Thailand) had responsible to audit against ISO9001, ISO14001, TIS18001 and Thai Labor Standard (TLS) 8001 which includes OHSAS.	
	Wan, Jia Ann (joanmne)	Successfully completed EMS ISO 14001: 2015. Involved in RSPO, ISCC, MSPO Audit with work experience in waste management handling.	
Fluency in the main languages relevant to the location where the specific assessment is taking place, including the languages of any potentially affected parties such as	Warangkana Thongprapak	Thai / English	Yes
	Cheong, Chun Yuen (Robert)	English	

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Requirement	Assessor	Qualification	Compliance
local communities.	Saowalak Thongsong	Thai / English	
	Wan, Jian Ann (Joanne)	English	

2.3 Assessment Methodology

2.3.1 General overview

The assessment was carried out following the TUV NORD (Malaysia) RSPO P&C Certification Procedure. During the assessment the assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

2.3.2 Calculation of the Number of Production Units (N)

$N = 0.8\sqrt{Y}$, where “Y” is the number of units, with the result always to be rounded “up” to the next whole integer. Where only a sample of the supply base is assessed, units not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.

Number of smallholders (Y)	$N = n\sqrt{Y} * \text{risk factor}$
65	8.06

Explanation as to the selection of smallholders sampled: $n(\sqrt{Y}) = 8.06$ and round up to next integral of 9.

The group has 64 old members and 1 new member. The sampling is divided into 2 groups. The sample size was determined using formula square root of $n*1.0$. For old members, square root $64*1 = 8$. Since there is 1 new member, this member is audited. Therefore, the total number of smallholders sampled was 9

The new member has 8 farms applying the equation the number of farms to be audited is 2.82. Therefore, round up to next integral of 3 farms were sampled.

The sample size for this recertification assessment was determined using risk assessment based on diversity of the group members, activities being undertaken and capacity of the Group Manager. The group has been certified for 5 years and entering the 2nd cycle of certification. Therefore, low risk was applied

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2.3.3 Assessment program

Table 2-1 Audit Schedule

Data of Organisation				
Name of Organisation	Community Enterprise Group - Suratthani			
Name of corporate group (in case of group certification)	Community Enterprise Group - Suratthani			
Street	24/5 Moo 4, Asia Road, Tha Sathon Sub-District, PhunPhin District, Suratthani			
Postcode / Town / Country	Province 84130, Thailand			
Contact	Ms.Chulita Somkaew			
E-Mail	chulita_poo@hotmail.com			
Phone/Fax	+ 66 (0) 7795 1500 // + 66 (0) 7795 1529			
Language	English/ Thai			
Scope Description	Production of FFBs and Management System for Group Certification of smallholders			
Audit profile				
Standards	RSPO Management System Requirements and Guidance for Group Certification of FFB Production – Endorsed by the Board of Governors on 7th March 2016			
Audit type	Recertification			
Surveillance mode	NA			
Audit team leader	Warangkana Thongprapak (WT) – LA Trainee			
Audit team	Cheong, Chun Yuen (Robert) RC (Lead auditor monitor)			
	Joanne Wan (JW)			
	Saowalak Thongsong (ST)			
Technical expert - Trainee	Ariya Watthanakarnkitikun (AW) Trainee			
Group certification	Yes			
Shift operation	No			
Audit Details				
Sites	Suratthani, Thailand			
Audit date	20/11/2017 – 23/11/2017			
Audit duration	3.5 days on site			
Date/ Time	Focus/ Standard Requirement/ Chapter	Subject	Auditor (Initials)	Contact
Monday 20/11/2017 Day 1				
8:00 to 8.30am		Opening Meeting, Introduction Confirmation of audit plan	RC,ST, WT,	

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			JW, AW	
08.30 to 12.00		Public Stakeholder consultation	WT	
08.30 to 12.00	2, 4, 5, 6, 7	Environmental, Health & Safety legislation, Waste Disposal, Land titles, Best Practice, Social, Training	ST, JW	- Mr. Chaiporn Saeng-utad - Mr. Poj Maeksa-nga - Mr. Solos Dachmanee
08:30 to 12:00		Group Manager	RC, AW	- GM
12:00 to 13:00		Lunch		
13:00 to 16:30	2, 4, 5, 6, 7	Environmental, Health & Safety legislation, Waste Disposal, Land titles, Best Practice, Social, Training	RC, AW	- Mr. Amorn Robkob - Mr. Prajak Manee
13:00 to 16:30	2, 4, 5, 6, 7	Environmental, Health & Safety legislation, Waste Disposal, Land titles, Best Practice, Social, Training	WT, RC, AW	- Mrs. Kanjana Khamchamphoo - Mrs. Priya Srisakhon - Mr. Adul Chavang
16:30 to 17:00		Auditors time		
17:00		End of day 1		
Tuesday 21/11/2017 Day 2				
08:00 to 12:00	1-8	Transparency, Financial, Environmental, Health & Safety, Legislation, Waste Disposal, Land titles, Best Practice, Social, Training, CIP	WT, JW, ST, RC, AW	- Mr. Bodee Cherdvisavaphan Farm 1 (Phan Rang)
12:00 to 13:00		Lunch		
13:00 to 16:30	1-8	Transparency, Financial, Environmental, Health & Safety, Legislation, Waste Disposal, Land titles, Best Practice, Social, Training, CIP	RC, ST, WT, JW, AW	- Mr. Bodee Cherdvisavaphan Farm 2 Hmon Mi
16:30 to 17:00		Wrap up and end of day 2		
Wednesday 22/11/2017 Day 3				
08:00 to 12:00	1-8	Transparency, Financial, Environmental, Health & Safety, Legislation, Waste Disposal, Land titles, Best Practice, Social, Training, CIP	WT, JW, ST, RC, AW	- Mr. Bodee Cherdvisavaphan Farm 3 Pramong (B)
12:00 to 13:00		Lunch		
13:00 to 16:30	1-8, E1.1 to	- Smallholders files	RC,	

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	E3.1	- Group Documentation - Palm Trace	ST, WT, JW, AW	
16:30 to 17:00		Wrap up and end of day 3		
Thursday 23/11/2017 Day 4				
08:00 to 11:00	1-8, E1.1 to E3.1	Final review of documents Auditors time	RC, ST, WT, JW, AW	
11:00 to 12:00		Reporting and closing meeting		
12:00		End of audit		
1) from to modifications are possible			2) To be defined by client	
Number of assessors participating: <4> Number of days spent for the assessment on site: <3.5> Total number of person days used for the assessment on site: <14>				

Additional Site Verification

Audit profile	
Standards	RSPO Management System Requirements and Guidance for Group Certification of FFB Production – Endorsed by the Board of Governors on 7th March 2016
Audit type	Site Verification
Surveillance Mode	NA
Audit Team Leader	Cheong, Chun Yuen (Robert)
Audit team	Ariya Watthanakarnkitikun (AW) Trainee
Observer	NA
Group Certification	Yes
Shift operation	No

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Audit Details	
Audit date	18/12/2017 to 19/12/2017
Audit duration	1.5 days on site

Date/ Time ¹⁾	Focus / Chapter / Standard Requirement	Subject	Auditor (Initials)	Contact ²⁾
1. DAY 1: Monday 18/12/2017				
2. 2:00 to 2:30pm		Opening Meeting, Introduction Confirmation of verification plan at Playrang estate.	RC, AW	
3. 2:30 to 3:30pm	C.4.7	Site inspection of Playrang Estate facilities	RC, AW	
4. 3:30 to 5:00pm	C.4.7, C.6.5, C.6.3, C.8.1	Review of documentation for closed out of Major NCs.	RC, AW	
5. 5:00pm		End of Day 1		
6. DAY 2: Tuesday 19/12/2017				
7. 08:00 to 12:00	C.4.7, C.6.5, C.6.3, C.8.1	Continue review of Major NCs documents	RC, AW	
8. 12:00 to 1:00pm		Lunch		
9. 1:00 to 2:00pm	E.3.1, E.3.2	Review of Group Manager Major NCs	RC, JW,	
10. 2:00 to 3:00pm	C.5.6	Review of PalmGHG and data source	RC, JW	
11. 3:00 to 4:00pm		Auditors time	RC, JW	
12. 4:00 to 5:00pm		Closing meeting	RC, JW	
13. 5:00pm		End of onsite verification		
¹⁾ from to modifications are possible				²⁾ To be defined by client

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3 Group Certification Requirement

Element 1 (E1): Group Entity and Group Management Requirements

E1.1 The Group Entity shall be legally formed		
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.		
Requirement	Assessment	Compliance
E1.1.1 There shall be documentary evidence of a clearly identified and legal entity The Group Entity shall:		
<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). 	<p>Community Enterprise Group - Suratthani is a registered organisation with Provincial Agricultural Department of Punpin District, Surat Thani Province on 30/03/2012.</p> <p>The registration number is 5-84-17-02/2-0001. The registration is in accordance to the notification of the Department of Agriculture that group of agricultural farmers is required to hold the license showing they were formed as group.</p> <p>The group license was renewed on 27/01/2017</p>	Yes
<ul style="list-style-type: none"> Be a member of the RSPO 	<p>Membership No. 1-0122-12-000-00</p> <p>Category – Ordinary / Sector - Oil Palm Growers / Country – Thailand / Member since 03/05/2012</p>	Yes
<ul style="list-style-type: none"> Establish the structure of the organisation 	<p>The group committee is re-elected on 07/03/2017 with a new committee to manage the group activities.</p> <p>The group elected a chair person and committees to support the group manager.</p> <p>Roles and responsibilities of the group manager and group committees who are responsible for occupation health and safety, sustainable practice, environment, financial and marketing and public relation are addressed in</p>	Yes

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	page 6 of the group the sustainability manual.	
<ul style="list-style-type: none"> Appoint a Group Manager (see E1.2) 	A Group Manager is appointed by the partnering mill and supporting by the group committee since 2012 until now.	Yes
E1.1.2 The Group Entity shall have documented membership requirements for the participation of individual members in the Group which will also cover new membership.		
<ul style="list-style-type: none"> There shall be documentary evidence that the Group members have formally joined the Group. 	<p>Each approved applicant will sign an agreement with the group management after initial assessment and approved by the group committee.</p> <p>Page 11 of the group manual describes the requirement for membership.</p> <p>In previous assessment, it was reported 70 members, 6 members have resigned and increased by 1 member prior to this audit.</p> <p>For this audit assessment, there are 65 as group member in the group. The breakdown of the members as below:</p> <ul style="list-style-type: none"> Old members: 64 New member: 1 <p>The membership numbers are stated in the “Application for the RSPO Member of the group manual” and was verified against the new member application.</p> <p>Example:</p> <p>Member ID 55038 join as member on 02/02/2013 and Member ID 55049 join as member on 10/03/2013</p> <p>Member ID 55071 join as member on 07/06/2017</p> <p>The documentation such as identification card, land titles, address of applicant, initial assessment, agreement signed with group manager</p>	Yes

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	<p>was verified and in accordance to the group manual.</p> <p>The membership reference number is the same as the cooperative registered number for those enrol in the program.</p>	
<ul style="list-style-type: none"> Formal members of the Group shall sign an agreement with the Group Manager committing to achieving compliance with the applicable RSPO standards and requirements. 	<p>All group members are formal members were assessed according to RSPO P&C Group Certification requirements as described in the group manual page 11.</p> <p>Newly recruited and current members files were sampled to cross-check on the application forms, initial assessment and signed agreement</p>	Yes
<ul style="list-style-type: none"> The Group Manager shall keep copies of the agreements and shall demonstrate that each member has received a copy thereof. 	<p>A total of 20 individual smallholder files were reviewed and found all the application and agreement letters are signed by both parties.</p> <p>During field visit, all 9 sampled smallholders of less than 50ha and 1 farm with 50ha and above were checked on the copy of an agreement and no inconsistency found.</p>	Yes
<ul style="list-style-type: none"> The Group Manager shall retain copies for a minimum of 5 years 	<p>All records are kept and traceable back to the initial formation of the group in year 2011 and member agreement signed on 08/01/2012.</p> <p>Example: Membership records, FFB production and sales records for year 2012 and up to date.</p>	Yes
<p>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.</p>	<p>Communication procedure is described in page 27 and 28 of the group manual.</p> <p>The channel for communication between group manager and group member was established e.g. calling, meeting, announcement.</p> <p>The Group manager communicate the information during annual members meeting held on 22/01/2017 and as and when required.</p>	Yes

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Auditor Guidance:

The auditor should check:

- The official document for Group Entity registration as per law in country of registration
- The RSPO registration number
- A document outlining the organization structure and its function
- All relevant membership documents

E1.2 The Group shall be managed by a Group Manager		
Requirement	Assessment	Compliance
<p>E1.2.1 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 	<p>The Group Manager is appointed by the partnering mill and supporting by the group committee. Although she was hired by the partnering mill, to provides support and manage the group activities.</p>	Yes
<ul style="list-style-type: none"> • and there shall be a description of the general structure detailing the positions and responsibilities of all personnel involved. 	<p>The group committee is re-elected on 07/03/2017 with a new committee to manage the group activities.</p> <p>Roles and responsibilities of the group manager and group committees who are responsible for occupation health and safety, sustainable practice, environment, financial and marketing and public relation is describe the group manual page 6.</p> <p>The group manager and the committees were interviewed and found no violations and inconsistencies.</p>	Yes
<p>E1.2.2 The Group Manager shall be able to demonstrate sufficient resources and capacity for managing Group Certification and performance assessment against this Standard.</p>		

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<p>Guidance:</p> <p>The Group Manager should ensure that all Group members are in compliance with this standard and RSPO Group Certification Requirements.</p> <p>The Group Manager should have the capacity to control, monitor and evaluate all members as to their compliance to this RSPO standard including communicating with them and visiting them at the required frequencies.</p> <p>Specifically, the Group Manager should be able to demonstrate the ability to:</p>		
<ul style="list-style-type: none"> manage the Group Procedures and Documentation known as the Internal Control System (ICS). 	<p>The group management has established and implemented a database and group manual to manage the group activities example admissions and termination of members, assessment of members, members meeting, training, records of FFB production, stakeholders meeting.</p>	<p>Yes</p>
<ul style="list-style-type: none"> define Group membership requirements. 	<p>Membership requirements are defined in the group manual page 11.</p> <p>Example: All members must have a land title issued by the local land authority, personal ID, agreement, initial assessment, land usage.</p> <p>Member ID 55038 join as member on 02/02/2013 and Member ID 55049 join as member on 10/03/2013</p> <p>Member ID 55071 join as member on 07/06/2017</p>	<p>Yes</p>
<ul style="list-style-type: none"> ensure compliance with this standard, including that any corrective actions raised by the certification body are adequately addressed within the agreed timeframe. 	<p>The non-compliance raised during the previous audit was adequately address within the timeframe of 60 days.</p> <p>The non-compliance raised were closed out and further verified on the implementation.</p>	<p>Yes</p>

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<ul style="list-style-type: none"> ensure compliance with all other relevant RSPO requirements as outlined in the annexes for this document (See section 1.5), bearing in mind that applicability may depend on individual grower's plantation size or nature (e.g. scheme smallholder). 	<p>The RSPO compliance requirements are presented in the group members meeting held on 07/03/2017 and monitored by the Group Manager. There are no any legal issues recorded for the members.</p>	Yes
<ul style="list-style-type: none"> demonstrate sufficient resources – i.e. human, financial, physical and other relevant resources – to enable effective and impartial technical and administrative management of the Group. 	<p>The group manager is supported by administrative personnel and working committee.</p> <p>The manpower support for the group is on a voluntarily basis by the elected committee members who are members of the group.</p> <p>The group members pay an annual fee to support the group activities.</p> <p>Additional income from the sales of credits through Book and Claim.</p>	Yes
E1.2.3 The Group Manager and / or their personnel shall be able to demonstrate competence and knowledge of:		
<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 	<p>The group committee chairperson, Group Manager, group committee members and 9 sampled farmers on their knowledge towards RSPO's requirements. Generally all of them are aware and possess sufficient understanding of the requirements and very much committed for long term application.</p>	Yes
<ul style="list-style-type: none"> RSPO Management System Requirements and Guidance for Group Certification of FFB Production – March 2016 [this standard]. 	<p>The group manual was updated 01/10/2017 to meet the revised applied standard.</p>	Yes
<ul style="list-style-type: none"> RSPO Supply Chain Certification Standard Final Document: As approved by RSPO Executive Board 21 November 2014 	<p>Not applicable since the group does not purchase certified RSPO products.</p>	Yes
<ul style="list-style-type: none"> internal group procedures and policies. 	<p>The Group Manager and Data Base Officer has sufficient knowledge and aware of the respective documentation required to demonstrate compliance.</p>	Yes

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E1.2.4 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. 	Interviewed Group Manager, committee chairman, sampled group members and database entry officers whom all are fully aware on RSPO Certification Process.	Yes
<ul style="list-style-type: none"> • An explanation of the criteria for group membership. 	During annual meeting, the Group Manager explains and a copy of the group manual is circulated to the members.	Yes
<ul style="list-style-type: none"> • An explanation of 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 	During field visit, farmers were interviewed and they informed that they give full access to the auditors to verify their records and farm.	Yes
<ul style="list-style-type: none"> • An explanation of the certification bodies and RSPO requirements with respect to public information. 	During group members meeting the members are briefed on certification body and RSPO requirements. At the external stakeholder meeting, the participants agreed they were informed and communicated.	Yes
<ul style="list-style-type: none"> • An explanation of any obligations with respect to group membership, such as: 		
<ul style="list-style-type: none"> ○ Maintenance of information for monitoring purposes; 	The records and procedures needed for this audit were available.	Yes
<ul style="list-style-type: none"> ○ Requirement to conform to conditions or corrective actions issued by the certification body. 	The previous external audit results were presented at the group members meeting held on 07/03/2017.	Yes
<ul style="list-style-type: none"> ○ Explanation of any costs associated with group membership. 	The expenses for the group activities are supported by the group members through membership fees and income from the sales of RSPO credits via Book and Claim.	Yes
<ul style="list-style-type: none"> ○ Other obligations of group membership. 	Nil	NA

Auditor Guidance:

Interview the Group Manager to ascertain his/her knowledge of relevant RSPO documents and the Group Members to check whether explanations for above points were given.

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2.2. 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.		
Requirement	Finding/ Compliance	Compliance
<p>E2.1.1 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. 	<p>Google maps and GPS coordinates are established for all group member's farms. The members are divided into group and supervised by respective group leaders.</p>	Yes
<ul style="list-style-type: none"> Established, maintain and document the Group management structure 	<p>Documented group management committee chart available.</p>	Yes
<ul style="list-style-type: none"> Clearly identifying the responsibilities of all individuals employed by the Group Manager for managing of the Group. 	<p>Page 6 of the group manual describe of the roles of the group committee. The organisation chart consist of roles and responsibility of committee members.</p>	Yes
<ul style="list-style-type: none"> Establish and maintain the rules of the Group including the criteria for membership. 	<p>Page 11 of the group manual states a copy will be provided to members. This sighted during farm visits to the sampled member.</p>	Yes
<ul style="list-style-type: none"> Organise at least one group meeting annually (see also 8.1.1 of Section 3 on preparation of group management plan). 	<p>The most recent group meeting was conducted on 07/03/2017.</p> <p>The agenda, members' attendance records and minutes of meeting were reviewed.</p>	Yes
<ul style="list-style-type: none"> Procedure for initial gap audit which can be a self-assessment. 	<p>Page 11 of the group manual states preliminary assessment for new group member[s].</p>	Yes
<p>E2.1.2 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</p>		

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reports.		
<ul style="list-style-type: none"> List of names and full contact details of group members and applicable method of communication. 	The complete data base of group members is available in excel spreadsheet.	Yes
<ul style="list-style-type: none"> Location maps. Area of oil palm in hectares. 	Google maps and GPS coordinates are established for all group member's farms.	
<ul style="list-style-type: none"> Land titles/right of use of the land. 	<p>Each member file includes the land title and land usage rights.</p> <p>The sampled 9 members land titles were verified during field visit and found no issue.</p>	Yes
<ul style="list-style-type: none"> A copy of the signed declaration of the grower becoming a member of the group including the date. 	<p>Sampled addition 20 members' files and the visited members files have the signed document.</p> <p>Example:</p> <p>Mr. Solos Dachmanee (Member ID 55038) signed application form on 05/01/2013 and signed member agreement on 02/02/2013 and Mrs. Priya Srisakhon (Member ID 55049) signed application form on 12/02/2013 and signed member agreement on 10/03/2013.</p>	Yes
<ul style="list-style-type: none"> Unique member registration numbers are assigned to individual members. 	A member ID is assigned to members when they have been approved as member to the group.	Yes
<ul style="list-style-type: none"> The date that the member signed the declaration of intent as stated in the Group Membership Requirements. 	<p>The details are captured in the member's application form and kept at each member file.</p> <p>Example:</p> <p>Member ID 55038 signed application form on 05/01/2013 and signed member agreement on 02/02/2013 and Member ID 55049 signed application form on 12/02/2013 and signed member agreement on 10/03/2013.</p>	Yes

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<ul style="list-style-type: none"> Date of leaving the Group if applicable and the reasons. 	<p>There were 6 members left the group in 2016. The reasons of the members who left the group were verified.</p> <p>Example: Member ID 55011 left the group on 21/06/2017, Member ID 55029 left the group on 01/07/2017 and Member ID 55030 left the group on 30/05/2017.</p> <p>Main reason is no sufficient time to participate group activities.</p>	<p>Yes</p>
<ul style="list-style-type: none"> Projected and actual FFB production in metric tonnes per annum. 	<p>The FFBs received by the mill and ram operator will be communicated to the group data officer on a monthly basis.</p> <p>The mill and ram operator monthly records was cross-checked with the data base for correctness.</p>	<p>Yes</p>
<ul style="list-style-type: none"> Monitoring and training records. 	<p>Records of training records for group members and contractors were sighted and verified.</p> <p>Example:</p> <p>Farm management training conducted on 20/10/2017.</p> <p>First Aid training conducted on 30/10/2017</p>	<p>Yes</p>
<ul style="list-style-type: none"> Any corrective actions raised and actions taken to meet the requirements for compliance 	<p>No non-conformance was raised during the group manager internal audit conducted on 21/09/2017</p> <p>Page 49 of group manual describes how non-conformance will be address and need to be closed out within 60 days.</p>	<p>Yes</p>
<p>Guidance:</p> <p>Records should be kept up to date at all times for all Group members.</p>		
<p>E2.1.3 Relevant group records shall be archived for a minimum of 5 years using an appropriate secure system.</p>	<p>Page 50 of the group manual states the retention period for records is minimum 5 years.</p> <p>Sampled records for 2012 to 2015 and well maintained at group office.</p>	<p>Yes</p>

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E2.1.4 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.	Page 11 of the group manual describes on preliminary assessment for new member[s].	Yes
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2.3. Element 3 (E3): The Internal Control System – Operations

E3.1 The Group Internal Control System shall develop and implement an internal audit programme of Group members.		
Requirement	Assessment	Compliance
E3.1.1 The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records. As a minimum the following shall be included:		
<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. 	<p>Page 49 of the group manual describes the internal audit process for members and group manager.</p> <p>The internal audit frequency is once a year.</p> <p>The group manager internal audit was conducted on 21/09/2017 by internal group member.</p> <p>The internal audit for the group manager is conducted by 2 members who are not part of the committee.</p> <p>Internal audit announcement was made on 19/07/2017 to the group members.</p>	Yes
<ul style="list-style-type: none"> Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements. 	<p>The recent internal audit for group members was conducted during the month of August 2017 and group manager on 21/09/2017 in accordance to the group manual.</p> <p>Internal audit is conducted on members, using the latest established checklist dated 15/09/2017.</p> <p>However, the checklist did not include indicators 6.1.5, 6.4.1, 6.4.2, 6.4.3 and 6.13</p> <p>In addition, several indicators were not</p>	Maj NC

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	<p>audited. Example Principle 7 and several indicators in Principle 6.</p> <p>Therefore, the internal audit results do not represent the compliance to the applied standard.</p>	
<ul style="list-style-type: none"> Maintenance of all internal audit records. 	<p>The group members and group manager internal audit reports and records was reviewed and are maintained satisfactory.</p>	Yes
<p>Guidance: Internal audits need to be a systematic and documented process. The internal audit records need to be maintained for a minimum of 5 years. Additional internal audits should be scheduled when potential problems arise or when the Group Manager receives information from stakeholders about alleged non-conformities by Group members.</p>		
<p>E3.1.2 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. 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.) 	<p>Page 6 of the group manual outlined the size of the group is 500 members of not more than 50ha, management structure and location of members.</p> <p>The process of risk assessment is part of internal assessment for admissions of new members and annual internal audit exercise.</p>	Yes
<ul style="list-style-type: none"> 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>There is no replanting and no extension from the holding land area by the members for year 2016.</p> <p>The replanting program was reviewed and no replanting until 2018.</p>	Yes

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Guidance:

Low risk Groups are those where the Group is relatively homogeneous i.e. geographically as well as socioeconomically, and where there are no current replanting activities, no current expansion, no new members, the Group and its manager are well established and, for subsequent assessments, have no history of non-conformities.

Medium risk Groups are those where there is some homogeneity but it is not uniform across the Group. There is no replanting and or expansion but the Group management has a history of non-conformities.

High risk Groups are those where there is considerable heterogeneity in the Group (e.g. geographically or jurisdictionally separated, very different terrain, different levels of experience of oil palm cultivation, very diverse sizes of plantation, different socioeconomic situations amongst members, etc.), where there is recent expansion or replanting, and/or where the Group management has recently undergone changes.

The minimum sampling size should be 4. For groups with fewer than 4 members 100% of members shall be audited.

For groups composed of members with up to 50ha in individual plantation size and members with more than 50ha in plantation size, two separate samples will be calculated: one for those with up to 50ha and one for those with more than 50ha. This includes a separate risk assessment for each of the two subgroups following the risk level guidance below.

The former group will be assessed against the requirements as detailed in the column entitled 'Requirements for individual members with up to 50ha in plantation size' in section 3, whilst the latter will be assessed against the full RSPO P&C minus mill requirements.

<p>E3.1.3 The Group Manager and the internal auditors shall jointly declare no conflict of interest for the internal audit process.</p>	<p>A memo for the nominated internal auditors that comprise of members approved by the group committee on 19/07/2017 to conduct the internal audit.</p> <p>The internal audit training was conducted on 22/05/2017 & 23/05/2017</p> <p>Page 50 of group manual, states the internal auditors shall be free from bias and no conflict of interest with the audited members.</p> <p>The internal audit for the group manager was conducted by group members who are not part of the committee.</p>	<p>Yes</p>
<p>E3.1.4 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 / 	<p>According to the Group Manager all the new members will be assessed through "Preliminary Assessment Form" for the RSPO Group Member Registration.</p>	<p>Yes</p>

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<p>managing the mill) holds the liability for compensation for any new plantings undertaken since November 2005 and before 14th May 2014. Following compliance with the compensation procedure, scheme smallholders may join the group.</p>	<p>The sampled 9 group members' files, addition 20 members files were reviewed and through external stakeholders' consultation, it was found there is no land clearing, new planting nor extension of existing land area by the group members.</p>	
<ul style="list-style-type: none"> no existing land conflict. 	<p>The land cultivated with oil palm by the group members with the land title issued by the provision land authority and therefore no land conflict.</p>	Yes
<ul style="list-style-type: none"> land title or right to use the land can be demonstrated. 	<p>Land title were sampled for 20 group members and found no issue as the land titles carries the name of the sampled group members.</p>	Yes
<p>E3.2.1 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>Page 89 of the group manual describe the traceability of the members' delivery of FFBs to the mill and ram operator.</p> <p>Page 91 to 93 describe the documents the member has to provide when they delivery FFBs each time either to the mill or ram.</p> <p>The weighbridge ticket issued by the ram and mill captures the amount of FFBs delivered.</p> <p>A summary of the monthly FFBs received by the mill and ram operator will be forwarded to the group office for compilation and cross-checked with the members' weighbridge tickets for correctness.</p> <p>Ram operator was visited to cross-checked on the receiving FFB and weighbridge issued to the member.</p> <p>The ram operators were interview and they could demonstrate on the identification of the members through a member ID card.</p>	Yes
<p>E3.2.2 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</p>	<p>Page 93 of group manual describes Recall of uncertified FFBs describes the process to ensure no uncertified FFBs are capture in the system when a member has resigned or terminated.</p>	Yes

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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.	This is to prevent uncertified FFB sold as certified.	
E3.2.3 All sales of FFB originating from the plantations of Group members shall be documented and recorded. This shall include:		
<ul style="list-style-type: none"> Invoices and receipts (purchase and sale). 	The group members will have a copy of weighbridge ticket for the FFB weighed at ram operator or mill. The ram or mill issue the weighbridge ticket as confirmation of the delivery with the amount to be paid included.	Yes
<ul style="list-style-type: none"> Information on transport (i.e. registration number/number plate). 	The weighbridge ticket states the registration number plate of the vehicle that deliver the FFBs to the ram operator or mill. Weighbridge tickets records issued by the mill and ram operator were verified.	Yes
<ul style="list-style-type: none"> The relevant group members' group identification number. 	The group member's ID is cross-checked with the weighbridge ticket issued by the mill and ram operator.	Yes
<ul style="list-style-type: none"> Classification of the FFB sold (i.e. RSPO certified or not), FFB volume and destination. 	The weighbridge ticket issued by the mill and ram operator has the written acronym "RSPO" as identification delivered by the group member with the volume stated.	Yes
<ul style="list-style-type: none"> Information of FFB price 	All sampled group members are well aware of the pricing. During site visit to mill and ram operator the price is displayed clearly at the gate.	Yes
E3.2.4 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.	Page 50 of the group manual states retention period of minimum 5 years. Sampled records for year 2012, 2014 and 2016 for FFBs delivered, members records and internal audits conducted.	Yes

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<p>E3.2.5 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 calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group member</p> <p>Guidance:</p> <ul style="list-style-type: none"> • There shall be a contract between the FFB trader and the Group Manager • 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>There are FFB traders used by the members who are located far away from the partnering mill.</p> <p>However, the agreements established between the traders and group manager do not reflect at the time when they start supporting the members.</p> <p>In addition, training was not provided to the traders in understanding the group documentation and RSPO requirements.</p>	<p>Maj NC</p>
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3.1 Summary of Group Certification Non Conformities

3.1.1 Status of non-conformities identified during last audit

This section gives an overview of actions taken to close out non-conformities raised during the last audit. Non-conformities raised for group certification are majors and given 60 days to close out.

AUDIT OUTCOME		
During the last audit	0	Major Non-Conformities

3.1.2 Status of non-conformities identified during this audit

This section gives an overview of actions taken to close out non-conformities raised during this audit. Non-conformities raised for group certification are majors and given 60 days to close out.

AUDIT OUTCOME		
During this audit,	2	Major Non-Conformities

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Non Conformity Number < 1 >	
RSPO Indicator	E3.1.1 The Group Manager shall develop and implement the internal audit programme, which includes, but not exclusively: timeline, operational plans, monitoring and evaluation records. As a minimum the following shall be included: Conduct regular (at least annual) internal audits of Group members in order to confirm continued conformance with all the Group Certification requirements
Location	Group Manage Office
Description of Finding/Objective Evidence:	
<p>Internal audit is conducted on members, using the latest established checklist dated 15/09/2017. However, the internal audit checklist reviewed was not in compliance to the checklist established</p> <p>In addition, it unsure several indicators in Principles 6 and 7 were audited since there were no ticked for compliance.</p> <p>The internal audit checklist applied to conduct internal audit for the 8 farms of more than 50ha did not adopt the RSPO 2013 P&C standard.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	60 days
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	
Group manager and team did not understand the procedure and requirement for farms of more than 50ha.	
Corrective action planned (by company):	
Re-do the internal audit using full RSPO 2013 P&C standard for member above 50ha and re-audit group members for principles not audited earlier	
Preventive Action (by company):	
To ensure the correct internal audit checklists is applied for members below 50ha and above 50 ha when conducting internal audits.	
Review of corrective/preventive action	
<p>The internal audit conducted for the group members were reviewed and verified all indicators are audited during the audit conducted on 06/12/2017.</p> <p>The internal audit checklists for member farm above 50ha is revised to reflect the compliance to full 2013 P&C requirements. The internal audit was conducted on 14/12/2017 with no non-compliance.</p> <p>It could be confirmed the corrective action is implemented sufficiently and NC is considered closed.</p> <p>The internal audit will be further reviewed during the next surveillance audit for effective implementation.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Non Conformity Number < 1 >	
Lead Auditor or Auditor, Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number <2 >	
RSPO Indicator	E3.2.5 Traders of FFB shall be either part of the 2Group 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. The Group Manager will ensure that the trader has clear procedures to ensure that mass balance calculations are accurate if applicable and that all FFB sold by the trader is traceable back to the Group member
Location	Group Manage office
Description of Finding/Objective Evidence:	
<p>There are FFB traders used by the members who are located far away from the partnering mill. However, the agreements established between the traders and group manager do not reflect at the time when they start supporting the members.</p> <p>In addition, training was not provided to the traders in understanding the group documentation and RSPO requirements.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	: 60 days
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	
Transactions between the traders and members has long been established before setting up the group; therefore, details of the agreements did not cover a new developed procedures or requirements	
Corrective action planned (by company):	
Revised the agreement between traders and the group, and provides training regarding related RSPO requirements to them.	
Preventive Action (by company):	
The new traders will be informed about RSPO's requirement and group's procedure.	
Review of corrective/preventive action	

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Non Conformity Number <2 >	
<p>The revised agreements for those ramp operators and traders include the group requirements for selling group members FFBS, form to be used and training of RSPO requirements. There are 31 ramp operators and 6 traders agreements signed. The list of ramp operators and traders were reviewed and agreements sampled to cross-checked with the lists.</p> <p>Training records for each ramp operator and trader were reviewed.</p> <p>The NC is considered closed effectively with the implementation of the revised signed agreements for traders and ramp operators.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor or Auditor, Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

4 Summary of P&C Assessment

4.1 Findings by RSPO Principle and sample of the Criteria	
<p>The assessment team conducted a thorough assessment of each principle and criteria. Over the 5 years' period of the certificate cycle, there will be 4 annual surveillance audits all criterions will be assessed. Evidences were sought for conformity with the RSPO NI of both system and the implementation. The summary of the assessment can be seen below, where the "Findings/Comments" column reflects the findings in accordance with each criteria and indicator or evidences that were, and when non conformity was found, a summary of the non-conformity can be found below.</p>	
Enclosures	
Annex / corresponding audit documentation	<input type="checkbox"/> Additional annexes

Principle 1 : Commitment to Transparency			
Criterion	By Audit	Summary of Finding by Criterion	Compliance
1.1	1.1.1	<p>The group manager has established and implemented a procedure to manage request of information in the group manual.</p> <p>Members are briefed on topics related to C.2.1 and C.8.1 during annual meeting dated 07/03/2017</p> <p>The farm of above 50ha has established stakeholder list consists of local communities' leaders, schools, village heads, local and authorities.</p> <p>The stakeholder list was last update on 30/06/2017</p> <p>The stakeholders' consultation was conducted on 13/07/2017 agenda and minutes of meeting was reviewed that include briefing on policies, complaint and grievance procedures.</p>	Yes
	1.1.2	An information request record book is established and reviewed.	Yes

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Principle 1 : Commitment to Transparency		
Criterion By Audit	Summary of Finding by Criterion	Compliance
	<p>The group committee members are person-in-charge. So far no request for information from stakeholders or group members, therefore no data available to verify.</p>	
1.2	1.2.1	Yes
	<p>Procedure is established for request of information and documents in the group manual. List of documents made available to public upon request. Group members have access to all relevant documents upon joining. Relevant public documents are made available to public upon request and approved by the group working committee' The group policy consists of following is signed by the group chairman date 07/07/2017 and made available at the notice board in both local Thai and Burmese languages for farms of above 50ha. Land titles will be available upon request and subject to approval by the management. The complaint form and box is made available at the office rest area was sighted for farms of above 50ha.</p>	
1.3	1.3.1	Yes
	<p>The group has established a group policy with a statement the include "To encourage anti-corruption and bribery and ensure ethics and transparency in all processes and sections in the organization and to set up transparent and accountable grievance system where stakeholders can directly inform their issues." Policy statement is made available to all members and display at the group office and notice boards of farms larger than 50ha. The group policy is signed by the group chairman date 07/07/2017. Field workers were interviewed that they are briefed on the policies</p>	

Principle 2: Compliance with Applicable Laws and Regulations		
Criterion by Audit	Summary of Finding by Criterion	Compliance
2.1	2.1.1	Yes
	<p>A legal register is established with the list of country legal documents such as Acts, guidelines and regulations are kept on file in the computer server managed by the document officer. The list of applicable legal documents is established and maintained. A summary list of the relevant sections of the applicable law and regulations to the operations is established and made available to the group members upon request.</p>	

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Principle 2: Compliance with Applicable Laws and Regulations		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>All members are briefed on the relevant laws during annual members meeting.</p> <p>Example:</p> <p>Fertiliser Act B.E 2518 (1975)</p> <p>Underground water Act B.E 2520 (1977)</p> <p>Hazardous Chemical Act B.E 2535 (1992)</p> <p>Copies of legal documents sighted and kept at Group office and farms above 50ha operating office.</p>	
2.1.2	<p>Group members are provided with the list of applicable law and regulations enforced for the operation of the farms.</p> <p>Interviews of visited members could demonstrate the understanding of the relevant laws and regulations they need to comply.</p> <p>The person in-charge is documentation officer and update is conducted every 3 months by means of a web search</p> <p>Example:</p> <p>Land Development Act for agricultural issue no. 4 B.E. 2534 (1991)</p> <p>Labour Act 2541 (1998)</p> <p>National Environmental Protection Act 2535 (1992)</p> <p>Labour Protection Act 2551 (2008) Supplementary</p> <p>Soft copies of the legal documents are updated and stored in the share folder that can be access by relevant management personnel.</p>	Yes
2.1.3	<p>The most recent internal audit for group manager on 21/09/2017 in accordance to the group manual that includes legal documentation.</p> <p>The internal audit checklist results was reviewed and in accordance to the group certification documentation.</p>	Yes
2.1.4	<p>A farm advisor of the group is assigned to keep track on any change in local legal requirements, law and regulations for the group and a documentation officer for farms above 50ha.</p>	Yes
2.2	<p>2.2.1 Available in each member file: land title approved by the local district land department.</p> <p>The respective land tiles for the estates are reviewed and belongs to one owner issued by the local land authority.</p> <p>Example: Group member ID 55062</p> <p>Registration of the member with agriculture department on the</p>	Yes

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Principle 2: Compliance with Applicable Laws and Regulations		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	land use for agriculture is included in the member file. Documents available in each member file such as land title deed with lot number and layout, member identity, approval from agricultural department for oil palm planting.	
2.2.2	The land title deed includes the land area and boundary. Boundary markers sighted during site visits to sampled group members and cross-checked with the land title. Estates maps were reviewed and cross-checked during filed visits on the boundary markers. Maintenance of boundary markers are included in the sustainability manual.	Yes
2.2.3	The group members obtained the land directly from land authority or purchased from individual on a willingly buyer willingly seller basis. The land title is issued by the land authority to one person as the rightful owner of the land. Therefore, no conflict found during document review The purchase land need to be registered with the local land authority for the transfer of seller to buyer. Therefore FPIC process is not required.	Yes
2.2.4	Each member land is obtained directly from the land authority or purchase from interested seller. Land titles are issued by local land authority. The purchase land from another person required to be transfer and approved by the local land authority. The land title is issued by the land authority to one person as the rightful owner of the land. Therefore no conflict found during document review for farms above 50ha.	Yes
2.2.5	There are no land conflicts found during document review and interview of sampled smallholders and 50ha above farms. Therefore, no maps established.	Yes
2.2.6	There were no land conflicts found during document review and interview of members, therefore no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations. The established policies statement includes to ensure no violence in the work place. Workers were interviewed during field visits and could confirm no violence in housing quarters and no use of para-militaries and mercenaries in the estates.	Yes

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Principle 2: Compliance with Applicable Laws and Regulations			
Criterion by Audit	Summary of Finding by Criterion	Compliance	
2.3	2.3.1	<p>The land title deed includes a sketch of the land area and boundary. Boundary markers sighted during site assessment of sampled group members.</p> <p>Land title transfer from one owner to another is on mutual agreement between buyer and seller.</p> <p>Land title transfer from one owner to another must be approved by local land authority.</p> <p>There are no land conflicts found during document review for 50ha above farms. Therefore, no maps, minutes of meeting or attendance established</p> <p>Example: Group member ID 55066 who purchase the land from another owner and registered with the land authority.</p>	Yes
	2.3.2	<p>Group member land are obtained directly from land authority. Any purchase of land will be a willing buyer, willing seller basis.</p> <p>Land purchased by members is required to obtain approval from land authority for the transfer of the title.</p> <p>There are no land conflicts found during document review. Therefore, no maps, minutes of meeting or attendance established</p>	Yes
	2.3.3	<p>There is no conflict for the occupied lands, the stakeholder consultation meeting has been discussed and confirmed.</p> <p>Land titles are issued and approved by the local land authority for any form of usage by the title holder with no restriction. Generally, the land owners are farmers.</p> <p>There are no land conflicts found during document review. Therefore, no maps, minutes of meeting or attendance established</p>	Yes
	2.3.4	<p>There is no conflict for the occupied lands, the stakeholders' consultation meeting has been discussed and confirmed.</p> <p>Land titles are issued and approved by the local land authority for any form of usage by the title holder with no restriction. Generally, the land owners are farmers.</p> <p>Lands are obtained directly from land authority or purchased directly on a willing buyer, willing seller basis. Therefore, the representative is the land owner and the authority.</p>	Yes

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Principle 3: Commitment to Long-Term Economic and Financial Viability		
Criterion by Audit	Summary of Finding by Criterion	Compliance
3.1	<p>3.1.1</p> <p>The group has established 2017 annual budget plan and approved at the group committee meeting dated 07/03/2017 that indicates the income from the certified FFB, membership and expenditure such training, internal & external audits, RSPO membership.</p> <p>The farms of above 50has has established a 5 years' business plan for 2017 to 2022 covering following:</p> <ol style="list-style-type: none"> 1. Project Crop output per ha 2. Projected Total crop per year 3. Projected Operating costs 4. Projected FFB pricing 5. Projected profits <p>Planting materials are obtained from Dami Seeds Centre in PNG</p> <p>A replanting program is established based on the input from the members and presented in the annual members meeting.</p>	Yes
	<p>3.1.2</p> <p>In the group member manual, a replanting procedure is included.</p> <p>A replanting program is established based on the input from the members and presented in the annual members meeting.</p> <p>For the farms of above 50ha, the replanting program is included in the 5 years' financial projection.</p> <p>There is no peat soil in the estates but there are water logged area identified in the maps as unplannable and observed during onsite inspection.</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers			
Criterion by Audit		Summary of Finding by Criterion	Compliance
4.1	4.1.1	<p>The relevant SOPs are included in the Group Manual rev. 01 dated 01/10/2017.</p> <p>For farms above 50ha, the relevant SOPs are included in the established Sustainability Manual SM-SPC-001 rev. 00 dated 01/11/2017.</p> <p>Each member is provided addition copy of Occupational Health and Safety for Oil Palm Smallholders, Oil Palm, Oil Palm Fertilizer Management, Oil Palm Farm Management, Integrated Pest Management, Legal Laws and Regulations for Oil Palm Plantation, Soil Water and Resource Conservation, HCV Guidelines, Rainfall Statistic since 2009-2015, Group Manual and Group Regulations.</p> <p>SOPs provided to group members are appropriate that cover all key processes in local Thai language.</p> <p>SOPs provided to group members cover all key processes such as harvesting, transportation, manuring, IPM, GAP in local Thai language</p> <p>During on-site visit, orientation will be conducted by farm advisors to new member. This is conducted after confirmation status of approved member during Group Committee Meeting. The farm advisors are responsible to provide the relevant documents to the new members under his/her own Group unit respectively.</p> <p>Example; minutes of orientation meeting for new members dated 07/06/2017.</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
4.1.2	<p>Provision of Agricultural Oil Palm Research Sighted and reviewed master list of procedure rev.01 dated 01/10/2017</p> <p>Revision tracking is defined in Group Members Manual rev. 01 dated 18/05/2012</p> <p>The training is regularly provided to existing and new members as per defined in the annual training 2017 plan. All trainings had been conducted as per planned and the result of training is informed and documented in Annual report dated 17/02/2017.</p> <p>For example, the following evidence trainings for 2017 had been verified:</p> <ol style="list-style-type: none"> 1. RSPO Principle on 05/05/2017 2. OSHA on 28/08/2017 3. Training for HCV, IPM and risk assessment were done completely on 07/09/2017 4. Water management on 07/10/2017. <p>For farms above 50ha, Provision of Agricultural Oil Palm Research sighted and reviewed master list of procedure SM-EST-001 rev.00 dated 01/11/2017</p> <p>The training is regularly provided to existing and new members as per defined in the annual training 2017 plan. All trainings had been conducted as per planned and the result of training is recorded.</p> <p>For example, the following evidence trainings for 2017 had been verified:</p> <ol style="list-style-type: none"> 1. RSPO Oil Palm Farm Management dated 15/11/2017 2. Training on Chemical used and Occupational Health and Safety on 28/08/2017 3. First Aid training on 19/09/2017 4. Internal Audit Training dated 28/04/2017. 5. Training for HCV, IPM and risk assessment were done on 07/09/2017 <p>Min NC:</p> <p>The group manual and several SOPs have been revised and updated. However, the revision history of the respective updated documents are not indicated.</p>	Min NC
4.1.3	Internal audit for the group was performed on 01/08/2017 to 25/08/2017 with 10 smallholders were sampled. The results of is	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>shown in audit checklist (Tor-Mor-Bor-006). However, there were 2 non-compliance found during the internal audit and recorded of corrective actions and improvement undertaken.</p> <p>Internal audit was performed on 10/04/2017 to 15/09/2017 for the farms above 50ha and all 8 estates were audit. The results of audit are shown in audit checklist (Tor-Mor-Bor-006). However, there were 7 non-compliance found during the internal audit and recorded of corrective actions and improvement undertaken.</p>	
	<p>4.1.4 Group manager has a database for each member on the daily and monthly summary records.</p> <p>The record of FFB harvest is available in the “Oil Palm Record Book”. This book is available for each person who is member of group, the evidence from member no. 55041. The latest FFB harvest was on amount 03/11/2017</p>	Yes
4.2	<p>4.2.1 Members record book sighted on training records on fertilizer application, GAP and OSH dated 07/09/2017. .</p> <p>SOPs for farm above 50ha were established: Example SOP for GAP:</p> <ol style="list-style-type: none"> 1. Harvesting and transportation 2. WI-OPR-001 Rev.00 dated 1/11/2017 3. Palm leaf cutting 4. WI-OPR-002 Rev.00 dated 1/11/2017 5. Fertilizer used 6. WI-OPR-003 Rev.00 dated 1/11/2017 <p>Training records on fertilizer application, GAP and OSH dated 27/04/2017.</p> <p>The training for “Oil Palm Fertilizer Management” is regularly provided to worker and memebtrs This training is in the annual training plan year 2017.</p>	Yes
	<p>4.2.2 Records for fertilizer usage and application are recorded in each member record book.</p> <p>The record of fertilizer usage is available in the “Oil Palm Record Book”. This book is available for each person who is member of group, the evidence from member no. 55041. The latest fertilizers used is 0-0-60 amount to 1.5 kg/palm applied on 16/09/2017. The amount and formulation of fertilizer is based on the frond test report from 16/10/2017 by Provincial of Land Development 7.</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>Records for fertilizer usage and application are recorded in each estate of larger than 50ha.</p> <p>The record of fertilizer usage is available in the “Oil Palm record document. The latest fertilizers used are 0-0-60 (1.75 kg/palm) and 46-0-0 (1 kg/palm) applied on 24/10/2017</p> <p>The amount and formulation of fertilizer is based on the frond test report from September to October 2017 by Researcher and Agriculture Development.</p>	
4.2.3	<p>FronD test report from September 2017.</p> <p>For example, Analysis and Verification of FronD Test Report for 16/10/2017.</p> <p>There is a plan to conduct soil test 5 years once. The latest soil test was conducted in 2012. The next soil test will be in year 2017.</p> <p>Example of soil test report was 09/10/2017 for member no. 55041 conducted by local authority from Provincial Land Development Department.</p> <p>Farms above 50ha has established SOP for soil sampling WI-OPR-008 Rev.00 dated 1/11/2017.</p> <p>There was soil sampling analysis conducted on 31/8/2017 by Land Development Department and soil sampling analysis (code R11_6006267) was recorded.</p>	Yes
4.2.4	<p>FronDs are applied to improve nutriments and prevent moisture loss in the ground.</p> <p>No other palm waste of EFB, fibre or POME applied as farms are far away from partnering mill.</p> <p>This could be observed during visits to sampled farms of less than 50 ha and more than 50 ha.</p>	Yes
4.3	<p>4.3.1</p> <p>The members are not located in fragile soil areas. Therefore, there were no soil maps established to demarcate the locations.</p> <p>During the onsite assessment, it could be observed no fragile soil exists at the sampled members farm.</p> <p>Group Manager has established and implemented the Oil Palm Management manual for each member.</p> <p>Farms above 50ha have maps are established and available with acceptable scale of 1:50,000.</p> <p>Field inspection of sampled estate with fragile soil as unplatable area observed. Such areas are demarcated in the map.</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers			
Criterion by Audit	Summary of Finding by Criterion	Compliance	
4.3.2	<p>The group manual includes a section for planting on slope and steep areas.</p> <p>In addition, Oil Palm Management manual established provides details information in managing planting on slopes.</p> <p>No planting on slopes and steep area observed during onsite assessment for both farms below and above 50ha. Generally the lands are flat.</p>	Yes	
4.3.3	<p>Page 39 of group manual describes the method for feeder and in-farm roads maintenance.</p> <p>Individual member has plans to maintain the roads system within the farm as and when required.</p> <p>The external feeder roads leading to the farms are managed and maintain by the local government.</p> <p>A road maintenance map and 6 months' plan is established for farms above 50ha.</p> <p>Budget is established and approved by management before carry out the maintenance.</p> <p>Records of completed location was reviewed and verified.</p>	Yes	
4.3.4	<p>Page 38 of group manual describes planting and managing of peat soil.</p> <p>There was no peat soil around the members' farms.</p> <p>This was verified during farm visits and interview of farm advisor.</p> <p>There are peat soils in the farms above 50ha. Therefore no documentation established.</p>	Yes	
4.3.5	<p>There ae no peat soil in the members' farms including farms larger than 50ha. Therefore, no assessment conducted.</p>	Yes	
4.3.6	<p>Group Manager has established and implemented the Oil Palm Management manual in managing planting on fragile or marginal soil</p> <p>During field visits, there were no fragile or marginal soil areas observed at audited farms of less than 50ha.</p> <p>Page 3 of the sustainability manual describe planting on slopes, fragile and problem soil.</p> <p>During filed visits, some part of Plairang, F1 and F2 estates are water logged areas. The palms have been removed and no plans to replant at these areas.</p> <p>The estate maps were reviewed to cross-checked on the area.</p>	Yes	
4.4	4.4.1	<p>Maps of each farm of less than 50ha on water resource are available at the group manager office.</p>	Major

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>Members established in-filed drains to store water and harvest rainwater for use during dry season.</p> <p>The water management plan for farms above 50ha was established for year 2017. The source of water was identified.</p> <p>Training to workers on water management plan conducted regularly.</p>	
4.4.2	<p>Maps identifying water courses and wetlands are available at the group manager office.</p> <p>Water courses and wetlands are protected according to page 21 of the group manual.</p> <p>Using google water courses for farms above 50ha was identified.</p> <p>As per site visit and review of water management plan, the water course and wet land have been protected and including monitoring.</p> <p>The SOP was established to protect buffer zone and stated in the Group Manual section 7 and with the water management plan established.</p>	Yes
4.4.3	Not applicable for group certification	Yes
4.4.4	Not applicable for group certification	Yes
4.5	<p>4.5.1</p> <p>IPM plan is established annually and reviewed during group members meeting on 070/3/2017</p> <p>The IPM SOP is defined in the group manual rev. 01 dated 01/10/2017.</p> <p>The main pest identified is rats. Members use visual inspection to establish the damage.</p> <p>Defined in the “Integrated Pest Management: IPM”.</p> <p>Mechanical traps are used for rats and slashing for weeds.</p> <p>Beneficiary plants for bagworms and nettle caterpillar control</p> <p>Example: Antegonon leptopus and Turnera ulmifolia</p> <p>The members avoid usage of chemical. This can be observed during site visit.</p> <p>There is the annual plan set for the IPM activities. The annual plan year 2017 include activates as below:</p> <ol style="list-style-type: none"> 1. Educate and training November 2017 2. Nursery for the Antegonon leptopus and Turnera ulmifolia 	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>500 trees Jan.-Dec.2017</p> <p>Farms above 50ha has established SPO defined in IPM and pest management WI-OPR-006 rev. 00 dated 01/11/2017.</p> <p>The established IPM plan includes:</p> <ul style="list-style-type: none"> - Training for worker. - Grow beneficiary plants (Antegonon leptopus and Turnera ulmifolia) in Prairang, Monmai, Panrai, and Kapao estates. - Pest survey 	
	<p>4.5.2</p> <p>There was IPM training recorded on 07/09/2017 and captured in member and farm advisor record book.</p> <p>For farms above 50ha, IPM training was conducted on 07/09/2017 and sighted the lists of 91 assigned workers.</p>	Yes
4.6	<p>4.6.1</p> <p>The group manual rev. 01 dated 01/10/2017 and “Occupational Health and Safety for Smallholder oil palm grower” Booklet defined the justification for use of the type of pesticides.</p> <p>The list of chemical is based on the published list by Department of Agricultural document title “Knowledge for control usage of hazardous chemical for agricultural, fertilizer, and plant”.</p> <p>The SOP is included in the member file and members are brief on the group manual.</p> <p>Farms above 50ha has established a policy on safe use of chemical dated 07/07/2017 and SOP included in the sustainability manual SM-EST-001 rev. 00 dated 1/11/2017.”.</p>	Yes
	<p>4.6.2</p> <p>Any usage of agro-chemical will be recorded in the member “Oil Palm Record Book”</p> <p>The members log book includes the frequency of application. The application is generally for the whole the farm for each time.</p> <p>There was list all pesticides, active ingredient % in all pesticides, active ingredient ratio per ha, application frequency and CSDS on LD50.</p> <p>Sighted the active ingredient of applied chemicals is listed at the label of the container.</p> <p>Example: Alion AI of 50%. LD50 more than 2,000 mg/kg.</p> <p>Example: Glyphosate AI of 46%. LD50 = 6.500 and amount of active ingredients applied</p> <p>Sighted the active ingredient of applied chemicals is listed at the label of the container.</p>	Yes

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Principle 4: Use of Appropriate Best Practices by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
4.6.3	<p>IPM plan is established annually and reviewed during group members meeting on 070/3/2017</p> <p>The IPM SOP is defined in the group manual rev. 01 dated 01/10/2017.</p> <p>Farms above 50ha has established SPO defined in IPM and pest management WI-OPR-006 rev. 00 dated 01/11/2017</p> <p>As defined in the “Integrated Pest Management: IPM”.</p> <p>Mechanical traps are used for rats and slashing for weeds.</p> <p>Beneficiary plants for bagworms and nettle caterpillar control</p> <p>Example: Antegonon leptopus and Turnera ulmifolia</p> <p>The members avoid usage of chemical. This can be observed during site visit.</p> <p>The group has established plan to reduce usage of harmful chemical such as paraquat by 10%.</p> <p>No prophylactic use of pesticides by the group.</p>	Yes
4.6.4	<p>The list of chemical is based on the published list by Department of Agricultural document tile “Knowledge for control usage of hazardous chemical for agricultural, fertilizer, and plant that include WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide.</p> <p>There was chemical recorded used of all estates.</p> <p>During site audit physical verification of inventory in the chemical store and inventory of chemical package recorded.</p>	Yes
4.6.5	<p>The procedure has been included in the group manual rev. 01 dated 01/10/2017 and “Occupational Health and Safety for Small holder oil palm grower” Booklet which provided to each member.</p> <p>The group member has been provided with training program and record is available at the group and also kept in member book record. For example, member no. 55041 has been trained on 28/08/2017 for the occupational health and safety in term of chemical used for Oil Palm Plantation.</p> <p>CSDS for pesticides are made available to members if they used chemicals.</p> <p>The farm above 50ha has established SOP included in the Occupational Health and Safety in the Sustainability manual SM-SPC-001 rev. 01 dated 30/10/2017</p> <p>Occupational Health and Safety provide to all workers dated</p>	Yes

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	07/09/2017	Appropriate PPEs are provided to workers and first aid kits available at the work sites. PPE issuances and replacement records sighted.	
4.6.6.	Group manual rev. 01 dated 01/10/2017 Occupational Health and Safety for Small holder oil palm grower” Booklet	<p>According to the group manual, herbicides are stored according to recognize best practices</p> <p>For farms above 50ha, according to the sustainability manual, all pesticides are stored according to recognize best practices. The empty pesticide will be punched and return to group office for handling /or disposed. The record log of collecting empty containers (FM-OR-033) is available at office.</p> <p>During audit the empty pesticide containers are properly stored and disposed and not used for other purposes.</p>	Yes
4.6.7	MSDS for pesticides are made available to members if they use such chemicals.	<p>The annual plan year 2017 includes training schedule in April 2017</p> <p>Record of training for work instruction including risk and impacts of pesticide applications to members dated 28/08/2017.</p> <p>The training language is in Thai understood by all members.</p> <p>Record of training members dated 28/08/2017 sighted.</p> <p>For 50ha above farms, the group manual SM-EST-001 Rev.0 dated 01/11/2017 state all pesticides are stored according to recognize best practices.</p> <p>Training program and records are sighted.</p>	Yes
4.6.8	The group members do not apply aerial spray and could be observed during site visit, spraying are manually carried out.		Yes
4.6.9	The group provided information materials on pesticide handling to worker.	The evidence of periodic training provided in Burmese on 08/09/2017 was sighted.	Yes
4.6.10	Instruction worksheet established for rinsing and puncturing of used containers are included in sus manual.	The training provided to members on proper waste disposal on 08/09/2017 was sighted.	Yes
4.6.11	There is an updated list of pesticide operators available at the group office.		Yes

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		Medical tests records for all workers of 50ha above farms conducted once a year available and sighted.	
	4.6.12	<p>Members were interviewed during onsite inspection and confirmed that there was no pesticide spraying by women.</p> <p>Chemical spraying activities are subcontracted. There are no women working with the subcontractors.</p> <p>According to the group policy, it has been included to preventing pregnant and breast-feeding woman from handling pesticide</p> <p>The policy is available at notice board in Thai, Burmese and Laotian</p> <p>From interview of workers , no female workers handling pesticide.</p>	Yes
4.7	4.7.1	<p>The helath and safety policy is defined in the group manual Or-Chor-Por 001, page 33, effective date 01/10/2017.</p> <p>First aid kit is provided by the smallholders to the sub-contractors whenever they are in the field.</p> <p>For 50has above farms, first aid kits are available at the work activity areas such as harvesting, chemical spraying and fertiliser application.</p>	Yes
	4.7.2	<p>Based on review of logbook from group office, there is no report of accident and injury reported for year 2016 and from January to September 20175.</p> <p>Page 48 of group manual describes OHS procedure and handling and reporting of accidents and emergencies and “Occupational Health and Safety for Small holder oil palm grower” Booklet.</p> <p>Interviewed members during field visits and there were no accidents or emergencies reported for the audit period.</p> <p>The risks assessment was not established to analyse the risk potential, mitigation and control measures.</p> <p>NC:</p> <p>During the review of the risk assessment established, the assessment did not include following:</p> <ol style="list-style-type: none"> 1. Evaluation of risk as per job specific activity 2. Risk control measures are not identified appropriately. 3. Accidents and injuries occurred the risk was not evaluated and update the risk table. <p>Example: A worker was injured during harvesting and granted 9 days of medical leave. The Lost Time Injury was not considered in the risk assessment.</p>	Maj NC
	4.7.3	<p>Trainings related to operation were conducted.</p> <p>For example:</p>	Maj NC

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	<p>First aid training was conducted on 30/10/2017</p> <p>Harvesting and safety aspects (including subcontractors) was conducted on 21/10/2015</p> <p>Fertilising and safety aspects (including subcontractors) was conducted on 07/11/2017</p> <p>Chemical spraying with safety (include contractors) was conducted on 28/08/2017.</p> <p>During site visit to sampled smallholder’s farm, the harvesting subcontractors are observed wearing boots and hats</p> <p>Maj NC</p> <p>During the inspection of the workforce of Playrang estate, the identification of the appropriate PPEs are not established and no signage at the respective work stations.</p>	
4.7.4	<p>The group members elected group manager and committees including Health and Safety committee during annual meeting on 07/03/2017. Group member ID no. 55038 was elected as Health and safety supervisor.</p> <p>Annual training on OSH conducted as planned in annual training programme. Latest meeting conducted for Safety in Chemical spraying and required PPE training for workers and subcontractors on 28/08/2017</p> <p>For farms above 50ha, the organization chart defined in the manual SM-EST-001 has defined the responsible team for OSH in the notification RSPO 001/2560 and 002/2560 by referring to Thai LAw.</p> <p>The Group Leader is appointed as Safety officer on 07/06/2017.</p> <p>All appointed person attended the Safety Training Course conducted by external party.</p>	Yes
4.7.5	<p>Health and safety procedure (Or-Chor-Por 001) included in the group manual dated 01/10/2017 and booklet on OHS for oil palm were distributed to smallholders and workers.</p> <p>Procedures and booklet are written in the local Thai language and understood by all members and workers.</p> <p>First aid training conducted for all members on 30/10/2017 attendance records reviewed.</p> <p>No accidents have occurred or reported in the past year.</p> <p>In case of accidents, it will be recorded in the accident record form (Or-Chor-Phor 001) in the local Thai language.</p> <p>First aid kits sighted at site for all visited members such as no. 55038, no.55042. The kits were adequately stocked.</p>	Min NC

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		<p>The SOP for accident and emergency procedure SOP: SP-OHS-001 rev. A/0, the work procedure covers accident case</p> <p>Min NC:</p> <ol style="list-style-type: none"> 1. During site inspection the following work locations do not have first aid kits. <ol style="list-style-type: none"> a. Chemical mixing area at Playrang estate b. General work shop and chemical mixing area at Plan B estate c. F2 estate housing area. 2. According to the accident procedure SOP: SP-OHS-001 rev. A/0, the work procedure covers only accident case. In case of emergency control has not been established in understandable to worker for coverage the emergency in case of chemical spill, and fire. (Khreerat and PraMong Estate C). Only the emergency plan in case of flooding in Palm Oil Farm (WI-OPR-007). In addition, there is no record of training available for migrant worker. 	
	4.7.6	<p>The group policy is consisted of the work safety for all workers. This policy has been communicated and aware by members.</p> <p>During site visit, the first aids kit box is observed and it is prepared by member for their workers in case of accident. The kit box is kept available in the car at farm site.</p> <p>In case of severe injury, the member would bring their workers to community medical clinic which welfare provided by the government.</p> <p>According to Thai Law, all workers are provided with basic medical care.</p> <p>The group policy includes commitment to ensure all worker can be treated equally as per national law and accessible to basic medical care.</p> <p>The worker's contract for some workers have been reviewed and interviewed during site visit to confirm free medical care provided.</p>	Yes.
	4.7.7	<p>There are no accidents reported from members less than 50ha. Farm above 50 ha has established Accident investigation record FM-SPC-014 to capture any accident and injuries in the estates. Accident report dated 27/06/2017 was reviewed for the reported 9 days medical record.</p>	Yes
4.8	4.8.1	<p>The training has been provided to members and contractors.</p> <p>Examples of training conducted: RSPO Principle 1-8 dated 13/07/2017;</p>	Yes

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		<p>HCV, GAP and IPM dated 07/09/2017; First aid training dated 30/10/2017; Palm nutrient, chemical usage and water management dated 07/11/2017; Chemical spraying dated 2/08/2017. Leader for sampled Monmai estate first aids training on 28/08/2017. Chemical spraying training conducted on 28/08/2017. Harvesting and safety PPE training conducted on 30/08/2017. RSPO Policies training conducted on 30/08/2017.</p>	
	4.8.2	<p>Trainings have been conducted by Group to members. The record is available in the Group office as well as “Oil Palm Record Book”. This book record is available for each member for recording about the trainings. Trainings have been conducted such as RSPO requirements, Chemical application, First aid, and Water management training. Leader for sampled Monmai estate attended first aids training on 28/08/2017. Chemical spraying training conducted on 28/08/2017. Harvesting and safety PPE training conducted on 30/08/2017. RSPO Policies training conducted on 30/08/2017.</p>	Yes

Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity			
Criterion by Audit		Summary of Finding by Criterion	Compliance
5.1	5.1.1	<p>EIA is carried out voluntary for each member with participation of the communities around the member location. EIA is not required for smallholders in Thailand. However, .members have carried out EIA is carried out voluntary with participation of the communities around the member location. No replanting so far while some members have planned for replanting in year 2017. No fire used by members.</p>	Yes
	5.1.2	<p>Environmental management plan included in 5 years group improvement plan. Example: Reduce impact for environmental, social and HCV</p>	Yes
	5.13	<p>The environmental impact assessment is reviewed and updated regularly every year.</p>	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	Latest EIA has been done on 19/07/2017 and the protection method proposed for each environmental impact has been determined. There is no changed in term of operation.	
5.2	5.2.1 HCV assessment for the group was conducted on Feb 2016 by Officers from Office of Forest Industry Organization. There is no HCV habitat identified based on the assessment. The owner of the farms above 50ha has voluntarily conducted a HCV assessment on March 2016 conducted by officers from the Office of Forest Industry Organization. The assessment covers all the 8 farms of 50ha and above. The HCV indicators applied in the assessment are HCV 1 to 6 There are no RTE or ecosystems identified in the assessment.	Yes
	5.2.2 There are no RTE identified in the assessment. Group members below 50ha have to record any Rare, Threaten and Endanger Species and High Conservation Value in their area and presence of protected areas if any found. There are no RTE species identified in the HCV assessment for farms above 50ha. The assessment identified presence of HCV 5, basic need of local communities. The identified area is the creek near to Plairang farm that flows to Pumdung stream HCV management and monitoring plan was established to monitor the identified area. The management plan was reviewed that include installing of sign boards and monthly monitoring. The monitoring report was reviewed and location of the identified are was visited during on site..	Yes
	5.2.3 The group policy statements include “To avoid plantation on peat soil, fragile soil, steeper slope, HCV areas. However, existing plantation must be effectively managed and monitored. Rare, Threatened, and Endangered species of wildlife and plants must be protected.” HCV and RTE briefing for members below 50ha was conducted during group members annual meeting on 22/01/2017 RTE species and HCV areas training and briefing was provided to workers on 08/09/2017. During field visits workers were interviewed that they are brief on HCV and RTE species.	Yes
	5.2.4 HCV plan for members below 50ha was established and presented at the group members meeting held on 22/01/2017	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity			
Criterion by Audit	Summary of Finding by Criterion	Compliance	
	Monitoring plan established and monitoring is conducted on monthly basis for the identified HCV indicator		
5.2.5	<p>There are no areas identified in the HCV assessment of the group members of less than 50ha to be set-asides.</p> <p>The identified HCV requires monitoring as proposed by the HCV assessors for farms above 50ha.</p> <p>The map for the identified area is established and available at the farm office</p> <p>Appropriate signage is installed to protect the area for communities' access as the basic needs.</p> <p>Communities are brief during the stakeholders' meeting held on 13/07/2017.</p>	Yes	
5.3	5.3.1	<p>The list of pollution sources and waste products produced are listed in the identification of aspect list.</p> <p>Waste products are identified in the RSPO standard and guidelines for smallholders.</p> <p>Training conducted under topic "Safety in Chemical spraying and required PPE for workers and subcontractors" on 28/8/17 for all smallholders by group manager. Attendance records verified.</p> <p>Procedure of waste management and disposal of agrochemical containers was written in the group manual, page 26 (Or-Ror-Por 001).</p>	Yes
	5.3.2	<p>The empty chemical containers are kept and disposed at group office which will be sent to local municipal council.</p> <p>The inventory record for empty container has been established for control of storage and disposed.</p> <p>There is a list of members who used chemicals and the amount usage for each member respectively. There are records for inventory of type of chemicals used and waste containers generated.</p> <p>The group policy states member who used chemicals and the amount usage will be recorded in the member logbook.</p> <p>It was observed and interview of members during onsite assessment.</p>	Yes
	5.3.3	<p>Waste management and disposal plan has been established for reduction of waste generation.</p> <p>Empty chemical containers are collected by the group manager from the smallholders and disposed by the local municipal council.</p>	Yes

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity			
Criterion by Audit	Summary of Finding by Criterion	Compliance	
	<p>Plastic waste are collected and sold for recycling.</p> <p>Training on waste management conducted on 28/08/2017 and 07/09/2017 for all members by group manager. Attendance records sighted.</p> <p>No evidence of waste being disposed using open fire</p>		
5.4	5.4.1	<p>The certification does not include mill. Therefore, the usage of renewable energy or improvement on use of fossil fuel is limited in the estates to t/FFBs.</p> <p>The PalmGHG includes the emissions from fuel usage have not significant impact to the overall emissions.</p>	Yes
5.5	5.5.1	<p>Zero burning policy stated in Sustainability Manual SM-EST-001 Rev.0 dated 1/11/2017.</p> <p>The policy is available at notice boards.</p> <p>Interview workers and staff for understanding zero burning policy.</p> <p>Training conducted to all worker on burning policy on 08/09/2017.</p>	Yes
	5.5.2	<p>The group has established zero burning policy stated in Sustainability Manual SM-EST-001 Rev.0 dated 01/11/2017.</p> <p>Therefore, no fire allowed to be used for preparing land.</p>	Yes
5.6	5.6.1	<p>The group has established the list of significant pollutants and sources of emissions.</p> <p>The sources of emissions are from usage of fertilisers, chemicals and fossil fuel for transport are identified in the plan.</p> <p>For farms above 50ha documentation not established.</p> <p>Maj NC The documentation for assessment of all polluting activities are not made available for evaluation.</p>	Maj NC
	5.6.2	<p>The group has established this list of identified pollutants and type of GHG emissions during the group members meeting on 22/01/2017.</p> <p>The expected GHG emissions are N₂O and, CH₄ from usage of fertilisers and CO₂ from usage of fossil fuel.</p> <p>The plan to reduce the GHG emissions is included.</p> <p>Example: Usage of fertiliser: 1. Apply EFB and fronds more to reduce inorganic fertilisers.</p>	Maj NC

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Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	2. Conduct soil analysis to obtain the nutrients Fuel Usage: Check on the conditions of the pickup vans and cars For farms above 50ha, documentation is not established. Maj NC: During document review, there are no sufficient documentation established to demonstrate the significant pollutants and GHG emissions	
5.6.3	The group manager has planned to collect data from the members for usage of fertilizers, chemicals and fossil fuel for monitoring and analysis of the GHG emissions from usage of fertilisers and fossil fuel. Since the group has started the monitoring process, the results will be presented to group members in the next group meeting. The farms of above 50ha, PalmGHG is established to capture the relevant emissions from usage of fertilisers, diesel consumption for field operations and logistics for transport of FFBs and land conversion as per requirements.	Yes

Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
6.1	6.1.1 Social impacts are conducted during external stakeholder consultation dated 07/11/2017. Summary of positive and negative impacts recorded. The distributed questionnaire included access and use rights, working condition, cultural and heritage, road condition, food availability etc. The internal staff feedback through request or complaint box. So far there is no feedback received.	Yes
	6.1.2 Social impact assessment was conducted during stakeholder consultation dated 07/11/2017, involving stakeholders. Data were assessed through questionnaire used Questionnaire is distributed to obtain feedback. Example: Questionnaire feedback form for stakeholder of Thakon district recorded. Name is recorded in list of stakeholders.	Yes
	6.1.3 Summary of positive and negative impacts recorded. Action is taken to address one negative social impact received	Yes

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Criterion by Audit	Summary of Finding by Criterion	Compliance	
	<p>during stakeholder consultation.</p> <p>Excessive FFB carried in the lorry caused road accident. Action taken on 01/08/2017 to 05/08/2017 to reduce the FFB load per lorry.</p> <p>A notification dated 21/09/2017 had been sent to the affected party, from Thakon district.</p> <p>Plan for social impacts is included in Continuous Improvement Plan 2017-2019 dated 01/12/2017.</p> <p>For example, improving housing and surrounding area and community during Feb 2018.</p> <p>Summary of social impacts is recorded based on feedback from stakeholder consultation dated 07/11/2017. Total feedback received is 10 out of 23 stakeholders. There is no negative feedback received.</p>		
	6.1.4	<p>The two-year plan (2017-2019) will be reviewed and presented at the annual members meeting. There are no changes to the plan since there are no negative impacts received from stakeholders</p>	Yes
	6.1.5	<p>The group are independent smallholders. They are not schemed smallholders. Therefore, not applicable.</p>	Yes
6.2	6.2.1	<p>SOP for communication and consultation ROR-SOR-POR-001 between the group members and local communities.</p> <p>The SOP has been socialized with the local communities and other affected or interested parties.</p>	Yes
	6.2.2	<p>According to SOP for communication and consultation ROR-SOR-POR-001 the marketing and public relation officer is the management responsible person.</p>	Yes
	6.2.3	<p>A list of stakeholders includes local communities, statutory, local governments, head of communities, and local community members is established and maintained at the group manager office and above 50ha farm office</p>	Yes
6.3	6.3.1	<p>Complaint box and form are available at the front of group office and above 50ha farm offices.</p> <p>SOP for complaint and grievances dated 01/11/2017 is established.</p> <p>The PIC is communication personnel.</p> <p>Timeline to respond to complaint received is 30 days</p> <p>Maj NC:</p>	Maj NC

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	<p>The procedure for complaints and grievance is established. However, there is no mechanism or policy to ensuring the anonymity of complainants and whistle-blowers.</p>	
	<p>6.3.2 SOP for complaint and grievances dated 01/11/2017 is established</p> <p>Currently there is no complaint received from stakeholder consultation,</p>	Yes
6.4	<p>6.4.1 Procedure for receiving compensation request and method to receive a complaint and compensation SP-COM-02 dated 1/11/2017 is established.</p>	Yes
	<p>6.4.2 Procedure for receiving compensation request and method to receive a complaint and compensation SP-COM-02 dated 01/11/2017 is established.</p> <p>The group committee will carry out the investigation to calculate the compensation.</p>	Yes
	<p>6.4.3 Land is individually owned and grants are approved by local land authority. Therefore, no compensation.</p> <p>There are no claims. Therefore, no records available for review.</p> <p>In the event any member purchased another land from another person, it will be willing buyer willing seller basis.</p>	Yes
6.5	<p>6.5.1 Group members hired subcontractors with payment agreed on mutually and verbal by both parties. The subcontractors are hired in piece-rated basis.</p> <p>During site visit, sampled member is aware of 300baht minimum daily wage.</p> <p>Documentation of pay and conditions is documented in the sampled no. 55038 and no. 55042 book.</p> <p>For example,</p> <p>Rate for harvesting: 450 or 550 baht/ ton of FFB</p> <p>Rate for fertilising: 50 baht/ bag of fertiliser</p> <p>The field workers for 50ha above are paid based on piece-rated basis.</p> <p>Document of pay and conditions for employees are kept in the estate office.</p> <p>Sampled pay slip for worker:</p>	Yes

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Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>Medical leave for 9 days (27/06/2017- 01/07/2017)</p> <p>Payslip for June and July verified. Received 345 baht/day during that period. The wage meet minimum wage 300 baht/ day.</p>	
6.5.2	<p>The group members employed sub-contracts on a verbal mutual agreement basis for the type of job at the farm.</p> <p>During site interview, the workers stated that they are given rest time whenever required. They are hired on piece-rated basis. There is no negative feedback raised regarding payment.</p> <p>The minimum wage is 300 baht/ day, whereby the harvesting rate is 450-550 baht/ ton FFB.</p> <p>Maj NC:</p> <p>For workers of farms above 50ha, payslip for sampled worker is not consistent with the terms of the contract and the law and prepared in the languages understood by the worker:</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Traditional holiday on 23/10/2017 is not reflected on payment dated 05/11/2017 2. Actual payment date is 5 and 20 of each month instead of 5 and 30 of each month which stated in the contract. 3. Deduction of hiring rate of 430baht/ton FFB occurs for harvesting, whereby the actual amount pay is 406 baht/ ton FFB and 4. The contract is not prepared in language clearly understood by the workers. 	Maj NC
6.5.3	<p>The owner of the farms above 50ha provides housing, electricity and clean drinking water to the workers. Rainwater harvesting system is available at the housing area for daily usage.</p> <p>Free medical at the government medical facilities nearby to the estates for all workers.</p> <p>Local Thai children received education from governmental school, nearby the estate whist migrant workers' children will be sent back to home country based on parents' preference.</p>	Yes
6.5.4	<p>During site interview, the subcontractor workers of the member are mobile workers and provide food on the own.</p> <p>Workers of farm above 50ha are allowed to plant vegetables and breed poultry such as chickens at the housing area compound.</p>	Yes

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Criterion by Audit	Summary of Finding by Criterion	Compliance
	There is no negative feedback received regarding food accessibility based on site interview.	
6.6	<p>6.6.1</p> <p>Union membership statement is included in the Group Policy dated 07/07/2017.</p> <p>Social related information such as labour laws, child labour, sexual harassment, reproductive rights, human rights, freedom in join union etc. are disseminated to the members through monthly meeting dated 14/07/2017</p> <p>There is no union formed in the farms of above 50ha although the workers have freedom to join union. Therefore, no minutes of meeting available.</p> <p>Workers were interviewed during field visits that they have the freedom to join or formed union</p>	Yes
	<p>6.6.2</p> <p>The group has established a policy statement “To ensure that no discriminate in hiring, remuneration, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation”</p> <p>Workers are hired by individual smallholders on piece-rate basis.</p> <p>There is no union formed in the farms of above 50ha although the workers have freedom to join union. Therefore, no minutes of meeting available.</p> <p>Workers were interviewed during field visits that they have the freedom to join or formed union.</p>	Yes
6.7	<p>6.7.1</p> <p>The group has established a policy state “To ensure that no child Labour, forced Labour, sexual harassment, human trafficking, violence and protect maternity rights in the organization”</p> <p>Hiring of above 15 years old is stated in page 14 of Group Quality Manual. This is to ensure that no child labour in the organization.</p> <p>The group members aware that no child labour is allowed.</p> <p>During site visit and interview of group members and subcontractors, there is no evidence of child labour or employment of workers below 15 years old.</p> <p>During site visit, there is no evidence of child labour in the sampled estate.</p> <p>Youngest worker recorded in the employee file is 18 years old,</p> <p>There is no evidence of child labour observed during field</p>	Yes

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Criterion by Audit	Summary of Finding by Criterion	Compliance
	verification and interview of workers.	
6.8	<p>6.8.1</p> <p>Policy statement on non-discrimination and equal opportunities was described in non-discrimination and equal opportunities document established and signed by the group chairman dated 01/10/2017.</p> <p>This is to ensure that no discriminate in hiring, remuneration, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation.</p> <p>Policy for equal opportunities including identification of relevant / affected groups in the local environment was posted on the group manager office notice board which is easily accessible by the stakeholders or other interested parties</p>	Yes
	<p>6.8.2</p> <p>The group manager office employs locals to manage the office.</p> <p>The group manager is a lady.</p> <p>Therefore, it is good evidence that there is no discrimination against women.</p> <p>During site interview, there is no negative feedback received regarding discrimination between men and women, migrants and locals.</p> <p>During site interview, the workers feel safe working in the estate.</p>	Yes
	<p>6.8.3</p> <p>Group manager provides information to group members on the need to avoid discrimination during recruitment and employment of workers.</p> <p>Group provided training regarding Group social policy to Group members, stakeholders and contractors during RSPO Principle 1-8 training dated 13/07/2017.</p> <p>During site visit, sampled subcontractors are family members. It is good evidence that there is no discrimination against gender</p> <p>During site interview, there is no complaint received regarding discrimination between men and women, migrants and locals.</p> <p>Both men and women are hired equally based on job availability and capabilities.</p> <p>There are both women and men staffs are hired in the office.</p>	Yes
6.9	<p>6.9.1</p> <p>Preventing sexual and all other forms of harassment and violence is included in the Group Policy.</p> <p>All social related policies established based on the outcome of</p>	Yes

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Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	<p>discussion during annual meeting annually.</p> <p>Environmental and social impact assessment procedure including all social related issues were described in page 38 of the group manual (Sor-Lor-Por 001).</p> <p>Social related information such as labour laws, child labour, sexual harassment, reproductive rights, human rights, freedom in join union etc. are disseminated to the members through annual meeting dated 7/03/2017.</p> <p>There is no Gender Committee formed by the Group. The froup has appointed a Committee member responsible for all social and labour related issue.</p> <p>The policy stated in the Manual and communicated to all relevant by posted on the board of notice and informed to the meeting in both Local and Worker's Language.</p> <p>The policy is displayed at worker housing in understandable language and formally informed to all workers on 08/09/2017.</p>	
6.9.2	<p>Protect reproductive rights of all, especially women are included in the Policy. It has been documented and communicated in understandable language and informed to workers during the meeting on 08/09/2017.</p> <p>The policy established is in understandable language and communicated to all worker displayed at notice boards at worker housing.</p> <p>The regulations stated in the policy related to Protect reproductive rights was confirmed by the interview of woman worker, that they have privilege for maternity leave as per labour law and rights for leaving to take care of baby after birth.</p>	Yes
6.9.3	<p>The group has established a complaint and grievance SOP Ror-Tor-Por-001 in the group manual including handling of complaints and grievances describe in page 45.</p> <p>Sampled smallholders no. 55038 and no. 55042 are aware of the complaint procedure and the existence of complaint box at Group office during interview.</p> <p>The complaint and grievance SOP in the manual including handling of complaints and grievances.</p> <p>Sampled workers including Thai and Burmese are aware the complaint procedure and the existence of complaint box at the sites and Head Office during interview.</p>	Yes

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Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers		
Criterion by Audit	Summary of Finding by Criterion	Compliance
	There were no complaints and grievances received by the group management.	
6.10	6.10.1 This certification does not include mill. FFB price is determined according to government FFB gate price. The FFB price is disclosed to the group members on daily basis by the partnering mill or ram operators or traders.	Yes
	6.10.2 The partnering mill display the daily FFB price at the weighbridge counter visible to all parties entering the partnering mill. The group member could obtain the price daily from the partnering mill, ramp operators and traders. Computerized system was used by the partnering mill to document records of each group member delivery and sales transactions. Group manager explained FFB pricing and pricing mechanisms to group members and display FFB price on the board at the partnering mill or ramp operators or traders.	Yes
	6.10.3 The certification does not include mill. Therefore, the mechanism is not established. There are no contractual obligations between the members with the partnering mill or ramp operator or trader. The members are free to sell to any mill, ramp operator or trader. However, the group manager has established contracts with ramp operators and traders.	Yes
	6.10.4 The certification does not include mill. The farmers obtain payment directly from the partnering mill or ramp operator or trader on a weekly basis. Copies of weighbridge tickets, delivery notes and invoices for FFB payment to members are available and inspected during the audit	Yes
6.11	6.11.1 The group contributed to local development based on request by communities during stakeholders' consultation meeting. For instance, the improvement plan for road construction based on the feedback from meeting. The group members provide land to local government for construction of a local community health care that would be benefit to all local communities and workers.	Yes
	6.11.2 The certification is for independent smallholders under group certification. Therefore, no scheme smallholders involved.	Yes

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Principle 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers			
Criterion by Audit		Summary of Finding by Criterion	Compliance
6.12	6.12.1	<p>The group has established a policy for human rights includes forced and trafficked labour dated 07/07/2017 signed by Group Chairman.</p> <p>The farms of above 50ha recruit foreign workers from Laos and Myanmar and SOP to recruit foreign workers SP-HMR-001 is established.</p> <p>The permit to hire migrant workers dated 06/06/2017 valid until 05/06/2018 was sighted and reviewed.</p>	Yes
	6.12.2	<p>The group members of less than 50ha do not hire foreign or migrant workers. This is confirmed during site visit to sampled smallholders.</p> <p>The farms of above 50ha recruit foreign workers from Laos and Myanmar and SOP to recruit foreign workers SP-HMR-001 is established.</p> <p>The contracts between the worker and the farm owner were sampled during site visits and document reviewed. There were no contracts substitutions from the interview of the workers.</p>	Yes
	6.12.3	<p>The group members of less than 50ha farms do not hire foreign or migrant workers. This is confirmed during site visit to sampled smallholders.</p> <p>The farms of above 50ha recruit foreign workers from Laos and Myanmar and SOP to recruit foreign workers SP-HMR-001 is established</p> <p>The procedure stated that the RSPO company policies applied to migrant / foreign workers.</p> <p>The group policies includes a statement on forced or trafficked labour is strictly prohibited.</p>	Yes
6.13	6.13.1	<p>The group has established a policy for human rights dated 07/07/2017 signed by Group Chairman.</p> <p>The statement is published on announcement board of Group and farms of above 50ha office notice boards.</p> <p>The Group provides training regarding Group social policy to Group members, workers, stakeholders and contractors conducted during RSPO Principle 1-8 training dated 13/07/2017. Human Right Policy Training was conducted on 15/08/2017.</p>	Yes

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Principle 7: Responsible Development of New Plantings			
Criterion by Audit		Summary of Finding by Criterion	Compliance
7.1	7.1.1	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore, no SEIA conducted.	Yes
	7.1.2	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no plans established.	Yes
	7.1.3	No out growers scheme established by the group.	Yes
7.2	7.2.1	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no soil or survey maps established..	Yes
	7.2.2	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no topography maps established.	Yes
7.3	7.3.1	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no HCV assessment conducted.	Yes
	7.3.2	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no HCV assessment conducted.	Yes
	7.3.3	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no dates of land preparation established.	Yes
	7.3.4	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no HCV assessment conducted.	Yes
	7.3.5	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no HCV assessment conducted.	Yes
7.4	7.4.1	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no maps of marginal or fragile soil established.	Yes
	7.4.2	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no plans established.	Yes
7.5	7.5.1	The group members planting statement was reviewed. There are	Yes

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Principle 7: Responsible Development of New Plantings			
Criterion by Audit		Summary of Finding by Criterion	Compliance
		no new developments or expansion of existing farms undertaken by any group member. Therefore no FPIC documents established.	
7.6	7.6.1	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no documents established.	Yes
	7.6.2	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no documents established.	Yes
	7.6.3	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no documents established.	Yes
	7.6.4	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no documents established.	Yes
	7.6.5	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore no documents established.	Yes
	7.6.6	The group members planting statement was reviewed. There are no new developments or expansion of existing farms undertaken by any group member. Therefore, no documents established.	Yes
7.7	7.7.1	The group members planting statement were reviewed. There are no new developments o expansion of existing farms undertaken by any group member. The group has established policy “To ensure that no open burning of solid waste and land clearance for new plantation development or replanting	Yes
	7.7.2	The group members planting statement were reviewed. There are no new developments or expansion of existing farms undertaken by any group member. The group has established policy “To ensure that no open burning of solid waste and land clearance for new plantation development or replanting”	Yes
7.8	7.8.1	The group members planting statement was reviewed. There was no new planting or extension at existing estates. Therefore no GHG reduction plans established	Yes
	7.8.2	The group members planting statement was reviewed. There was no new planting or extension at existing estates. Therefore, no carbon stocks plan established	Yes

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Principle 8: Commitment to Continuous Improvement in Key Areas of Activity			
Criterion by Audit		Summary of Finding by Criterion	Compliance
8.1	8.1.1	<p>The continual improvement plan for 2017 was established on 07/03/2017 at the annual members meeting.</p> <p>There main strategic improvements as follows:</p> <ol style="list-style-type: none"> 1. Training for chemical use, weed control, HCV and OSH 2. Chemical Reduction Plan 3. Increase in FFB production 4. Increase in membership 5. Increase IPM activities 6. Reduction cost of productio 7. Zero Burning Plan 8. Good Agriculture Practice Plan 9. Social Activities <p>The annual KPI for each improvement strategic are established during the annual members meeting. The action plan to achieve each KPI is defined.</p> <p>For the farms larger than 50ha, the established CIP was reviewed covering the period 2017 to 2019. However, the topics covered were insufficient to address the requirements.</p> <p>Maj NC: The CIP established did not include the requirements of the indicators</p>	Maj NC

4.2 Summary of P&C Non Conformities

4.2.1 Status of non-conformities identified during last audit.

This section gives an overview of actions taken to close out non-conformities raised during the last audit.

If a minor non-conformity raised at the last audit and is not closed out, then this will be raised to a Major non-conformity and given 60 days to close out.

AUDIT OUTCOME	
Major Non-Conformities	2
Minor Non-Conformities	0
Observations	0

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Non Conformity Number <1>	
RSPO – Criterion: 4.4.1 Evidence of efforts to reduce the run-off of chemicals to natural water courses including the maintenance of natural water courses to avoid contamination	
Location	Member ID 01/01/45 Farm
Description of Finding/Objective Evidence:	
During the onsite inspection of this farm, it was observed there are drains dug up to discharge excess water to nearby water canal. The distance from the palm based to the side of the drain is approx.1 meter. This member applies fertilisers regularly that could contaminate the discharge water from the drain to the water canal.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Deadline for implementation	10/09/2016
Corrective action planned (by company):	
<p>To close this NC our group has carry out following</p> <ol style="list-style-type: none"> 1. Water analysis reports from Envi Lab and consultant Co., Ltd show the result passed on as 1. Organochlorine Pesticide test by central lab (Thailand) Co. Ltd. 2. None Detectable for Organochlorine Pesticide less than 1.00 ug/L 2. They have blocked the drains in palm oil plantation so water cannot flow through to the public water supplies. 3. Training was conducted on 05/08/2016. See the training record and training materials 4. Training course will include; <ul style="list-style-type: none"> • Water management in palm oil plantation • Fertilizer used • Chemicals hazards • The law of Ministry of Industry No. 2 (2539) issued under the Factories Act, 2535, the defining sewerage from the factory • The law of Ministry of Science and Technology, No. 3 (2539 Standards Control sewerage from industrial and industrial estates. • How to correct the water for analysis. 	
Review of corrective action	

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Non Conformity Number <1>

1. The water analysis was conducted and the test results were reviewed. The water quality results were compared with Water Characteristics Discharged into Irrigation System standard values issued by Thailand Pollution Control Department (PCD) as follows:

Parameter	Lab Test results	PCD Standard
BOD	5.00 mg/l	20mg.l
pH	6.99	6.5 – 8.5
Suspended Solid (SS)	6.00 mg/l	30mg/l

The test results shown it is lower than the PCD standard.
http://www.pcd.go.th/info_serv/en_reg_std_water04.html#s5

In addition, the group manager has conducted an Organochlorine Pesticide test where it is non-detectable, less than 1 ug/l.

From the test results it could be concluded, the water discharged from Member ID 01/01/45 Farm does not cause an environmental impact to the water ways.

Member ID 01/01/45 has further installed gates to block the water from the farm from flowing out into the waterways and allow to flow into the farm during dry season. Photos was submitted to verify the corrective and preventive action taken.

2. The group manager has organised training conducted by the Farm adviser for Mr. Ampon Settanu member ID 01/01/45 and subcontractor on 05/08/2016.

The supporting documents submitted on topics of the training listed above were reviewed and considered relevant to the NC raised.

Based on the above corrective actions and preventive actions taken by the group manager, the NC is considered closed.

Closed: Yes No

The implementation of the corrective action will be counter checked during the next audit.

Lead Auditor or Auditor, Date	Cheong, Chun Yuen (Robert) – Lead Auditor Warangkana Thongrapak - Auditor Saowalak Thongsong – Auditor
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The documentation and training records were further reviewed and onsite interview of sampled members, they understood the contamination of waterways due to chemical and fertilisers application. Therefore, it could be considered the effectiveness of the implementation.

Auditor: Cheong, Chun Yuen (Robert)	Date Verified: 23/11/2017
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Non Conformity Number <2>	
RSPO – Criterion : 5.3.1 - An appropriate and safe management of pesticide containers and other hazardous agrochemicals	
Location	Group Manager Office
Description of Finding/Objective Evidence:	
<p>According to the group manual section 6, farm management defines the method of disposal of used empty container.</p> <p>During document review there is a list of members who used chemicals and the amount used by each member respectively. However, the method of disposal is not according to the group manual and there are no records kept on inventory of disposed containers.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
Deadline for implementation	10/09/2016
Corrective action planned (by company):	
<p>To close this NC our group have plan as follow;</p> <ol style="list-style-type: none"> 1. Preparing for the training course on occupational health and safety. Rinse the chemical containers 3 times and puncture by members, and subcontractors. 2. Training was conducted on 22/07/2016. See training attendance and training materials. 3. Training course will include; <ul style="list-style-type: none"> • Record keeping for chemical use in record books. • The processes of containers dispose (Inform and take the record to the group database) • The main activities for chemical use (herbicide pesticide) • How to clean up the equipment and body after contact with chemicals? • Record all training in the record book. 4. They have 5 places to collect chemical containers and chemical container received from at all place. <ul style="list-style-type: none"> • At Mr.Chaiyaporn Saeng-Utad house • At Ms.Siri Songnarin house • At Mr.Attaporn Ketphet house • At Southern Palm Oil Industry (1978) Co. Ltd • At Southern Palm Oil Industry (1993) Co. Ltd 5. The chemical usage and storage is added in page 25 and equipment usage in palm oil plantation and storage in page 26 in group manual Por-Sor- Por -001. <ul style="list-style-type: none"> • In page 25 include chemical usage and storage such as preparation, PPE, storage, disposal method, and list of 5 place to collect chemical containers • In page 26 include equipment use in palm oil plantation, storage, and palm plantation management. 	
Review of corrective action	

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Non Conformity Number <2>	
<p>The group manager has conducted a group member meeting on 22/07/2016 to announce on the updated of the group manual on Chemical use and storage and chemical containers disposal by landfill or sale to the place that have register license.</p> <p>The group has assigned 5 locations as collection centre for the used chemical containers for better control of disposal.</p> <p>Training was conducted by the group manager for members and subcontractors on 22/07/2016 attended by 57 members. The attendance record was reviewed and could confirmed 57 members attended.</p> <p>The topics listed above for the training was cross checked with the supporting documents submitted and are relevant to the NC raised.</p> <p>The revised pages of group manual were reviewed. Page 25 was revised to include the chemical usage and storage and page 26 was revised to include equipment used in plantation, storage and plantation management.</p> <p>The updated section of the group manual could conclude the group manager has taken proper corrective action and preventive actions</p> <p>Therefore, the NC is considered closed.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The implementation of the corrective action will be counter checked during the next audit.	
Lead Auditor or Auditor, Date:	Cheong, Chun Yuen (Robert) – Lead auditor Warangkana Thongrapak – Auditor Saowalak Thongsong – Auditor 28/08/2016
The revised group manual and training records were reviewed to cross-checked on the implementation. Group committee members and interviews of visited members could confirm they have received the relevant training. Therefore, it could be considered the effectiveness of the implementation.	
Auditor: Cheong, Chun Yuen (Robert)	Date Verified: 23/11/2017

4.2.2 Detail of Non Conformities identified during this audit

This section gives an overview of the non-conformities raised during this audit.

AUDIT OUTCOME	
Major Non-Conformities	7
Minor Non-Conformities	2
Observations	0

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Non Conformity Number < 1 >	
RSPO Indicator	6.3.1 (M) The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle-blowers, where requested.
Location	Group level and Mr. Bodee's Farm (Monmai and Estate B, Playrang, F2)
Description of Finding/Objective Evidence:	
The procedure for complaints and grievance is established. However, there is no mechanism or policy to ensuring anonymity of complainants and whistle-blowers.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	60 days
Auditor: Joanne Wan	Date raised: 23/11/2017
Root cause Analysis (by company):	
The Complaint procedure is not meant to disclose the source already but not clearly states in the procedure.	
Corrective action planned (by company):	
Revised the procedure to clearly identify that the source will not be disclosed	
Preventive Action (by company):	
Ensure that the procedure is adapted and make available at notice to educate workers.	
Review of corrective/preventive action	
The revised complaints and grievance procedure was reviewed to cross-checked on the update statement that include protection of the whistle-blowers. Foreign workers from Myanmar and Laos were interviewed to confirm they understood the revised procedure, The revised procedure was made available and sighted at the estates notice boards. The NC is considered closed with appropriate implementation.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number < 2 >	
RSPO Indicator	6.5.2 (M) 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.

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Non Conformity Number < 2 >			
Location	Monmai Estate and Estate C, Playrang, F2		
Description of Finding/Objective Evidence:			
Pay slip for sampled worker Ms. Ta is not consistent with the terms of the contract and the law and prepared in languages understood by the workers:			
<ol style="list-style-type: none"> 1. Traditional holiday on 23/10/2017 is not reflected on payment dated 05/11/2017 2. Actual payment date is 5th and 20th of each month instead on 5th and 30th of each month which is stated in the contract 3. Deduction from hiring rate of 430 baht/ ton FFB occurs, whereby the actual amount pay is 406 baht / ton FFB and 4. The contract is not prepared in language clearly understood by the workers. 			
Classification	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> Observation
Deadline for implementation	: 60 days		
Auditor:	Saowalak Thongsong and Joanne Wan		Date raised: 23/11/2017
Root cause Analysis (by company):			
The foreign workers are explained about their rates, benefits and day off at the beginning of hiring but the conditions were not stated in the contract.			
Corrective action planned (by company):			
Revised hiring contract into language that worker understand ie. Burmese or Laos and includes the hiring condition into the contract.			
Preventive Action (by company):			
Make sure that the workers understand their rights and benefits by using contract written in their own language.			
Review of corrective/preventive action			

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Non Conformity Number < 2 >	
<p>The pay slip of the sampled worker for the next payday schedule end of December was verified that include the payment for the holiday on 23/10/2017</p> <p>The worker’s contract was reviewed to verify the date of wage payment on 5th and 20th of each month. Workers were interviewed to cross-checked they understood the terms stated in the contract on the pay day.</p> <p>A pay scale either piece rated or task or daily paid for each field activity is made available at estates notice boards. The payment to the worker mention above was cross-checked and could confirm it was correct since the tasks undertaken by the worker is according to the work task allocated and calculated according to the wage scale.</p> <p>Addition page of the work contract in the language understood by the foreign worker from Myanmar and Laos was established. Workers of both origins were interviewed and they understood the contract in their own country language is appropriate.</p> <p>The Thai Labour Act was reviewed to cross-check there is no violation by the group member.</p> <p>It could be confirmed the NC is considered closed with the implementation is appropriate.</p> <p>The effectiveness of the implementation will be further reviewed in the next surveillance audit.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number < 3 >	
RSPO Indicator	4.7.2 (M) 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.
Location	Bodee’s Estates – Playrang, Plan B
Description of Finding/Objective Evidence:	
<p>During the review of the risk assessment established, the assessment did not include following:</p> <ol style="list-style-type: none"> 1. Evaluation of risk as per job specific activity 2. Risk control measures are not identified appropriately. 3. Accidents and injuries occurred the risk was not evaluated and update the risk table. <p>Example: A worker was injured during harvesting and granted 9 days of medical leave. The Lost Time Injury was not considered in the risk assessment.</p>	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	:60 days
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	

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Non Conformity Number < 3 >	
Risks were identified but not includes job specific activity.	
Corrective action planned (by company):	
Identify risks in all related activities.	
Preventive Action (by company):	
Risk analysis will be reviewed periodically or whenever accident happens.	
Review of corrective/preventive action	
The revised risk assessment was reviewed that cover the job specific activity. Example Harvesting, Genset operation, transporting of FFBs, etc.,	
Risk control measures are included in the established revised risk assessment.	
The accident occurred that caused the worker having 9 days medical leave was evaluated with the change in the risk level and control measures were included in the risk table.	
It could be considered the NC is closed with the revised risk assessment established.	
This will be further evaluated in the next surveillance audit for effective implementation.	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number <4 >	
RSPO Indicator	4.7.3 (M) 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.
Location	Bodee's Estates – Playrang
Description of Finding/Objective Evidence:	
During the inspection of the workshop at Playrang estate, the identification of the appropriate PPEs are not established and no signage at the respective work stations.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	:60 days
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	
PPE for each job was provided but many of the relates signs were not posted since it was mutually understood which is not enough to communicates to all related parties	
Corrective action planned (by company):	
Put up the sign in all related area.	

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Non Conformity Number <4 >	
Preventive Action (by company):	
Ensure that workers will be checked that PPE is put on when they report for work.	
Review of corrective/preventive action	
<p>A site walk around inspection was conducted to observe the signage installed at the workshop, chemical / premix sheds and chemical stores. The signage includes the type of PPEs to be put on for the work task. Example Goggles or face shield, heavy duty gloves, protective clothing during welding.</p> <p>Workers were interviewed and could confirmed the PPEs are provided free of charge and briefing provided on the importance to put on appropriate PPEs for their work task.</p> <p>The risk assessment table was cross-checked that include the type of PPE for the specific job.</p> <p>It could be considered the NC is closed. It will be further evaluated in the next surveillance audit for effective implementation.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number < 5 >	
RSPO Indicator	5.6.1 (M) An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).
Location	Bodee's Estates
Description of Finding/Objective Evidence:	
The documentation for assessment of all polluting activities are not made available for evaluation.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	:60 days
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	
Some polluting activities are identified but not covered all activities.	
Corrective action planned (by company):	
Identify polluting activities regarding farm's activities and come up with monitoring plan.	
Preventive Action (by company):	
The identification of type of polluting activates and monitoring will be continuous on an annual basis.	
Review of corrective/preventive action	

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Non Conformity Number < 5 >	
<p>The revised list for polluting activities was reviewed. The list includes the sources of the polluting activities, type of pollution example used tyres, used engine oil, fertiliser bags, chemical containers, etc.</p> <p>This NC is considered closed and further evaluation in the next surveillance audit for the effective implementation on the monitoring for the type of polluting activities.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number < 6 >			
RSPO Indicator	5.6.2 (M) Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented		
Location	Bodee's Estates		
Description of Finding/Objective Evidence:			
During document review, there are no sufficient documentation established to demonstrate the significant pollutants and GHG emissions.			
Classification	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> Observation
Deadline for implementation	: 60 days		
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017		
Root cause Analysis (by company):			
Complicate GHG emissions application.			
Corrective action planned (by company):			
Try to understand and complete by filling up all items in GHG applications			
Preventive Action (by company):			
Monitor GHG and update the sources and emissions periodically.			
Review of corrective/preventive action			
A revised list for the sources of emissions and type of GHG emissions was established for both below 50ha and above 50ha members.			
The list was reviewed to cross-check on the type of GHG emissions applied in the PalmGHG calculator. Example” Fertilisers; diesel for transportation and genset, Electricity from grid supply, fronds and uncollected loose fruits.			
It could be considered the NC is closed and will further evaluate on the monitoring of sources and emissions in the next surveillance audit.			
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Lead Auditor or Auditor, Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017		

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Non Conformity Number < 7 >	
RSPO Indicator	8.1.1 (M) 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.
Location	Bodee’s Estate – Playrang and Plan B
Description of Finding/Objective Evidence:	
The CIP established did not include the requirements of the indicators.	
Classification	<input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	60 days
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	
CIPs are there to implement but were not in written format	
Corrective action planned (by company):	
Write down the CIP into the same format and procedures therefore they are easy to monitor and updates	
Preventive Action (by company):	
To continuously review the progress of activities listed in the CIP	
Review of corrective/preventive action	
<p>The revised CIP has included the proposed elements in the indicator as follows;</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); • Encouraging optimising the yield of the supply base. <p>In each of the elements, the type of activities to be monitored for improvement and the period of monitoring.</p> <p>Example: Social Impacts: Environmental impacts on opening burning and RTE training and meeting with local communities’ schedule in March 2018 and March 2019.</p> <p>It could considered the NC is closed and will be further evaluated for effective implementation in the next surveillance audit.</p>	
Closed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Non Conformity Number < 7 >	
Lead Auditor Cheong, Chun Yuen (Robert)	Date of closure: 19/12/2017

Non Conformity Number < 8 >			
RSPO Indicator	4.1.2 A mechanism to check consistent implementation of procedures shall be in place.		
Location	Group Manager Office		
Description of Finding/Objective Evidence:			
The group manual and several SOPs have been revised and updated. However, the revision history of the respective updated documents are not indicated.			
Classification	<input type="checkbox"/> Major	<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> Observation
Deadline for implementation	Within 9 months		
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017		
Root cause Analysis (by company):			
Corrective action planned (by company):			
Preventive Action (by company):			
Review of corrective/preventive action			
Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Site verification : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Lead Auditor or Auditor,		Date of closure:	

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Non Conformity Number < 9 >	
RSPO Indicator	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
Location	Playrang, Estate B, Estate F2, Mon Mai Estate / Estate C
Description of Finding/Objective Evidence:	
<p>3. During site inspection the following work locations do not have first aid kits.</p> <ul style="list-style-type: none"> d. Chemical mixing area at Playrang estate e. General work shop and chemical mixing area at Plan B estate f. F2 estate housing area. <p>4. According to the accident procedure SOP: SP-OHS-001 rev. A/0, the work procedure covers only accident cases. In case of emergency control has not been established in understandable terms for workers for coverage of the emergency in case of chemical spill, and fire. (Khereerat, and PraMong_Estate C). Only the emergency plan in case of flooding in Palm Oil Farm (WI-OPR-007). In addition, there is no record of training available for migrant workers</p>	
Classification	<input type="checkbox"/> Major <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Observation
Deadline for implementation	Within 9 months
Auditor: Cheong, Chun Yuen (Robert)	Date raised: 23/11/2017
Root cause Analysis (by company):	
Corrective action planned (by company):	
Preventive Action (by company):	
Review of corrective/preventive action	
Closed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Site verification : <input type="checkbox"/> Yes <input type="checkbox"/> No
Lead Auditor or Auditor,	Date of closure:

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5. Stakeholder Consultation

5.1 Summary of Description

The public announcement of the group recertification was made available at RSPO website on 06/10/2017

The invitation letters sent to invite local stakeholders to attend the consultation was on 24/10/2017

The stakeholders' consultation meeting was conducted on 20/11/2017 in Group Office Meeting Room to gather information from the local communities in accordance to Certification Scheme and Stakeholder Consultation requirements. The topics of discussion are as below:

1. Introduction of Community Enterprise Group - Suratthani and its connection towards RSPO certification.
2. Development of oil palm by Community Enterprise Group - Suratthani
3. Community service and support provided by certificate holder.
4. Wildlife management and wildlife corridor established.
5. Local communities' development.

The following relevant Principles & Criteria of the applied standard have discussed during the stakeholders' consultation:

1. Principle 6: Consultation and Communication with stakeholders, the stakeholders could confirm they have attended this meeting previously.
2. Principle 6: A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.
3. Principle 6: Contribute to local development in consultation with the local communities.
4. Principle 6: Where contractors are engaged, they shall understand the RSPO requirements and shall provide the required documentation and information.
5. Principle 1: Commitment, transparency and publicly available documents by certificate holder.
6. Principle 2: Commitment and compliance to applicable laws.
7. Principle 5: HCV and waste management.
8. Principle 4: Good agricultural practices and relevant subjects to smallholders.

The list of stakeholders who attended the meeting refer to Table 7-3.

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5.2 List of contacted stakeholders		
No	Organisation	Name
1	Chief of Kirirat District Agricultural Extension Office	Mr.Prasit Sanrean
2	Director of Kiriratnikom School	Mr.Suwatchai Saikaew
3	Village Headman Moo. 14 Thakhon Subdistrict	Mr.Ratcharin Pat-in
4	Director of Bansaingam Punpin School	Mr.Panom Wongtarea
5	Village Headman Moo. 14 Vipawadee district	Mr.Surachai Meangprated
6	Village Headman Moo. 14 Krapaow Subdistrict	Mr.Sarawut Aoonnsuk
7	Subdistrict Administration Thakam Organization	Mr.Nareacha Jamjang
8	Head of worker	Mr.Kittiyut Pitak
9	Farm manager	Mr.Surapon Ritkul
10	Head of worker	Mr.Noppadol Promjan
11	Group member	Mr.Prajak Manee

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5.3 Issues raised by stakeholders

Appreciation received:

RSPO introduced good agricultural practices that gradually increasing the yield, good awareness among young children on sustainable agricultural practices, safety, environment and HCV, social life and living standard has improved, farmers understand the impact of chemical usage, more smallholders are attracted to the scheme and water pollution significantly reduced due to awareness among smallholders.

Complaints received:

There were no issues raised during the stakeholder's consultation in terms of tenure and/or use rights, social or environmental aspects of management and operations that need to be addressed by the certified unit. It can be concluded the relevant Principles and Criteria clauses of the applied standard are in compliance.

Audit team findings:

Those attended the stakeholder meeting are the new faces whom have not participated in previous years. All of them have received a written invitation from the Group Manager and they are fully aware of their role in this meeting. Collectively, all agreed the RSPO certification brought good intention among smallholders and the modern concept farming that potentially generates higher yield and income.

Company response and proposed action to be taken:

The discussion with stakeholders was well organized and freedom was given to the stakeholders to reveal their perspectives, either negative or positive it is important to note that there were no negative comments raised by stakeholders to the group during the public consultation meeting.

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6.0 Summary of Green House Gases

The PalmGHG version 3.1 is applied to calculate the respective emissions as presented below for the farmers above 50ha. The data applied in the calculator are from January to December 2017. Sample data example extraction rate, production volume and land use were cross-checked with the records. The emissions could be considered as appropriate.

The certification does not include mill, therefore no data considered in the calculator.

Emission per product	tCO ₂ e/tProduct
CPO	0
PK	0

Extraction	%
OER	0
KER	0

Production	t/yr
FFB Process	0
CPO Produced	0

Land Use	Ha
OP Planted Area	1,182.85
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	1,182.85

Summary of Field Emission and Sink

	Own Crop		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB	tCO ₂ e	tCO ₂ e/t FFB
<i>Emission</i>								
Land Conversion	8,332.41	0.53	0	0	0	0	8,332.41	0.53
*CO ₂ Emission from fertilizer	766.92	0.05	0	0	0	0	766.92	0.05
**NO ₂ Emission	805.8	0.05	0	0	0	0	805.8	0.05
Fuel Consumption	154.3	0.13	0	0	0	0	154.3	0.13
Peat Oxidation	0	0	0	0	0	0		
<i>Sink</i>								
Crop Sequestration	-7,898.02	-0.5	0	0	0	0	-7,898.02	-0.5
Conservation	0	0	0	0	0	0	0	0
Sequestration	0	0	0	0	0	0	0	0
Total	2,161.44	0.14	0	0	0	0	2,161.44	0.14

Summary of Mill Emission and Credit

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Emission	tCO ₂ e	tCO ₂ e/tFFB
	POME	0
Fuel Consumption	0	0
Grid Electricity	0	0
Utilisation	0	0
Credit	0	0
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	0	0

Palm Oil Mill Effluent (POME) Treatment	
Divert to Compost	0%
Divert to anaerobic diversion	0%

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond	0%
Divert to methane captured (flaring)	0%
Divert to methane capture (energy generation)	0%

New Planting GHG Summary Reporting

There is no new development or extension in existing estates. Therefore, not applicable.

7.0 Noteworthy positive components

Details of noteworthy positive components

- The group continue to receive support from the partnering mill by providing better FFB price to the group members.
- The group has established an agreement with a ram operator to support members who are located far away from the partnering mill to deliver the FFBs
- Members are aware for the reduction in usage of chemicals and inorganic fertilisers to reduce GHG emissions.
- The group provide scholarship to deserving primary students.

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8.0 Palm Trace Declaration

Monthly Records of Certified FFB Since the Last Audit		
No	Month-Year	Certified FFB Bases (MT)
1	Jan 2017	434.48
2	Feb 2017	515.83
3	Mar 2017	819.47
4	Apr 2017	867.60
5	May 2017	816.52
6	Jun 2017	2,694.53
7	Jul 2017	1,766.07
8	Aug 2017	1,622.49
9	Sept 2017	1,572.34
10	Oct 2017	1,878.65
11	Nov 2017	2,026.56
12	Dec 2017	43.26 (as at 01/12/2017)
	TOTAL	15,057.80

Records of Certified CPO & PK Sold under Credit Trading Palm Trace to Buyers since the Last Audit, if Any				
No	Buyers Name	Green Palm Trading No	Certified CPO (MT) Sold	Certified PK (MT) Sold
1	Not sold as certified RSPO for year 2017		Nil	Nil

9.0 Certification Decision

9.1 Date of next surveillance visit

The next surveillance audit is scheduled within 9-12 months from certification date.

9.2 Date of closing non-conformities

All major NCs closed by	19/12/2017
All minor NCs to be closed by	Next Surveillance Audit

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9.3 Formal sign-off of audit assessment

Certification Decision Date:	30/1/2018
Issued by	TUV NORS Malaysia Sdn Bhd
Certifier (contact person)	Terence Ang

The undersigned, being the Verifier, confirmed that the information and conclusion stated in this report have been prepared in good manner and the certification decision has been based upon the information stated. It is herewith the decision for the certified unit is in line with the applicable standard and system documents.

The audit was conducted based on a sampling basis, where understandably the limitation of this will result of any non-compliance that may not be detected in this audit that may arise in future audits.

Signature:

A handwritten signature in black ink, appearing to read "Terence Ang".

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Annex 1: List of group members

No.	Name of Member	Address ที่อยู่	Coordinates		Land areas จำนวนที่ดิน			Forecasted FFB (tons) ประมาณการผลผลิต
			Latitude	Longitude	Total ทั้งหมด	HCV ที่อนุรักษ์	Planted ที่ปลูก	
1	Mr. Pansak Plongmai	M.5 T.Khian Sa Khian Sa SURATTHANI	8°50'30.27"N	99°15'41.96"E	2.97	0	2.97	40
		M.5 T.Khian Sa Khian Sa SURATTHANI	8°50'41.92"N	99°15'46.86"E	3.68	0	3.68	45
2	Mr. Ammarin Inchoo	M.3 T.Tha Rua Ban Na Doem SURATTHANI	8°57'29.15"N	99°14'38.37"E	1.94	0	0.97	27
3	Mr. Khamphoe Lanjaidee	M.7 T.Tha Kham Punpin SURATTHANI	8°59'26.61"N	99°12'41.58"E	2.90	0	2.84	32
		M.7 T.Tha Kham Punpin SURATTHANI	8°59'28.79"N	99°12'37.31"E	4.94	0	4.14	15
		M.7 T.Tha Kham Punpin SURATTHANI	9.108256025	99.17188728	0.012			
4	Mr. Poj Makesa-Nga	M.2 T.Krut Punpin SURATTHANI	8°58'31.13"N	99°12'23.44"E	9.69	0	9.37	134
		M.2 T.Krut Punpin SURATTHANI	8°57'48.75"N	99°12'39.48"E	13.09	0	12.93	152
		M.1 T.Krut Punpin SURATTHANI	8°57'38.89"N	99°12'44.08"E	20.73	0	20.41	103
5	Mr. Chalerm Sirinapho	M.7 T.Tha Kham Punpin SURATTHANI	8°59'20.01"N	99°12'26.77"E	0.82	0	0.82	27
		M.7 T.Tha Kham Punpin SURATTHANI	8°59'12.54"N	99°12'29.93"E	4.00	0	3.20	44
6	Mr. Piroh Kulsiri	M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'8.14"N	99°14'1.64"E	3.08	0	3.08	80
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'11.37"N	99°14'15.13"E	1.21	0	1.21	40
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'16.57"N	99°14'20.24"E	2.39	0	2.23	60
7	Mr. Sombat Baukaew	M.2 T.Tha Sathon Punpin SURATTHANI	8°59'1.05"N	99°12'54.22"E	1.16	0	1.16	22

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8	Mr. Chanin Hemyakorn	M.5 T.Chonlakhram Donsak SURATTHANI	9°13'48.36"N	99°36'4.68"E	1.39	0	1.39	47.74
		M.2 T.Chonlakhram Donsak SURATTHANI	9°14'34.10"N	99°37'9.73"E	1.82	0	1.82	51
		M.2 T.Chonlakhram Donsak SURATTHANI	9°14'46.42"N	99°35'36.23"E	0.50	0	0.50	12.44
		M.2 T.Chonlakhram Donsak SURATTHANI	9°15'47.28"N	99°33'44.51"E	0.43	0	0.42	7.98
		T.Thu Thong Kanchanadit SURATTHANI	9°14'58.89"N	99°36'30.93"E	1.34	0	1.34	16.76
		M.2 T.Chonlakhram Donsak SURATTHANI	9°14'58.40"N	99°36'54.84"E	1.76	0	0.86	
		M.2 T.Chonlakhram Donsak SURATTHANI	9°14'48.53"N	99°36'53.26"E	0.80	0	0.80	12.5
9	Mr. Siri Songnarin	M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'15.97"N	99°14'14.43"E	1.66	0	1.66	54
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'6.85"N	99°14'8.59"E	0.40	0	0.40	15
		M.2 T.Ban Nam Rob Punpin SURATTHANI	8°56'11.92"N	99° 6'1.28"E	1.60	0	1.60	28
		M.2 T.Ban Nam Rob Punpin SURATTHANI	9°5'37.48"N	99° 6'4.18"E	1.09	0	1.09	22
10	Mr. Kitti Phummalee	M.4 T.Thu Sathon Punpin SURATTHANI	8°58'55.99"N	99°12'53.68"E	2.09	0	2.01	75
11	Mr. Adthaporn Ketphet	M.7 T.Bansadet Khian Sa SURATTHANI	8°48'28.08"N	99° 3'11.18"E	4.81	0	4.81	60
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'14.00"N	99°15'6.95"E	0.99	0	0.97	18
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°55'49.81"N	99°15'20.91"E	1.05	0	1.05	20
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°55'56.76"N	99°15'6.97"E	0.29	0	0.29	6
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°48'28.08"N	99° 3'11.18"E	2.41	0	2.41	15
12	Mr. Kasem Jondum	M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°57'0.57"N	99°13'37.22"E	2.40	0	2.40	10
		M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°57'0.08"N	99°13'48.46"E	2.40	0	0.64	6
13	Mr. Boonserm Kulrat	M.3 T.Sapthawee Ban Na Doem SURATTHANI	8°55'57.91"N	99°15'9.46"E	0.87	0	0.87	11
14	Mr. Pricha Chakkra	M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°56'23.57"N	99°14'28.81"E	1.05	0	1.05	13
15	Mr. Narathon Nobpharat	M.1 T.Sapthawee Ban Na Doem SURATTHANI	8°57'6.04"N	99°13'32.07"E	1.60	0	1.60	30

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16	Mr. Vinai Pradup	M.4 T.Sapthawee Ban Na Doem SURATTHANI	8°54'40.48"N	99°13'13.31"E	2.41	0	2.41	23
17	Mr. Chaiporn Saeng-Utad	M.5 T.Bangmadua Punpin SURATTHANI	8°58'47.88"N	99° 7'48.75"E	3.99	0	3.99	136
18	Mr. Somrak Panintr	M.1 T. Tha Rong Chang Punpin SURATTHANI	8°59'22.58"N	99°10'30.20"E	1.78	0	1.78	28
19	Mrs. U-Sa Kummuang	M.5 T.Krut Punpin SURATTHANI	8°57'59.80"N	99°10'43.23"E	8.29	0	7.89	71
20	Mr. Saouen Suksaeng	M.5 T. Tha Rong Chang Punpin SURATTHANI	9° 0'57.84"N	99°10'36.12"E	3.85	0	3.20	82
21	Mr. Winai Saeng-Uthat	M.1 T. Tha Rong Chang Punpin SURATTHANI	8°58'58.29"N	99° 9'34.66"E	2.58	0	2.40	54
22	Mr. Charun Panaintr	M.1 T. Tha Rong Chang Punpin SURATTHANI	8°59'50.02"N	99°10'16.85"E	2.16	0	2.16	34
		M.1 T. Tha Rong Chang Punpin SURATTHANI	8°59'21.84"N	99°10'36.15"E	2.24	0	2.24	42
23	Mr.Si Pawajitanon	M.5 T.Bangmadua Punpin SURATTHANI	8°58'17.74"N	99° 7'35.73"E	7.79	0	6.35	100
24	Mrs. Patcharee Yodthongdee	M.7 T.Thakham Punpin SURATTHANI	8°59'43.17"N	8°59'43.17"E	5.10	0	4.86	83
25	Mrs. Sarapee Pratum	M.2 T.Ban Nam Rob Punpin SURATTHANI	8°57'18.65"N	99° 6'41.95"E	3.19	0	1.63	33
		M.2 T.Ban Nam Rob Punpin SURATTHANI	9°5'16.99"N	99° 6'11.59"E	0.76	0	0.76	9
26	Mrs. Nobpparat Pimolsri	M.4 T.Lilet Punpin SURATTHANI	9°13'37.55"N	99°14'30.76"E	4.23	0	4.20	73
		M.6 T.Krut Punpin SURATTHANI	8°57'19.43"N	99° 7'21.20"E	3.75	0	3.75	77
27	Mr. Ampon Setthanoo	M.4 Wat pradu Muang SURATTHANI	9° 7'26.68"N	99°16'24.51"E	3.72	0	1.20	67.5
28	Mss. Supawadee Khosripong	M.6 T.Thautae Kanchanadit SURATTHANI	9°9'21.44"N	99°36'18.41"E	2.04	0	2.02	48
		M.6 T.Thautae Kanchanadit SURATTHANI	9° 9'49.50"N	99°35'53.75"E	2.81	0	2.80	68
		M.6 T.Thautae Kanchanadit SURATTHANI	9°10'23.11"N	99°36'2.33"E	2.27	0	2.26	70
		M.6 T.Thautae Kanchanadit SURATTHANI	9°10'45.39"N	99°36'1.42"E	9.45	0	8.20	204
		M.6 T.Thautae Kanchanadit SURATTHANI	9°10'58.20"N	99°36'23.73"E	14.44	0	13.60	340
29	Mr. Prinya Ruenghirun	M.7 T.Thakhoi Tha Chang SURATTHANI	9°14'37.10"N	99°12'48.95"E	8.59	0	8.57	107
		M.7 T.Thakhoi Tha Chang SURATTHANI	9°13'56.66"N	99°13'7.72"E	6.74	0	6.74	126

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30	Mr. Pichan Deethong	M.3 T.Punpin Punpin SURATTHANI	9°6'59.63"N	99°10'59.48"E	2.73	0	1.85	58
		M.3 T.Punpin Punpin SURATTHANI	9°6'37.89"N	99°11'8.92"E	7.15	0	6.83	128
31	Mr. Siri Bunthong	M.5 T.Tha Khoei Tha Chang SURATTHANI	9°15'24.73"N	99° 8'1.76"E	8.00	0	6.72	134
32	Mr. Solos Dachmanee	M.1 T.Srivijaya Punpin SURATTHANI	9°9'40.34"N	99°13'38.91"E	7.06	0	7.05	388
33	Mr. Sutham Klamsen	M.2 T.Takuktai Viphawadi SURATTHANI	9° 9'44.21"N	98°56'27.87"E	4.18	0	4.18	69
		M.11 T.Takuktai Viphawadi SURATTHANI	9°10'59.26"N	98°54'15.24"E	1.12	0	1.12	28
		M.11 T.Takuktai Viphawadi SURATTHANI	9°10'49.46"N	98°54'4.42"E	2.24	0	1.92	38
34	Mrs. Doungsamorn Intachart	M.5 T.Thamsingkron Khiri Rat Nikhom SURATTHANI	8°59'30.24"N	99° 2'6.43"E	10.01	0	3.60	65
35	Mrs. Kanjana Khamchomphoo	M.8 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 4'41.50"N	98°55'28.41"E	5.67	0	5.67	134
		M.3,M.8 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°3'49.05"N	98°55'35.13"E	4.24	0	4.24	109
		M.3 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 3'35.60"N	98°55'55.50"E	2.90	0	2.88	58
		M.14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°2'4.96"N	98°56'11.93"E	6.44	0	6.44	104
		M.14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 2'55.88"N	98°57'58.17"E	4.65	0	4.65	90
36	Mr. Prajak Manee	M.8 T.Kapao Khiri Rat Nikhom SURATTHANI	9° 1'13.20"N	98°55'28.76"E	5.60	0	2.86	54
37	Mr. Chalempon Phuetphon	M.11 T.Kapao Khiri Rat Nikhom SURATTHANI	9° 1'13.20"N	98°55'28.76"E	4.53	0	4.49	136
38	Mrs. Phanitta Sisuwan	M.3 T.Thung Chai yaa SURATTHANI	9°24'0.01"N	99°11'51.52"E	1.70	0	1.70	42
39	Mr. Sunthorn Bunsamorn	M.11 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°1'43.73"N	98°55'3.41"E	0.64	0	0.64	13
		M.5 T.Thamsingkron Khiri Rat Nikhom SURATTHANI	9° 0'42.85"N	99° 1'3.64"E	2.30	0	2.30	38
40	Mr. Charoen Panboot	M.14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 2'48.25"N	98°55'27.12"E	2.34	0	2.34	36
41	Mr. Prakarn Pitakcharoen	M.8 T.Kapao Khiri Rat Nikhom SURATTHANI	9° 2'33.25"N	98°52'44.63"E	7.75	0	7.75	93
42	Mr. Surin Jittrapirom	M.2 T.Takuktai Viphawadi SURATTHANI	9° 9'56.05"N	98°56'29.42"E	5.80	0	5.72	93

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		M.2 T.Takuktai Viphawadi SURATTHANI	9° 9'22.64"N	98°57'18.30"E	0.80	0	0.52	22
43	Mrs. Priya Srisakhon	M.5 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 0'40.69"N	98°56'54.81"E	3.83	0	0.64	17
		M.5 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 0'57.36"N	98°56'31.41"E	1.24	0	1.24	25
44	Mr. Somsak Inthasombat	M.1 T.Namhak Khiri Rat Nikhom SURATTHANI	9° 7'24.58"N	98°57'25.18"E	1.63	0	0.99	19
		M.1 T.Namhak Khiri Rat Nikhom SURATTHANI	9° 7'26.53"N	98°57'19.16"E	1.77	0	1.77	25
45	Mr. Pongsak Koedsombat	M.6 T.Ban Yang Khiri Rat Nikhom SURATTHANI	9° 3'34.77"N	98°58'17.78"E	2.03	0	2.03	37
46	Mr. Komin Mukradsada	M.2 T.Takuktai Viphawadi SURATTHANI	9° 9'15.77"N	98°56'39.25"E	0.93	0	0.93	12
		M.2 T.Takuktai Viphawadi SURATTHANI	9° 9'19.69"N	98°56'40.24"E	0.76	0	0.76	10
47	Mr. Sayree Siburut	M.2 T.Takuktai Viphawadi SURATTHANI	9° 9'34.58"N	98°56'4.72"E	1.97	0	1.60	34
48	Mr. Tanin Raksasup	M.1 T.Namhak Khiri Rat Nikhom SURATTHANI	9° 7'27.63"N	98°55'31.36"E	2.61	0	1.48	25
		M.5 T.Namhak Khiri Rat Nikhom SURATTHANI	9° 7'12.92"N	98°57'31.39"E	6.40	0	1.68	20
49	Mr. Phrom Rotcharoen	M.11 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 1'18.68"N	98°54'46.94"E	1.97	0	1.97	38
50	Mrs. Monta Khonchom	M.14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 2'25.04"N	98°55'56.19"E	3.46	0	3.45	26
51	Mr. Phonchai Choochat	M.2 T.Tha Rua Ban Na Doem SURATTHANI	8°55'58.69"N	99°15'31.24"E	4.09	0	4.09	111
52	Mr. Sopon Soratjapinan	T.Nong Sai Punpin SURATTHANI	9°6'50.29"N	99° 8'35.33"E	7.03	0	7.03	147
		T.Thakham Punpin SURATTHANI	9°6'57.07"N	99° 8'9.94"E	4.66	0	3.52	110
		T.Nong Sai Punpin SURATTHANI	9° 4'2.67"N	99°12'27.51"E	6.39	0	6.39	156
53	Mr. Woraphot Soratjapinan	M.3 T.Nong Sai Punpin SURATTHANI	9°7'9.39"N	99° 7'51.22"E	6.10	0	6.10	133
		T.Bang Sai Muang SURATTHANI	9° 8'56.50"N	99°16'51.14"E	2.50	0	2.50	70
54	Mr. Poramet Naksena	M.1 T.Thung Pho Punpin SURATTHANI	9°8'9.32"N	99°12'31.52"E	5.99	0	5.56	160
		M.7 T.Hua Toei Punpin SURATTHANI	9°9'10.98"N	99°10'4.49"E	3.22	0	3.22	60
55	Mr. San Laobandit	T.Thakham Ban Na Doem SURATTHANI	9° 4'6.18"N	99°12'33.42"E	6.58	0	6.58	190

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		M.7 T.Thu Kham Punpin SURATTHANI	9°10'3.56"N	98°56'27.46"E	5.96	0	5.96	238
56	Mr. Amorn Robcob	M.3 T.Nong Sai Punpin SURATTHANI	9° 6'14.40"N	99°10'14.93"E	1.02	0	1.02	7
57	Mr. Adul Chavang	M.1 T.Takuktai Viphawadi SURATTHANI	9°10'4.80"N	98°56'41.82"E	4.59	0	4.59	68
		M.1 T.Takuktai Viphawadi SURATTHANI	9°10'3.56"N	98°56'27.46"E	4.13	0	4.13	41
58	Mr. Suriya Wetchapram	M.2 T.Krut Punpin SURATTHANI	8°56'56.37"N	99°12'28.11"E	1.76	0	1.76	40
59	Mr. Paisan Pitcharanun	M.4 T.Ban na Ban Na Doem SURATTHANI	8°52'15.11"N	99°18'43.01"E	7.45	0	7.44	188
60	Mr. Saharath Saksinchai	M.14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°2'59.42"N	98°54'42.95"E	8.19	0	8.16	80
61	Mrs. Buppah Laemthong	M.3 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°3'24.72"N	98°57'49.02"E	6.67	0	6.67	70
		M.3 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°3'26.01"N	98°57'28.19"E	2.62	0	2.62	31
		M.3 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°3'39.06"N	98°57'17.26"E	4.22	0	1.20	25
62	Mrs. Sunisa Siman	M.8 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9°3'36.05"N	98°55'36.61"E	2.43	0	2.40	25
63	Mr. Nooguy Seesaikam	M.3 T.Sapthawee Ban Na Doem SURATTHANI	8°56'28.02"N	99°14'38.21"E	1.54	0	1.54	23
64	Mr. Noppadol Bunrod	M.5 T.Bangmadua Punpin SURATTHANI	8°59'11.65"N	99°10'25.19"E	5.08	0	5.08	68
65	Mr. Bodee Cherdvisava Phan	M.4,8,9,10 T.Kapao Khiri Rat Nikhom SURATTHANI	9° 1'44.88"N	98°52'19.43"E	181.61	0	175.05	3,119
		M.1,11,14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 2'8.81"N	98°56'9.46"E	222.97	0	212.41	3,240
		M.12 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 5'12.34"N	98°56'57.76"E	237.81	0	229.81	798
		M.3,8,14 T.Thakhanon Khiri Rat Nikhom SURATTHANI	9° 3'39.11"N	98°56'19.53"E	200.03	0	195.23	2,943
		M.1 T.Krut Punpin SURATTHANI	8° 58'1.07"N	99°11'30.14"E	137.01	0	112.76	969
		M.1 T.Krut Punpin SURATTHANI	8° 57'51.98"N	99°11'46.77"E	165.84	0	131.38	810
		M.7 T.Thu Kham Punpin SURATTHANI	9° 1'22.14"N	99°13'17.03"E	194.43	0	170.72	1,645
		M.7 T.Thu Kham Punpin SURATTHANI	9° 0'37.79"N	99°13'5.52"E	218.74	0	162.74	2,141

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Annex 2: List of Abbreviations

List of Abbreviations	
CPO	Crude Palm Oil
DOE	Department of Environment
EFB	Empty Fruit Bunch
EIA	Environment Impact Assessment
ERT	Endangered Rare and Threatened species
EU	European Union
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
HCVF	High Conservation Value Forest
IPM	Integrated Pest Management
MSDS	Material Safety Data Sheet
NC	Non Conformity
OSH	Occupational Safety and Health
P&C	Principle and Criteria
PK	Palm Kernel
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
SA8000	Social Accountability 8000
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
MT	Metric Tonnes
WHO	World Health Organization